

Purpose

The purpose of this operating procedure is to assist fraternities and sororities at the University of South Florida with their Membership Intake efforts. This document is meant to educate USF fraternity and sorority members, their advisors, and aspiring members about the Membership Intake expectations and the Center for Student Involvement & Fraternity/Sorority Life (CSIFSL). CSIFSL believes in partnerships with fraternity and sorority members, Graduate/Chapter Advisors, and (inter) national headquarters/boards to ensure a successful and positive experience for all involved. *It is our philosophy that Membership Intake activities should support the mission and core values of the University of South Florida, the Center for Student Involvement & Fraternity/Sorority Life, and each (inter) national organization.*

Prohibition of Hazing

Senate Bill 51 requires each university in the state

purposes including, but not limited to, initiation or admission into or affiliation with any organization or participate. "Hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law; any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance; or other forced physical activity that could adversely affect the physical health or safety of the student; and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.

In addition to Florida Statutes §1006.63, hazing as defined by the USF system also includes, but is not limited to, the forced use of alcohol; morally degrading or humiliating games and activities; physical and psychological shocks; deception; verbal abuse; personal servitude; kidnapping; deprivation of privileges granted to others in the organization by use of force or duress; and any other activities which are contrary to academic achievement, the stated purpose of the local and/or (inter)national organization, and/or the mission, policies or regulations.

In recognition of FIPG and (inter) national organizational standards, the activities listed below are also considered hazing by CSIFSL:

requiring active members to be called a particular title other than those prescribed by the (inter) national organization (if any)

The position of the University of Science and Arts is not to be used in reference to pre or post application and initiation activities.

The practice of surprising aspirants with the date/and or time of initiation is not acceptable. Aspirants should be informed as to the date of initiation no later than two weeks after the Membership Intake process begins.

Aspirants should never be subject to sleep deprivation, servitude and/or moral degradation or humiliation.

Aspirants should never be forced to stay or live anywhere against their will.

The individuals named as the Membership Intake Coordinator and any Assistants will represent their role during the Membership Intake process and at any related presentations.

Aspirants' Rights

The Membership Intake process should be conducted in a manner that respects the dignity of aspirants and protects their mental and physical well-being. Examples of acceptable behavior include activities that are not classified as hazing, but promote scholarship, promote service, develop leadership and/or social skills, assist career goals, involve students with alumni/ae, improve relations with others, build awareness of fraternity or sorority history, instill a sense of brotherhood or sisterhood.

F Yei jfYgUgd]fUhg]hc`YUha YUg]hc[Yh\YfzUthYbX'i bgWYXi`YX'íWU`-Xck bÍ`a Yh]b[ğk cf`ci h]hc[Yh\Yf`cf sleep somewhere together for any length of time without written permission from USF and inter/national office

Requires aspirants to address or refer to members in a manner different from how they are addressed by the general membership

Requires aspirants to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

THIS LIST IS IN NO WAY INCLUSIVE.

Membership Intake Procedures

A. Prior to any Membership Intake activities being planned:

1. The organization will ensure that the official and current Membership Intake education policy set forth by the (inter) national organization will be on file with the Council Advisor (including any rules pertaining to Neophyte Presentations or its alternatives, and parties related to celebrating aspirants).
2. Each chapter will receive a letter from CSIFSL certifying the chapter is in good standing for the semester and eligible for intake activities within five (5) business days of the completion of the gYa YgYf] 7 cbj cW]h]cb"
3. All chapters must fill out the Membership Intake Intent Form to specify whether they intend to complete Membership Intake that semester or not. This form must be returned to CSIFSL within twenty-five (25) business days of the start of the semester (but before Membership Intake activities begin). Failure to submit this form on time will result in a \$100 fine. *It is highly recommended that you turn this form in prior to conducting any Informationals.*
4. The Membership Intake Coordinator (MIC) and Chapter President must schedule a meeting with the Council Advisor (Chapter Advisors and Assistant Membership Intake Coordinator may also attend but are not required) at least ten (10) business days prior to the start of the Membership Intake Process. At this meeting, the MIC and Chapter President will provide the following:
 - Any (inter) national and/or regional documents that are to be completed by CSIFSL staff (including any letters that need to be written to specific organization representatives, exact wording needed, name of representative, and the mailing address, phone number(s), and email for such representative)
 - Completed Membership Intake Registration Form via BullSync
 - Completed Membership Intake Agreement via BullSync

NOTE: Failure to bring any of these items entirely completed to this meeting will result in the meeting being rescheduled for a later date.

B. Following the meeting between the chapter representatives and the CSIFSL:

1. Within five (5) business days, the Chapter President and Membership Intake Coordinator will receive a letter from CSIFSL certifying whether the Membership Intake process registration has been accepted based on the information presented or not accepted based on pending details. If an organization's registration has been accepted, they may begin the Membership Intake process. In the event the Membership Intake process registration has not been accepted, the organization will need to submit additional information. It is important to understand that until the organization receives registration approval from CSIFSL to begin their Membership Intake process, they will

not be allowed to conduct any activities with the aspirants.

2. Five (5) business days ~~before~~ attendance sheet(s) for each Informational Meeting conducted via BullSync.
3. Five (5) business days prior to the beginning of all Membership Intake activities, the MIC will submit the (Inter)National Organization Approval Form signed by the (inter) national or regional official stating the chapter is eligible to conduct Membership Intake activities via BullSync.
4. Two (2) business days after the start of the Membership Intake process (based on the timeline listed on the Membership Intake Registration Form), the Verification of Aspirants Form and the electronic individual membership registration form must be turned in via BullSync. The Verification of Aspirants Form must include the names of all individuals approved by your organization submitted to your regional and/or (inter) national representatives as aspirants for membership. Additionally, at this time any changes to the Membership Intake Registration Form must be submitted.

C. Following Initiation:

1. Chapter Presidents must submit the End of Intake Report to

requirements in order to take part in Membership Intake. The criteria designated by the (inter) national organization should be the only criteria used for qualifying members for Membership Intake. The

Following the Informational, organizations are not to engage in any pre-pledging activities not part of the (inter) national Membership Intake process with these members.

Flyers for Informational Meetings

The chapter will turn in to CSIFSL at least one (1) flyer promoting Informational Meetings at least ten (10) business days prior to the event. This flyer will be available in CSIFSL for advertisement purposes.

Socials Prior to Intake

CSIFSL understands that each (inter) national organization conducts their Intake Processes in different steps or styles. With this in mind, any organization that is allowed to partake in socials with interested members prior to the beginning of the intake process on a (inter) national level must register these events with CSIFSL by submitting the Interest Group Activity Form five (5) business days prior to the activity taking place with supporting documents from the (inter) national organization documenting the approved activities, requirements of interests, and timeline of events and meet with the Council Advisor. Following this meeting, organizations will receive a letter certifying whether the registration of these activities has been accepted. Once the registration of these activities has been accepted, organizations will be allowed to start these activities.

Convocation

Any student who would like to be considered for a Membership Intake process must attend at least one session of CSIFSL Convocation before being considered for membership. Convocation will take place at the beginning of each semester.

Activities in which members will have an opportunity to meet and be involved with alumni/ae

It is important for organizations to understand that CSIFSL considers that if an activity is not listed in the outline then it will not occur. If any activities occur outside of those listed on the outline submitted, the organization will be subject to judicial action by the University.

Neophyte Presentations

5. CSIFSL before planning for this type of event takes place.

Space must be reserved through Event Meeting Services for any type of presentation.

Prior approval from CSIFSL must be obtained for any type of Neophyte Presentation activities (and the proper paperwork must be submitted by the appropriate deadlines).

without specified restrictions; loss of privileges including but not limited to the use of University space and facilities; and revocation of the privilege of being a registered student organization. The (inter) national office of any student organization violating the anti-hazing rules and Membership Intake policies will be notified of any violations and all penalties.

If you have any questions regarding paperwork that needs to be submitted or about the process for Membership Intake, please contact CSIFSL and/or the respective Council Advisor at 813-974-7335.