



## Department Policy

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### **POLICY NAME: Fraternity and Sorority Membership and Joining Policy**

<b>Authority Title and Review Information:</b>	<b>Name and Date</b>
<b>Approval Authority:</b>	Assistant Vice President for Diversity, Equity, and Belonging
<b>Responsible Executive:</b>	Director, Fraternity and Sorority Life
<b>Responsible Office:</b>	Fraternity and Sorority Life
<b>Responsible Officer:</b>	Director, Fraternity and Sorority Life
<b>Policy Category:</b>	Administration and Operations
<b>Effective Date:</b>	March 2024
<b>Last Review Date:</b>	n/a
<b>Next Review Date:</b>	March 2025

#### **I. POLICY STATEMENT**

Fraternity and Sorority Life (FSL) at Michigan State University (MSU) recognizes the importance of the Membership Intake and Recruitment processes. FSL supports efforts in the development of new members, as well as the chapter. As students continue to seek membership in Greek letter organizations at MSU, it is important that Fraternity and Sorority Life establish a system of communication with organizations wanting to conduct intake recruitment activities for new members.

#### **II. SCOPE**

Each of the affiliate organizations of the Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), Interfraternity Council (IFC), and Panhellenic Council (PC) exists on the MSU campus because of a collaborative partnership. It is important that each chapter understands this relationship and operates within the set policies and procedures of their respective national bodies and Michigan State University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake and recruitment processes by way of making sure that only those requirements listed within each organization’s membership intake and recruitment process occur, and there are no instances of unauthorized activity. Herein stated,

one will find the procedures required by MSU FSL designed to ensure a smooth intake and recruitment process. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the MSU FSL, Office of Student Support and Accountability (OSSA), as well as contacting the respective chapter's advisor and national headquarters. Please handle the intake and recruitment process with a sense of integrity, civility, and respect.

### III. DEFINITIONS

- **ACTIVE:** A member who has been initiated into lifelong fraternity or sorority membership and is active at the collegiate level.
- **ALUMNI/AE:** Initiated fraternity or sorority members who have graduated from college.
- **BID:** A formal invitation to join a particular sorority or fraternity.
- **CALL:** A vocal sound used by members of NPHC and MGC organizations to acknowledge one another.
- **CHAPTER:** The local group of a larger national organization designated by a special name or Greek letters.
- **CONTINUOUS OPEN BIDDING/RECRUITMENT:** An informal recruitment process that takes place after the conclusion of Formal Panhellenic Recruitment.
- **FORMAL PANHELLENIC RECRUITMENT:** A series of events given by each sorority that are designed to introduce sorority life to potential new members. Formal Recruitment is scheduled by the Panhellenic Council.
- **IFC RECRUITMENT:** A week-long period in which fraternities and potential new members become acquainted.
- **INITIATION:** The formal ceremony that marks the beginning of active membership. Each chapter has a different set of initiation requirements.
- **INTERNATIONAL/NATIONAL HEADQUARTERS:** The central organization of a particular fraternity or sorority.
- **MEMBERSHIP INTAKE:** The process that NPHC and MGC chapters utilize to recruit, interview, select, and initiate new members.
- **NEOPHYTE:** A member of the last line to cross in the local chapter of a NPHC or MGC organization.

- **NEW MEMBER/PLEDGE:** A member of a fraternity or sorority going through the new member education/pledging process.
- **NEW MEMBER EDUCATOR/MEMBERSHIP INTAKE CHAIR:** The liaison between new members and the chapter. This person is responsible for implementing and monitoring the new member program and preparing new members for initiation.
- **POTENTIAL NEW MEMBER (PNM):** A college student participating in recruitment or intake.
- **PRESENTATION SHOW/PROBATE:** The introduction of a line to campus. This is usually the first full step show/ exhibition performed by members of the new member class of MGC or NPHC organization.
- **PROPHYTE:** A neophyte becomes a prophyte after another line is initiated.
- **RECRUITMENT/RUSH CHAIR:** An active member of a sorority or fraternity who is in charge of recruitment efforts for the chapter.
- **RECRUITMENT COUNSELOR (GAMMA CHI/ RHO CHI):** A trained Panhellenic Council sorority member who has disassociated herself from her chapter during Formal Panhellenic Recruitment in order to counsel and assist potential new members during recruitment.
- **SOCIAL:** A get-together with another group for a party, dinner, or fun occasion.
- **SALUTING:** Saluting is a means by which members of an organization can praise a particular member within their organization or to honor the organization's past and current accomplishments. Typically, if there is more than one person performing a salute, the members will synchronize their movements. Saluting symbolizes unity and respect.
- **STROLL OR PARTY HOP:** A line dance by members of NPHC or MGC organizations.
- **STEP:** Synchronized movements using hands, feet, and props (i.e. canes) to create rhythmic beats. Seen at step shows performed by NPHC groups.

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#### IV. POLICY

1. The academic mission of the institution will be upheld and promoted to new members.
2. Membership activities will not interfere with academic endeavors or class schedules.
3. Organizations shall not discriminate on the basis of age, color, disability status, ethnicity, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, or weight.
4. The selection of new members will be free of any form of mental and/or physical abuse and hazing as defined by our MSU Policy and federal law.
5. Members will be selected on the criteria set forth by the national headquarters of the organization.
6. Interested members must be enrolled in classes at Michigan State University during the semester of joining.
7. Interested members must meet the following GPA requirements the semester they would like to join a fraternity/sorority:
  - a. A minimum cumulative high school GPA of 2.50 (for first semester college students)
  - b. A minimum college cumulative GPA of 2.50
8. Chapters will not engage in pre or post hazing activities.
9. Chapter advisors will be present at all membership-related activities.
10. Chapters must be in good standing (defined as, “financially active with nationals, academically active with nationals and Michigan State University, not on any type of probation with either nationals or MSU”) with their national headquarters and Michigan State University prior to intake activities.
11. Chapters complete all required paperwork in a timely fashion.
12. Prospective members will be made aware of Michigan State University Hazing Policy.
13. No membership activity includes the presence or consumption of alcohol.
14. All membership intake and recruitment activities are to be conducted in compliance with each national organization’s intake guidelines and process.
15. Information Meeting or Orientation Attendance
  - a. All prospective members will attend the MGC and NPHC Information Meeting before being considered for membership in a NPHC or MGC organization.

OR

  - b. All potential new members will attend Recruitment Orientation prior to participation in recruitment activities or accepting a bid from an IFC or PC organization.
16. All new member presentation shows are done in a tasteful manner and refrain from utilizing language or activities that allude to any type of pledge process, or anything that causes or creates a substantial risk of causing mental or physical harm or humiliation. (i.e.- hitting, slapping, Carrying Bricks, physical labor, etc.)
17. All new member presentations (probate or bid day) must be performed via the Events Policy
18. A new member introduction show is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include sexually explicit language, gestures, references, or dismissive actions towards other organizations.





**POLICY PROCEDURES:  
NPHC and MGC Membership Intake**

## V. POLICY PROCEDURES: NPHC and MGC Membership Intake

### 1. NPHC/MGC Information Meeting

- All students interested in being considered for membership in one of the active organizations are required to attend the NPHC/MGC Information Meeting as a condition of participation in membership intake programs.
- Sessions will be offered on 2 days during the academic year, at the beginning of the fall and spring semesters.
- Make-up will be offered but will only be eligible to students who missed due to a class or received a previously approved absence.
- All Executive board members are required to participate in the NPHC/MGC Information Meeting.
- Advisors are not required but are invited to attend.
- Chapter members should be prepared to participate in various activities, as the format of the NPHC/MGC Information Meeting may change from time to time (i.e.- Question Panel; Video, Step presentation, breakout rooms etc.)
- All presentations should be done in a manner that professionally represents the university and the national organization.

### 2. CHAPTER COMPLIANCE STEPS

*\*\*If deadlines apply to the steps below, then they will be listed after the item.\*\**

Steps to take Pre-Interest Meeting	Comments
Reserve Spaces	: This should be done by the first day of classes on Involve@State :Remember that it can take 2 weeks for a reservation to be approved :Reserve space for New Member Presentation as early as possible. Remember there are limited locations on campus to host New Member Presentations; therefore, the earlier the better
Venue Set Up	: IMPORTANT : Event set up is a separate process from completing the Involve form : Failure to complete an event set up may result in your event being cancelled. All venue needs i.e. lighting, chairs, projector usage, etc.

	should be submitted to the proper office no later than two weeks before the presentation. :Failure to do so may result in the presentation being cancelled.
Time doors will open	:The chapter is <b>required</b> to be at the venue 1 hour prior to this time. :If different parties of people are being let in at different times, this needs to be stated in the plan. :The chapter is responsible for managing the door.
Time event will start	:Events that start more than 30 minutes after the designated start time will result in the FSL staff being able to shut down the event.
Clean Up	:The chapter needs to submit a plan including who will be cleaning up venue after the presentation.
Miscellaneous Information	Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.

**A. CERTIFICATION TRAINING** – Each chapter must have at least two (2) representatives in the Intake Certification Training. The president and/or membership intake chair and a chapter advisor must attend the training. It is only required that each chapter attend this meeting once per academic year.

**Training Date: January and August**

**B. NOTICE OF MEMBERSHIP INTAKE-** The Notice of Membership Intake form notifies Fraternity and Sorority Life that your organization plans (or does not plan) to have intake or entertain the possibility of intake through an Informational Meeting or rush activity.  
**Due: 2 weeks prior to the Intake Meeting.**

**C. CHAPTER ADVISOR AGREEMENT-** The Chapter Advisor Agreement notifies Fraternity and Sorority Life that the Chapter Advisor approves of the organization’s plan to participate in intake and understands all requirements of the office. **Due: 2 weeks prior to the Intake Meeting.**

**D. NOTICE OF MEMBERSHIP INFORMATION FORM-** Please include the official schedule as sent by National and/or Regional Office including the date of informational, date expected to send off applications, interview dates, ritual dates, study dates, date of New Member Presentation show, and all other dates related to the Intake process.  
**Due: 2 weeks prior to the Intake Meeting.**

**E. INTAKE MEETING-** If your organization plans to conduct an intake process, the chapter president and/or new membership chairperson is required to meet with the Assistant Director for Fraternity & Sorority Life or a designated member of Fraternity and Sorority Life. During the meeting, be prepared to review your national requirements for Intake. Be prepared to REVIEW documentation that certifies your chapter’s eligibility for Intake. Please include appropriate name, telephone number, and email address for state and/or regional officers of your organization. Also, you will be expected to bring a



calendar/schedule of activities for the organization, and the official flyer announcing the informational/interest/rush meeting.

Advisors are required to participate in this meeting. Intake meetings can take place after the Notice of Membership Intake Form has been submitted. ***Must be scheduled and held two weeks prior to the initial Information Meeting.***

**F. INTEREST MEETINGS/RUSH (etc.)**

- Informational meetings, Information Meetings, awareness seminars, or smokers may take place during the time periods listed above.
- Location, Date, and Time of meeting must be included in the Notice of Membership Information Form.
- A copy of the Informational/rush flyer must be submitted to the Assistant Director for Fraternity and Sorority Life.

***\*\*Please note that all Informational flyers will be posted outside the Greek Leadership Office (GLO) on the 3<sup>rd</sup> floor of the Student Services Building. These flyers must be posted at least two weeks prior to the meeting.\*\****

**G. HAZING COMPLIANCE FORM-** This form certifies that all activities sponsored or required by their national fraternity/sorority members or pledge/associate members comply with the MSU Hazing Policy, and with the State of Michigan. Chapters must certify that they have informed the candidate/aspirant member(s) of their fraternity/sorority of the contents of the MSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process. **Due: Submitted prior to the new member education process begins.**

**H. VERIFIED ASPIRANTS FORMS-** Once the chapter has conducted their Informational or rush and has received approval to conduct membership intake, then they must complete and submit the Verified Aspirants Grade Release Form. The ***Verified Aspirants Grade Release Form*** must list all potential new members who are participating in the process along with their signatures. In addition, all potential new members must sign the ***Verified Aspirants Hazing Policy Notification Form***. Both documents must be submitted prior to the start of your organization's new member education sessions, ceremonies, or process. (Anticipated date for receiving this information should be indicated at the Intake Meeting. Follow-up will take place in the FSL to ensure that this information is received, and a time is communicated.)

***\*\*All forms must complete and submitted before New Member Presentation will be approved\*\****

**I. NEW MEMBER PRESENTATIONS-** The chapter is completely responsible for reservation of venue other logistical details as they apply to probates and new member presentations. To be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run. This plan should include the following information:

Information to be included in plan	Comments
Date of Presentation	This date should be included on your intake calendar.
Venue	: Reserve venue for New Member Presentation. This should be done as close to the start of the semester as possible. Space availability declines as we get further into the semester. Submit an event request in Involve@State
IPF Request	: IMPORTANT : Event requests include Involve@State and an IPF Event form : Failure to complete an event form through IPF set up may result in your event being cancelled. All venue needs i.e. lighting, chairs, projector usage, etc. should be submitted to the IPF no later than two weeks before the presentation. :Failure to do so may result in the presentation being cancelled.
Time doors will open	:The chapter is <b>required</b> to be at the venue 1 hour prior to this time. :If different parties of people are being let in at different times, this needs to be stated in the plan. :The chapter is responsible for managing the door.
Time event will start	:Events that start more than 30 minutes after the designated start time will result in the FSL staff being able to shut down the event.
Clean Up	:The chapter needs to submit a plan including who will be cleaning up venue after the presentation.
Miscellaneous Information	Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.

***\*\*IMPORTANT\*\* Failure to submit the New Member Presentation Plan form will result in the chapter no longer being able to host new member presentations.***

**J. COMMUNICATION-** Fraternity and Sorority Life expects communication with each organization to be an open process. Should timelines change, it is an expectation that all the steps of the process are communicated with the Assistant Director or a designated member of the FSL staff **immediately**. Any organization that fails to follow the proscribed process or guidelines will be subject to all activities being ceased.

***Note: See New Member Intake Schedule for specific dates and deadlines. All dates are final unless prior approval has been received from a designated staff member of Fraternity and Sorority Life.***

**ADDITIONAL NOTES**

**\*\*EXTENTIONS-** All intake activities must be complete by or before **the last day of classes each semester**. There are no exceptions to this rule.

**\*\*DEADLINES-** **2 weeks before the last day of classes** - This is the last day to submit any Membership Intake Forms unless you have been approved for an extension.

**\*\*CEASE ACTIVITIES-** **Last day of classes each semester.**

All intake activities must cease. Sanctions will be given to those organizations that do not adhere to this deadline.

**New Members: All newly initiated students will be required to participate in the FSL New Member Education the following fall.**

**FSL Meeting: All chapters are required to schedule a time for a member of the MSU FSL Staff to come meet with verified applicants to discuss expectations of being a new member.**

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**Contact Information**

**Questions or concerns should be directed to Fraternity and Sorority Life**

Assistant Director for Fraternity and Sorority Life:

Elana Levy  
517-432-3466 (Office)  
levyelan@msu.edu (email)

**TIMELINE SNAPSHOT**

<b>Guideline</b>	<b>Description</b>	<b>Deadline</b>	<b>Submission</b>
<b>Information Meeting</b>	The Meeting is the first official introduction that students have to FSL. All Students participating in Intake must attend and all Exec must attend.	Must be submitted 2 weeks prior to the new member education process beginning	All council Exec must attend. Prospective members must complete sign in.

<b>Notice of Membership Intake</b>	The Notice of Membership Intake notifies Fraternity and Sorority Life that your organization plans (or does not plan) to have intake or entertain the possibility of intake through an Informational Meeting or rush activity.	Must be submitted two weeks prior to the Intake Meeting	Outlines your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.
<b>Chapter Advisor Agreement</b>	The Chapter Advisor Agreement notifies Fraternity and Sorority Life that the Chapter Advisor approves of the organization's plan to participate in intake and understands all requirements of the office.	Must be submitted two weeks prior to the Intake Meeting	Outlines your Advisor's agreement to your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.
<b>Intake Meeting and Notice of Membership Information Form</b>	An Intake Meeting must be scheduled with Fraternity and Sorority Life to discuss the chapter's calendar and plan for dates. The President, Intake Coordinator, and Advisor must attend this meeting.	*Must be scheduled and held two weeks prior to initial Informational Meeting/formal rush.	What you will need at the meeting: Calendar of Activities, Proof of Approval for Intake from National Office, and copy of flyer. All information should have been submitted via the Notice of Membership Information form
<b>Interest Meetings/Formal Rush</b>	Chapters may host advertised Information Meetings and Rush Activities. Must be submitted to the AD for FSL <b>2 weeks prior to the Information Meeting/rush</b> . These activities must take prior to a pre-determined date.		Chapters must submit a copy of the flyer.

<b>Hazing Compliance Form</b>	Chapters must certify that <u>all</u> activities sponsored or required by their national fraternity/sorority members or pledge/associate members comply with the MSU Hazing Policy, and with the State of Michigan.	Must be submitted prior to the new member education process beginning	Chapters must certify that they have informed the candidate/aspirant member(s) of their fraternity/sorority of the contents of the MSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process.
<b>Verified Aspirants Forms</b>	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the Verification of Aspirants forms, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	Must be <i>turned in via email or in person</i> prior to the new member education process beginning.	Chapter must have all aspirants sign the Verified Aspirants Grade Release Form. Each aspirant also must sign the Verified Aspirants Hazing Policy Notification form.
<b>New Member Presentation Plan Form</b>	To be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run.	Must be submitted at least two weeks prior to New Member Presentation	Failure to submit a drawn-out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.
<b>Cease Activity</b>	Chapters may no longer have activity. Including New Member Presentations, ceremonies, crossings, meetings, etc. after this date.	Last day of Classes each fall/spring semester	<b>NO MORE ACTIVITIES ALLOWED</b>



**POLICY PROCEDURES:  
IFC Recruitment**

## VI. POLICY PROCEDURES: IFC Recruitment

**Section I.** All recruitment activities associated with a chapter will be dry (nonalcoholic) and drug free functions.

**Section II.** Each fraternity must not advertise for recruitment in any manner inconsistent with the values of the Greek community, including but not limited to, the degradation of either sex through the use of sexual innuendo, the degradation of any ethnic group/organization, and the endorsement/encouragement of the use of controlled/illegal substances and/or the use of alcohol.

**Section III.** Open Recruitment for Member Fraternities shall be designated as Recruitment Week. Official Bids can be issued on the last night of recruitment starting at 10:00 PM.

**Section III.** Potential New Members will not be permitted at Chapter Houses or at any event that could be considered a Chapter Recruitment activity during Recruitment Week other than the times designated by the Interfraternity Council. This includes Bid Night.

**Section IV.** There will be no more than two undergraduate, non-sorority MSU female students working the welcome table at one time during a chapter recruitment activity during Recruitment Week. They should not be under the influence of any substances.

**Section V.** In accordance with the National Panhellenic Conference's 1 Unanimous Agreement X, no undergraduate Panhellenic women may participate in men's recruitment in any capacity.

**Section VI.** No fraternity may use any type of paid entertainment during the designated hours on the designated days of Recruitment Week.

**Section VII.** Any Potential New Members shall meet the following GPA recruitment in order to be accepted as a New Member by any Member Fraternity:

- i. A minimum high school GPA of 2.50 for first semester freshman
- ii. A minimum college GPA of 2.50 or a GPA at/or above the All-Men's average

**Section VIII.** No bids shall be extended from the start of the academic semester until the end of the Open Recruitment Period, or as otherwise designated by the IFC Executive Board. Year-round recruitment is still encouraged.

**Section VIII.** Each Member Fraternity shall submit a list of bids extended, and a list of bids accepted, within **48 hours** of extending a bid to any New Member.

**Section IX.** New Members shall reserve the right to disassociate/de-pledge from the Member Fraternity at any time and accept a bid from another Member Fraternity at any time following them disassociating/de-pledging.

**Section X.** No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation/de-pledging in order to become a New Member or Member of their own Member Fraternity.

**Section XI.** Each Fraternity chapter must submit a list of who attended each day of recruitment.

**Section XII.** All recruitment events are to be held in an official chapter facility or an approved on campus location.

**Section XIII.** All recruitment events must follow the Rho Chi checklist and be walked through by a Rho Chi member.

**Section XIV.** No PNM may be extended a bid unless they have registered for IFC Recruitment and have met all eligibility requirements.

I, as chapter president and recruitment chair, understand the rules and regulations stated above and understand that if anyone in my chapter breaks these rules, the chapter will go through the IFC Judicial Process.

President \_\_\_\_\_

Recruitment Chair \_\_\_\_\_





**POLICY PROCEDURES:  
PC Recruitment**

## VII. POLICY PROCEDURES: PC Fall Formal Recruitment

- A. Michigan State University will follow the NPC Peer Accountability Process as outlined in the NPC Unanimous Agreements. A detailed, written report signed by the accusing party (specifying time, place and witnesses to the alleged infraction) must be turned in to the Executive Vice President. It is crucial that violation forms be thoroughly filled out and that witnesses give their names and contact information. Only PNMs are excused from the NPC policy of identifying themselves in front of the accused parties. Infractions must be filed within 30 calendar days from the date of the alleged infraction (including university/college breaks).
  - I. The Panhellenic Council advisor reserves the right to contact the Inter/National Headquarters of any sorority with a Recruitment Code of Conduct violation.
  - II. All National Panhellenic Conference Unanimous Agreements and Policies will be upheld; especially those pertaining to Primary Recruitment. All members are responsible for knowing and observing these rules.
  - III. All Michigan State University rules, policies, procedures, and local, state and federal laws must be followed at all times.
- B. Fined Infractions/Frills
  - I. Frill Definition: Adding anything to the recruitment areas, or changing everyday items, for the purpose of recruitment, in an effort to differentiate or exaggerate your chapter representation. Examples of this include custom made napkins, table cloths, water bottles, wristbands, pens, or stationery. Examples of house additions are extra flowers that are not normally present, banners, posters, etc.
  - II. All fines are due within 30 days of each chapter's final receipt invoice for Recruitment infractions. For every day that they are late a \$50 fine will be added.
    - I. An Informal Accountability Resolution Meeting with the President of Panhellenic Council can be requested from Chapter President
  - III. PNMs leaving the party with any items including favors: except for the financial documents on the predetermined day set by the Panhellenic Council. - \$20/PNM
  - IV. Initiating the hug of a PNM. -\$20/occurrence
  - V. Recruitment party going over time limit. - \$25/minute
  - VI. Turning in invitation and/or bid lists late to the Office of Fraternity and Sorority Life. - \$150/15 minutes
  - VII. Turning in recruitment receipts after the 6-week deadline. - \$50/day up to 15 days then mediation - If a chapter goes over the budget stated by Panhellenic Council, it will result in a mediation, and may be subject to other sanctions.
  - VIII. Showing an unapproved video during recruitment - \$500/party
  - IX. Video submission after the set deadline. Videos include, but not limited to; Spirit Day Videos, Philanthropy Videos, Values Day Videos. - \$250/day/video
  - X. Anyone using the front door (other than Recruitment/FSL personnel) at any time prior to or after a party. - \$50/occurrence
  - XI. Chapters writing any written correspondence, including preference letters, to Potential New Members.-\$100/PNM
  - XII. Degradation of another sorority. - Direct Referral for Mediation

- I. There should be no conversations about other sororities. References can be made to the Panhellenic community as a whole.
- XIII. Communication with Potential New Members (beginning on PNM orientation day) outside of Primary Recruitment events using any form of social media. Any conversations through social media that pressure a potential new member, imply she would receive a bid (bid promising), or encourage her not to keep an open mind through the recruitment process are not allowed. - \$100/occurrence and/or referral for mediation
- XIV. Bid promising is defined as: A recruiter may not give the potential new member any indication that she will be asked back for the next round or will be issued a bid.
  - I. The recruiter may not suggest to the potential new member to refuse any bid from another chapter.
  - II. Promising of bids directly or indirectly by any member, new member, or alumna of a chapter. - Direct referral for Mediation
- XV. Chapter members may not discuss potential COB opportunities in the Primary Recruitment process.
- XVI. Communication with Potential New Members (beginning on PNM orientation day) outside of Primary Recruitment events using text messages, phone calls, and/or any direct communication privately. - \$300/occurrence and/or referral for mediation
- XVII. Hotboxing or intentionally intimidating a PNM to join or not join a specific chapter is strictly prohibited. Hotboxing is defined as 3 or more active members communicating with a PNM at one single time - \$300/occurrence and Values Based Recruitment Education
- XVIII. Promising of bids directly or indirectly by any member, new member or alumna of a chapter. - Direct referral for Informal accountability resolution meeting
- XIX. All chapter members may not go into any men's fraternity official chapter house or annex house from the morning of PNM Orientation through the day after Bid Day. An annex is defined as any residency where two or more Greek members of the same organization reside - \$150/occurrence/member
- XX. During all recruitment events there shall be no pictures of collegiate men (excluding immediate family members) in any rooms. There will also be no pictures of alcohol, drugs or drug paraphernalia allowed - \$100/party
- XXI. No Flower Walls – simple flowers in a vase will be allowed - \$500/ party- Any permanent structures, approved by PC, that are not utilized for the sole purpose of recruitment, are allowed to remain in chapter facilities.
- XXII. No Embroidered/ custom tablecloths or napkins - \$25/party
- XXIII. No banners or large areas of decorations such as balloons – unless approved by the Panhellenic Council \$150/party
- XXIV. No tulle or Glitter - \$25/party
- XXV. No Lemon or fruit in water – must be plain water - \$50/party
- XXVI. A tent must be provided for outside- \$50/day
- XXVII. The Tent on the lawn must be plain-no chapter letters or embroidery \$50/day
- XXVIII. No Snapchat filters talking about recruitment- i.e. “Welcome to our chapter on values day” - \$50/day

- XXIX. Door stacks are no longer allowed per NPC-. \$100/occurrence
- XXX. Anything a PNM handles should be generic, no custom items used or given to PNMs. Examples: water bottles, tablecloths, napkin, etc.

C. Infractions have to be filed within 30 calendar days of the infraction occurring. Then Panhellenic Council has 7 days within receiving the violation report to notify the chapter. **The accused chapter then has 7 days to schedule the accountability resolution meeting.** The meeting needs to be held within 21 days of the receipt of the infraction notice.

D. Conversations

I. Conversations during and in between parties should not involve:

- I. Fraternity associations
- II. Social events involving alcohol
- III. Alcohol consumption
- IV. Political affiliation
- V. Household income

E. Panhellenic Council reserves the right to administer community service or education learning hours instead of or on top of fines as a result from accountability resolution meetings.

- I. Infractions that involve community service hours or educational learning hours as a sanction shall be completed by 80% of the active sorority members, not including New Members, Panhellenic Executive Board, Recruitment Judicial Board or Recruitment Guide. Community service hours may be specified by the Panhellenic Executive Board to include specific events.
- II. Hours must be completed and turned in to the Executive Vice President by the date set in mediation. Failure to complete community service hours will result in a \$500 fine per chapter per hour not completed.

F. All sanctions are subject to change by Panhellenic Council discretion.



**VIOLATIONS &  
RELATED INFORMATION AND  
FORMS/AGREEMENTS**

## V. VIOLATIONS

Employees or students who violate this policy may be subject to discipline.

## VII. RELATED INFORMATION AND FORMS/AGREEMENTS

### 1. Privacy Statement

To protect the interests, privacy and confidentiality of the affiliate organizations, all documents submitted will be treated as confidential information. While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need-to-know basis.

### 2. Forms: MGC and NPHC Intake

All NPHC and MGC organizations are required to complete the forms listed below. In the Notice of Membership Intake form an organization will note whether they will be welcoming new members into your organization, meaning all chapters must fill out the Intent to Participate in Intake form. If a chapter is not participating in intake, they only need to complete the Notice of membership Intake form.

- Notice of Membership Intake form: <https://forms.office.com/r/fNQD17FiaM>
- Chapter Advisor Agreement: <https://forms.office.com/r/nh9n4gu950>
- Notice of Membership Information: <https://forms.office.com/r/HYttSbkFSt>

If participating in Intake, the following forms are due before the organization's membership program begins:

- Hazing Compliance Form: <https://forms.office.com/r/fspbF2R9Cf>
- [Verified Aspirants Grade Release Form](#): Must be printed and signed
- [Verified Aspirants Hazing Policy Notification](#): Must be printed and signed
- New Member Presentation Plan: <https://forms.office.com/r/wW27R5u1Ph>

### *Check List*

<b>Guideline</b>	<b>Description</b>	<b>Deadline</b>	<b>Submission</b>	<b>Submitted/ Completed?</b>
<b>Information Meeting</b>	The Meeting is the first official introduction that students have to FSL. All Students participating in Intake must	Must be submitted 2 weeks prior to the new member education process beginning	All council Exec must attend. Prospective members must complete sign in.	

	attend and all Exec must attend.			
<b>Notice of Membership Intake</b>	The Notice of Membership Intake notifies Fraternity and Sorority Life that your organization plans (or does not plan) to have intake or entertain the possibility of intake through an Informational Meeting or rush activity.	Must be submitted two weeks prior to the Intake Meeting	Outlines your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.	
<b>Chapter Advisor Agreement</b>	The Chapter Advisor Agreement notifies Fraternity and Sorority Life that the Chapter Advisor approves of the organization's plan to participate in intake and understands all requirements of the office.	Must be submitted two weeks prior to the Intake Meeting	Outlines your Advisor's agreement to your organization's intention to acquire approval from the appropriate representative of your national organization to conduct an informational meeting, rush, or conduct an intake process.	
<b>Intake Meeting and Notice of Membership Information Form</b>	An Intake Meeting must be scheduled with Fraternity and Sorority Life to discuss the chapter's calendar and plan for dates. The President,	*Must be scheduled and held two weeks prior to initial Informational Meeting/formal rush.	What you will need at the meeting: Calendar of Activities, Proof of Approval for Intake from National Office, and copy of flyer. All information should have been	

	Intake Coordinator, and Advisor must attend this meeting.		submitted via the Notice of Membership Information form	
<b>Interest Meetings/Formal Rush</b>	Chapters may host advertised Information Meetings and Rush Activities. Must be submitted to the AD for FSL <b>2 weeks prior to the Information Meeting/rush.</b> These activities must take place prior to a pre-determined date.		Chapters must submit a copy of the flyer.	
<b>Hazing Compliance Form</b>	Chapters must certify that <u>all</u> activities sponsored or required by their national fraternity/sorority members or pledge/associate members comply with the MSU Hazing Policy, and with the State of Michigan.	Must be submitted prior to the new member education process beginning	Chapters must certify that they have informed the candidate/aspirant member(s) of their fraternity/sorority of the contents of the MSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process.	
<b>Verified Aspirants Forms</b>	Once the chapter has determined who is eligible and approved by the National Organization to participate in	Must be <i>turned in via email or in person</i> prior to the new member education	Chapter must have all aspirants sign the Verified Aspirants Grade Release Form. Each aspirant also must sign the Verified Aspirants	



	Intake, then they must submit the Verification of Aspirants forms, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	process beginning.	Hazing Policy Notification form.	
<b>New Member Presentation Plan Form</b>	To be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run.	Must be submitted at least two weeks prior to New Member Presentation	Failure to submit a drawn-out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.	
<b>Cease Activity</b>	Chapters may no longer have activity. Including New Member Presentations, ceremonies, crossings, meetings, etc. after this date.	Last day of Classes each fall/spring semester	NO MORE ACTIVITIES ALLOWED	

## VIII. HISTORY

Action	Description
Issued:	<ol style="list-style-type: none"> <li>1. Fraternity &amp; Sorority Life</li> <li>2. March 14, 2024</li> </ol>
Approved by:	<ol style="list-style-type: none"> <li>1. Assistant Vice President for Diversity, Equity, and Belonging</li> <li>2. Dr. Genyne Royal</li> <li>3. March 12, 2024</li> </ol>

