



THE UNIVERSITY OF  
**TENNESSEE**  
KNOXVILLE

OFFICE OF SORORITY &  
FRATERNITY LIFE

## Membership Intake Process (MIP) Policy

### Purpose

The Office of Sorority & Fraternity Life at the University of Tennessee, Knoxville recognizes the importance of the Membership Intake Process and we support the efforts in the development of new members, as well as each chapter. As students continue to seek membership in Greek letter organizations on campus, it is important that the Office of Sorority & Fraternity Life establish a system of open communication and accountability with organizations conducting intake activities of new members.

Organizations wishing to conduct membership intake must follow this procedure and the steps outlined in this packet. An organization must receive official authorization from the Office of Sorority & Fraternity Life before membership intake activities commence.

Without the submission of this packet, intake will not be approved. In the event that intake activities begin without the knowledge and signed approval of the Office of Sorority & Fraternity Life, and/or the chapter has not adhered to this written Intake policy, intake activities will cease immediately. Failure to comply with this policy may result in individual and/or chapter disciplinary action.

### Expectations of Chapters Conducting Membership Intake

- The membership activities will not interfere with academic endeavors or class schedules and will uphold the academic mission of the institution.
- The selection of new members must be in compliance with the University's policy regarding hazing and must be free of any form of mental and/or physical abuse and hazing activities before, during or after the membership intake process.
- Chapter advisors will be present at all membership related activities. *(Failure to comply with this policy may result in individual and/or chapter disciplinary action including non-recognition)*
- Chapter completes all required paperwork in a timely fashion.
- No membership activity includes the presence or consumption of alcohol.
- All membership intake activities are to be conducted in compliance with the chapter's National Organization's intake guidelines and process.
- All new members will attend the NPHC new member's orientation after completing the Intake Process.
- The Office of Sorority & Fraternity Life expects the line of communication to stay open for the duration of the Membership Intake Process. Should timelines change, it is an expectation that all changes are communicated with the NPHC/MGC Advisor or designated member of the OSFL staff immediately.

## Important Dates

### Meet the Greeks: Yard Show – TBA, August 2024

- All students interested in being considered for membership intake in one of the active NPHC and MGC organizations are encouraged to attend Meet the Greeks: Yard Show as a prerequisite to participate in membership intake programs.
- All active NPHC and MGC chapters are required to participate.

### MGC Fest – Thursday, January 25, 2024

- All students interested in being considered for membership intake in one of the active MGC organizations are encouraged to attend MGC Fest as a prerequisite to participate in membership intake programs.
- All active MGC chapters are required to participate in the tabling portion of this program and required to have facilitators participate.

### Misconceptions & Stereotypes- Monday, January 29, 2024

- All students interested in being considered for membership intake in one of the active NPHC organizations are encouraged to attend Misconceptions & Stereotypes as a prerequisite to participate in membership intake programs.
- All active NPHC chapters are required to participate in the tabling portion of this program and required to have facilitators participate.

## Steps to be completed by chapters

*\*Please note all deadlines that apply to each step, each form reference can be found in the forms section of this MIP policy packet\**

### Step 1. Interest Meeting/Rush (etc.) – Thursday, February 1, 2024- Sunday, March 3, 2024

- Informational Meeting, Interest meeting, etc. may only take place during the time period listed above.
- Email notification of Information meeting, Interest meeting, etc. date, time and location must be submitted to Fraternity & Sorority Life 24 hours prior to meeting for approval.
- ALL attendees must sign the *MIP Interest meeting Sign in Form*. This form should be returned to the Office of Sorority & Fraternity Life **within 48 hours** of the aforementioned meeting.
  - OSFL will return verifications within two business days of submission.
- ALL attendees must receive a copy of *the University of Tennessee Knoxville hazing policy* and consent to release non-public information to the organization which they are seeking membership by completing the FERPA Grade Release and Hazing Compliance Form online.
- ALL attendees wishing to be considered for intake must register for and complete the Health & Safety Orientation Module on Canvas (**HSOM due March 31, 2024**).

### Step 2. Letter of Intent – Friday, March 1, 2024

- Submit a *letter of intent*. This letter should outline the 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. Must also include the signature of the President and at least one Advisor.

**Step 3. Intake Meeting – by Wednesday, March 6, 2024**

- Organizations that plan to conduct Membership Intake and have completed the previous steps are required to meet with the Coordinator for MGC& NPHC. This meeting should include the President, Intake/New Membership Chairperson and Intake Advisor. During this meeting, the organization should be prepared to submit **1) MIP Notification Form 2) Official Documentation from the National organization approving Membership Intake 3) Official copy of candidates submitted by chapter to the national organization and 4) any supplemental information regarding date, time and location of MIP activities 5) Verify Aspirant Completion of the OSFL New Member Health & Safety Module.** When special circumstances or opportunities arise after the deadline for the use of an off-campus facility, special consideration may be afforded to the organization's written request. Any off-campus membership intake related activities, i.e. community service programs, must be submitted and approved by the Coordinator of Sorority & Fraternity Life NPHC/MGC Advisor and/or the Director of Sorority & Fraternity Life. **This meeting must be scheduled and held no later than March 6, 2024.**

**ALL MEMBERSHIP INTAKE ACTIVITIES MUST BEGIN BY – Saturday, March 23, 2024**  
**NO INTAKE ACTIVITIES ARE ALLOWED DURING SPRING BREAK – Sunday, March 10-17, 2024**

**Step 4. OSFL Staff/Council Advisor will attend the first official intake meeting/educational session with selected members by Monday, March 18, 2024.**

- Upon the selection of new members, organizations must invite the Coordinator - NPHC/MGC Advisor to the FIRST official intake meeting/educational session with the selected new members. At this meeting academic expectations and hazing policies will be discussed in detail, as well as a discussion of the NM presentation expectations and NM orientation. This meeting will need to be scheduled by the chapter intake chair with the Council Advisor **no later than Monday, March 18, 2024.**

**Step 5. New Member Presentation Meeting – Wednesday, April 3, 2024.**

- Organizations participating in the New Member Presentation must schedule & complete a New Member Presentation Meeting by this date. **Organizations should be prepared to add these new members to their Greek Life roster at this meeting.**

**Step 6. ALL Membership Activities Must Cease – April 20, 2024.**

- All intake, pledging, and initiation meetings, activities and ceremonies will **cease on or before Saturday, April 20, 2024,** to support the students' academic success.

**Step 7. New Member Presentation – by April 21, 2024, with a start time of no later than 7:00 pm**

- ALL newly initiated members must visibly display organizational paraphernalia (i.e. shirts, hats, etc.) on this date. **See New Member Presentation Procedure.**

**Step 8. New Member Orientation - Monday, April 22<sup>nd</sup>, 2024 at 6:00 PM**

- All new members are required to attend The New Member Orientation. **It is the chapter's responsibility to inform AND remind the new members of this date.**

### Spring MIP Due Dates at a Glance

- MGC Fest (MGC) – Thursday, January 25<sup>th</sup>, 2024
- Misconceptions & Stereotypes (NPHC) – Monday, January 29<sup>th</sup>, 2024
- Interest Meeting/Rush (etc.) – Thursday, February 1<sup>st</sup>- Sunday, March 3<sup>rd</sup>, 2024
- Letter of Intent –no later than Friday, March 1<sup>st</sup>, 2024
- Intake Meeting – no later than Wednesday, March 6<sup>th</sup>, 2024

**NO INTAKE ACTIVITIES DURING SPRING BREAK** – Sunday, March 10-17, 2024

- Pre-Intake Meeting with Candidates- No later than Monday, March 18<sup>th</sup>, 2024

**DEADLINE TO BEGIN MEMBERSHIP INTAKE ACTIVITIES** - Sunday, March 23<sup>rd</sup>, 2024

- New Member Presentation Meeting – no later than Wednesday, April 3<sup>rd</sup>, 2024

**ALL MEMBERSHIP ACTIVITIES MUST CEASE** – Saturday, April 20<sup>th</sup>, 2024

- New Member Presentations — By Sunday, April 21<sup>st</sup>, 2024 with a start time of no later than 7:30 pm
- New Member Orientation - Monday, April 22<sup>nd</sup>, 2024 @ 6:00 PM
- New Member Health & Safety Orientation Module Due – April 30<sup>th</sup>, 2024 @ 11:59 pm.

# Membership Intake Process (MIP) Interest Form

Organization: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Location: \_\_\_\_\_

Students who wish to participate in membership intake at the University of Tennessee, Knoxville must meet the minimum academic qualifications of the chapter/organization for which they are seeking membership. The UTK Office of Sorority & Fraternity Life requires that applicants seeking membership must have a minimum 2.5 cumulative grade point average and 12 credit hours to be eligible. \_\_\_\_\_ requires that applicants seeking membership must have a minimum cumulative grade point average of \_\_\_\_\_ on a 4.0 scale. **NOTE: STUDENTS WHO MEET THE MINIMUM ACADEMIC QUALIFICATIONS ARE NOT GUARANTEED MEMBERSHIP INTO THE ORGANIZATION.**

By signing this form, you are affirming that you: **(a) have received a copy of the University of Tennessee Knoxville hazing policy, and (b) consent to release Non-public information (your grade point average) to the organization for which you are seeking membership.**

*Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit the University of Tennessee Knoxville to release academic information about me to my potential Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Office of Sorority & Fraternity Life that I no longer wish to allow such information to be released.*

	Printed Name	NET ID	Phone	Email Address	Signature
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## University of Tennessee Hazing Policy & State Law

### University of Tennessee Hazing Policy:

Participation of students in hazing activities is prohibited. "Hazing" means any intentional or reckless act, on or off university property, by one student acting alone or with others, which is directed against any other student that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger his or her mental or physical health or safety, and includes treatment of a violent, abusive, shameful, insulting, or humiliating nature.

Such action is prohibited when connected with initiation into or affiliation with an organization and does not include participation in customary athletic events or similar competition.

A student committing an act of "hazing" is subject to disciplinary action in accordance with the Standards of Conduct process and penalties found in the Hilltopics student handbook.

### State of Tennessee Hazing Law:

Source: Tenn. Code Ann. § 49-7-123. Hazing prohibited.

(a) As used in this section, unless the context otherwise requires:

(1) "Hazing" means any intentional or reckless act in Tennessee on or off the property of any higher education institution by one (1) student acting alone or with others which is directed against any other student, that endangers the mental or physical health or safety of that student, or which induces or coerces a student to endanger such student's mental or physical health or safety. "Hazing" does not include customary athletic events or similar contests or competitions, and is limited to those actions taken and situations created in connection with initiation into or affiliation with any organization; and

(2) "Higher education institution" means a public or private college, community college or university.

(b) Each higher education institution shall adopt a written policy prohibiting hazing by any student or organization operating under the sanction of the institution. The policy shall be distributed or made available to each student at the beginning of each school year. Time shall be set aside during orientation to specifically discuss the policy and its ramifications as a criminal offense and the institutional penalties that may be imposed by the higher education institution.

To Report an Incident of Hazing

Contact the Office of Student Conduct and Community Standards: (865) 974-3171  
[Studentconduct@utk.edu](mailto:Studentconduct@utk.edu)

For Emergency Cases contact the UT Police Department (865) 974-3114





*This form must be submitted to Sorority & Fraternity Life at the Intake meeting.*

**(MIP) NOTIFICATION FORM**

Fraternity/Sorority \_\_\_\_\_

Start date of Intake \_\_\_\_\_

End date of Intake \_\_\_\_\_

Has membership intake been approved by the Graduate Chapter?                      Yes    No

Has membership intake been approved the National Office?                      Yes    No

If yes, who has approved the dates of membership intake for your chapter Nationally?

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Interest/Informational/Rush Meeting(s) will be held on

Selection will conclude on

Education of aspirants/Intake process begins on

Aspirants will be initiated on

Date	Time	Location

Chapter member responsible for intake

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Advisor Supervising Intake

Name \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Graduate Chapter President

Name \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

*The above information is accurate and correct to the best of my knowledge and I agree to abide by all Departmental, University, State, Regional and National policies.*

\_\_\_\_\_  
President's Name Printed

\_\_\_\_\_  
President's Signature

\_\_\_\_\_  
President's Phone

\_\_\_\_\_  
Advisor's Name Printed

\_\_\_\_\_  
Advisor's Signature

\_\_\_\_\_  
Advisor's Phone

# New Member Presentation Show Procedure

Spring 2024

The Spring 2024 New Members Presentation Show must be scheduled for no later than **7:00 p.m. with a start time of 7:30 p.m., On Campus**. All newly initiated members must visibly display organizational paraphernalia, i.e. shirts, hats, windsuits, etc. on this date.

Presentation participants are to abide by the following:

- **ALL** program participants should arrive to the venue no later than 6:00 p.m.
- **ALL MUSIC PLAYED MUST BE THE RADIO-EDIT VERSION.**
- There is **NO** harsh profanity, vulgarity, obscenity, violence, degrading of any organizations, sexually explicit behavior or language, lewd acts, and use of vulgarity allowed.
- No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur or be tolerated.
- No references to hazing and/or illegal activities.
- No bricks, bats, and/or paddles will be allowed at the new members' presentation.
- No alcoholic beverages are permitted by members or guests.
- The organization's general membership **MUST** remain in the stands **BEFORE and DURING** the new members' performance.
- In the event of a fight/altercation during the presentation, the presentation show will be stopped immediately and resumed based on the University official's assessment of the situation.
- Disruptions by other attending organizations and individuals of organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.

*Failure to abide by these procedures may result in the halt of the performance and possible disciplinary action of individuals and/or the organization.*

Note:

- **ONLY INDIVIDUALS INITIATED DURING THE SEMESTER ARE ALLOWED TO PARTICIPATE IN THE NEW MEMBERS' PRESENTATION SHOW.**
- **ONLY ACTIVE CHAPTER MEMBERS ARE ALLOWED TO PARTICIPATE OR BE ON STAGE IN THE NEW MEMBERS' PRESENTATION SHOW.**
- *See Sorority & Fraternity Life Operational Policies for OSFL NMP*
- Balloons are not allowed in AMB Cox or Student Union 180 Auditoriums. Remember to book an additional room to hold balloons and other family gifts.