Greek Membership Recruitment Guidelines
Columbus State University
Greek Membership Recruitment Guidelines

The Office of Greek Life at Columbus State University recognizes the importance of the membership recruitment process and we support your efforts in the development of new members as well as your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that the Office of Greek Life establish a system of communication with organizations wanting to participate in the recruitment of new members.

Each affiliate organization exists on the CSU campus because of a collaboration/partnership between the two entities. It is not required that an organization exist on our campus but a privilege. It is important that each chapter understand this relationship and operate within the set policies and procedures of your respective national bodies and the 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 recruitment period.

In order to be compliant with policies and procedures from national headquarters and the University, it is necessary that the Office of Greek Life establish a timeline for membership recruitment procedures. This is only to bring structure to the CSU Greek system, not to take ownership of each individual chapter’s membership process. This plan is also meant to ensure that chapters are adhering to the zero tolerance hazing policy. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the Office of Greek Life and the national headquarters respectively.

The membership registration process was designed to help chapters establish membership and ensure longevity on the CSU campus. For this reason, it is pertinent that each chapter
meets these expectations and follows the membership recruitment guidelines so that the membership recruitment process is operated with integrity, civility, and respect.

**Office of Greek Life Privacy Statement**

To protect the interests, privacy and confidentiality of each chapter, all documents submitted will be treated as confidential information in accordance with Georgia state law. No one other than the Student Life & Development staff will have access to any information submitted by a chapter. 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. Entities outside of the aforementioned must complete a formal public records request.

**Expectations of Organizations Conducting Recruitment**

1. That the academic mission of the institution will be upheld and promoted to new members.
2. That membership activities will not interfere with academic endeavors or class schedules.
3. That the selection of new members will be free of any form of mental and/or physical abuse and hazing.
4. Members will be selected on the criteria set forth by the National Headquarters and all institutional and/or Board of Regents guidelines.
5. Chapters will not engage in pre or post hazing activities.
6. Chapter advisors will be present at all membership related activities.
7. Chapters be in good standing (defined as, “financially active with nationals, academically active with Nationals and Columbus State University, not on any type of probation with either Nationals or CSU”) with their National Headquarters and Columbus State University prior to intake activities.
8. Chapters complete all required paperwork in a timely fashion.
9. Prospective members will be made aware of the CSU Hazing Policy.
10. That no membership activity includes the presence or consumption of alcohol.
11. That all membership intake activities are to be concluded by the last week of November for fall semester and the end of the second week in April for spring semester.

**Presentation of New Members Guidelines**

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude recruitment with a formal new member’s presentation; but would like to have another method of presenting new members must have the approval from the office of Greek Life – as well as their Regional Director. Any presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization, and concluded by the last week of November for fall semester and the end of the second week in April for spring semester. Guidelines for those who present new members using a formal new member’s presentation:

1. Presentations are not to be scheduled on the same night/time of a previously planned event of another Greek organization
2. Prior approval from the Greek Life Advisor must be obtained for any items that are to be used as “markers” during the show. (Including but not limited to firelights, ropes, canes, animals, chalk, etc.)
3. Vulgarity and profanity will not be tolerated. The use of any food will not be allowed.
4. No explicit or revealing attire. Organization members may not have physical interaction with the crowd (i.e.: dancing on audience, touching, etc.)
5. No alcoholic beverages will be permitted. Water and sport drinks will be allowed if the facility permits; however, the new member must drink the drink themselves.
6. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual; if approved by the Greek Life Advisor.)
7. Disruptions by other attending organizations and/or guests will not be tolerated. This includes but is not limited to: walking through the presentation, talking over the presenting organization, disrespectful outbursts and/or displays, etc.
8. The duration of the presentation show should be no longer than two (2) hours. Following the presentation, members of the presenting organization must vacate the area within 30 minutes. The presenting organization will be responsible for ensuring that the site used is left in its original state after use. The start time is the time allocated on your calendar/schedule. All security officers are paid based on the time that the organization provides. The host organization is responsible for all costs incurred at said event. Should the event last longer than the time allotted for officers and/or facilities, additional costs will be applied to the host organization.

9. Each chapter must submit a format/layout of presentation at least seven days prior to the presentation. This includes but not limited to music, skit form, etc. Any significant variation to the approved program will result in sanctioning by the Greek Life Advisor.

**Violations:**

**Violations of the membership recruitment process may result in probation or suspension.**

Violations include, but are not limited to:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, falsifying nature of program, etc.)

2. Holding membership recruitment without conforming to the Recruitment Guidelines set by the Office of Greek Life. Note: No organization can hang up flyers or electric copies (i.e., Facebook, Myspace, etc.) to inform students of recruitment without meeting with the Greek Life Advisor first.

3. Hazing: Not allowed in any form.

4. Overt activity defined as any activity related to recruitment conducted in defiance of previous guidelines or warnings by council advisors.

5. Failure to adhere to Presentation of New Member Recruitment Guidelines.
Columbus State University Office of Greek Life New Membership Intake Schedule

Deadline for Initial Meeting One Calendar Month from the first day of classes
If your organization plans to conduct a recruitment process, the chapter president/new membership chairperson must meet with the Greek Life Advisor five (5) business days prior to the date of the Interest Meeting. Chapters must turn in the following:

1. Calendar/schedule of activities for the organization that includes dates, times, locations, and who will be present. Recruitment activities to be included on the calendar/schedule are:
   a. interest meetings
   b. date expected to send off applications
   c. start date of official process/education
   d. study dates
   e. presentation date.
   f. If there are additional dates pertinent to a specific organization, those should be included as well. If potential members are planning to participate in a community service project or any other event (dances, etc.) with the chapter during the recruitment process, that information should also be listed on the calendar.

2. Notice of Membership Recruitment
NOTE: If any of your potential members participate in a recruitment function and/or attend a function with your organization, Chapter Advisors should be present at the event(s). After the intake calendars have been submitted to the Office of Greek Life, our office will contact chapter advisors to verify that your organization is in compliance with your national headquarters membership program. If dates, times, and/or locations need to be changed they must be first approved by the chapter’s national/regional directors and the Greek Life Advisor within 24 hours of the needed change.
Deadline for Informational/Interest Meetings One Calendar Month from the first day of classes

Informational meetings and/or interest meetings may take place, if allowed by its National Organization’s Recruitment Guidelines. These informational meetings are designed to give new and returning students the opportunity to learn about each of the IFC, NPHC, NPC, and local fraternities or sororities, as well as learning about the recruitment process.

Paperwork Due 2 Business days after Informational/Interest Meeting:
1. Recruitment Verification Form
2. Academic Release Form

Final Recruitment Paperwork Deadline/Deadline for all New Member Programs (including New Member presentations)
The following must be submitted at least 5 business days prior to initiation/new member presentations:
1. Roster with additions of new members.

Reviewed and updated February 2010
Columbus State University
NOTICE OF MEMBERSHIP RECRUITMENT

The officers and members of ___________________________ are proud to announce the recruitment of new members for the __________ semester of ____________.

Interest Meeting(s) will be held on the following dates: ___________________________
If applicable, Chapter Interviews will be held on: ___________________________
Chapter Selection of New Members will conclude on: ___________________________
Education period (List beginning and ending dates): ___________________________
Aspirants will be initiated on: ___________________________
New Members will be presented on: ___________________________
The person in charge of recruitment for the Chapter will be:
Officer Name: _________________________________
Officer Position: _______________________________
Phone Number: ________________________________
E-mail: _______________________________________
The chapter advisor supervising recruitment for the Chapter will be:
Chapter Advisor’s Name: ________________________
Phone Number: ________________________________
E-mail: _______________________________________
The Regional Director is:
Name: _________________________________________
Phone Number: ________________________________
E-mail: _______________________________________
The above information is accurate and correct to the best of my knowledge.

________________________ _________________________ ____________
President’s Name Printed Signature Date

________________________ _________________________ ____________
Chapter Advisor’s Name Printed Signature Date
Please complete this form and return it to the Office of Greek Life no later than two days after an interest/informational meeting and at least three business days prior to submitting membership recruitment packets to your national headquarters. This form must be approved by the Greek Life Advisor.

Fraternity/Sorority Name: ________________________________

Initiation Date_________________ Form Submitted by: _______________________

Phone No. ______________________  E-mail: ________________________________

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