

## Membership Intake/New Member Procedure

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*Membership intake is defined as any process, procedure or steps a student must take in order to become a member of a fraternity/sorority. We have access to all organizations national procedures, timeline, and policies regarding intake. If an organization is in violation of any of these procedures, the chapter will be subject to the university conduct process.*

### Western Michigan University – Fraternity & Sorority Life Privacy Policy

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In an effort to protect the interests, privacy and confidentiality of the interested student(s) as well as the fraternity/sorority, the Office of Student Engagement guarantees all documents submitted will be kept confidential. The information will only be shared with respective parties in instances of conduct, alleged hazing, and/or inquiry from administration or national organizations.

All membership intake forms will be stored for a minimum of one academic year (10 months). Access to these documents and information will be denied to all parties except chapter advisors, and/or representatives from the respective organizations' National Headquarters. All inquiries about these documents are to be referred to the chapter president and/or chapter advisor(s).

### Required Paperwork Timeline

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#### Notification of Intake

- Notify the Assistant Director of chapter's intent to conduct intake for the semester. Include start date, end date, and new member presentation show date. If there is a required event that a staff member must attend please notify the Assistant Director at this time as well.
- \*If there is not a date submitted for a new member presentation at least 3 weeks in advance, there is nothing the Office of Student Engagement can do if the organization is subject to a fine due to hosting an event during another chapter's week in their respective council.

#### Membership Eligibility Form/Intent to Intake

- This form must be submitted **one week before the intake process begins.**

#### New Member Induction Form

- This form must be submitted **no less than 48 hours after being initiated but at least 72 hours** before a new member presentation.

*We recognize every organization's policies and timeline for intake vary, we will work with the chapter leadership if any of the required dates conflict.*