



# Zeta Beta Tau Fraternity, Inc.

3905 VINCENNES ROAD, SUITE 300, INDIANAPOLIS, INDIANA 46268  
(317) 334-1898 • FAX: (317) 334-1899 • E-MAIL: zbt@zbtnational.org

## Initiation Procedures – Certification of Understanding

READ, COMPLETE & SIGN. SEND TO THE NATIONAL OFFICE

University/College: \_\_\_\_\_ Chapter President \_\_\_\_\_

Term: From: \_\_\_\_\_ To: \_\_\_\_\_

The Supreme Council has directed that each chapter president sign this form and return it to the ZBT office upon the completion of the first initiation per academic term. The purpose for this procedure is to prevent misunderstandings and inevitable unhappiness that result from initiation procedures that are improperly handled.

### ZBT Initiation Procedures

#### I. Fees and Forms

Each Chapter is required to submit, postmarked within three days of initiation of any Brothers, an initiation fee and completed initiation form for each man initiated. The Initiation Form must contain all information requested for the initiates, including date of initiation.

Any Submission of Fees and Forms must be accompanied by a completed "Initiation Summary Form."

"Local initiations, defined as any initiation not prescribed by the General fraternity, are expressly prohibited.

#### II. Initiation Deadline

All men must be initiated within 72 hours of receiving an offer of membership (bid), whether written or oral, from the Chapter. Violations of this rule will be treated as illegal pledging activities.

#### III. Membership Credentials

Immediately upon receipt in the ZBT office of an Initiation Fee and completed Initiation Form, the ZBT office will order a membership certificate, card, and enamel badge, which will be mailed to each initiate's home address within 45 days of receipt of the Fee and completed form.

#### IV. Disciplinary Action

In the event that a chapter illegally initiates any man, the chapter will be fined \$100 per man illegally initiated and the Chapter President will be fined \$50 per man illegally initiated. In addition, the Chapter President will be requested to resign from office if there is another occurrence of illegal initiations during his term of office. As noted above, failure to submit Initiation Fees and Forms in accordance with this procedure will result in the Chapter being suspended, and such other action as the Supreme Council may deem appropriate. A suspension shall include: a monetary fine, and a time certain in which the Chapter will be ineligible for loans, scholarships, awards, etc.

#### V. Definition of Illegal Initiation

An Illegal Initiation is defined as the conducting of a man through the Fraternity's Initiation Ritual or otherwise allowing him the status, rights, and privileges of a Brother prior to the receipt of his Initiation Fee and Form by the Chapter and/or failure of the Chapter to remit all Fees and Forms to the ZBT office within three days of their receipt by the Chapter.

#### VI. Payment Options

From time to time the Fraternity will allow payment options as alternatives to payment of the Initiation Fee in full prior to initiation.

At the present time, these are the only allowable payment options:

- Payment in full by check or money order
- Payment in full by credit card
- Application for a Fraternity affinity credit card, when accompanied by a completed authorization form to charge the card recipient's new card for the full fee; a promissory note that obligates the new initiate to pay the fee in full by check or money order should his credit card application be denied; and a \$35 non-refundable processing fee for the credit card.

#### VII. Certification

I have carefully read and understand Zeta Beta Tau Fraternity's Initiation Procedures. I understand that should my chapter fail to comply with these procedures, both my chapter and I are subject to disciplinary action by the Supreme Council as specified herein.

\_\_\_\_\_  
Signature of Chapter President

\_\_\_\_\_  
Chapter

\_\_\_\_\_  
Date

*A Brotherhood of Kappa Nu, Phi Alpha, Phi Epsilon Pi, Phi Sigma Delta, Zeta Beta Tau*