

Student Organizations Renewal Application

(For ALL Established Student Organizations)

Please type all information on this form.

Every fall/spring semester Grambling State University student organizations must submit to the OSCO office current and accurate information concerning their officers, members and advisors. Organizations must also submit a current copy of its constitution and by laws. Failure to provide the information by the due date will result in the loss of chartered status at Grambling State University. ALL BLANKS MUST BE COMPLETED; AND, THE ORIGINAL MUST BE SUBMITTED OR APPLICATION WILL BE CONSIDERED INCOMPLETE.

Date:	General Information	
Organization's Full Name:		
Chapter name (if applicable):		
Description and Purpose (25 words or less):		
Requirements for membership:		

Does your group have a national affiliation?	ORGANIZATION CLASSIFICATION
Yes No (If yes, please list name and address) Name:	Your student organization will be listed under one category in all GSU Publications: Check one (1)
	Departmental Honors Sports Club Social
Address:	Religious Military Special Interest Residential Life
	Fraternity Sorority Other Service
Phone:	State/City Club-International Organizations

Contact Information

The chief officer (president) will serve as the contact person for the OSCO office and will be contacted if any additional information is needed. This person will also serve as the primary contact for the Student Organization Council. OSCO will contact your group on a periodic basis using e-mail and student organization mailboxes. It is the responsibility of the student organization to check e-mail and postal mail on a regular basis.

President Name: ______ Local Address

Phone Number	City/State		_E-mail
Print Name		Signature	



Adviser Information

All chartered organizations are required to have one GSU fa	aculty or staff adviser. Faculty or staff advisers assume the
responsibility of keeping informed about the activities of the	e student organizations, attending meetings, and advising the
officers and members on University policies, procedures, an	nd budgetary matters. An adviser's signature is required on
all forms for organization expenditures, scheduling, mee	tings and activities. Advisers are required to attend all
organization, events/activities. Security is required if determined	nined necessary by GSU police department.
Name:	Department:
Phone Number:	Email:

Signature: _____

. .

Campus Address: _____

Organization Officers

Officers of chartered student organizations must be currently enrolled for at least (12) semester hours as an undergraduate student and (6) semester hours as a graduate student. All officers must have a cumulative academic average of no less than 2.0 or higher (unless the organization's charter requires members meet higher academic Grade Point Averages (GPA); and, not be on academic probation. Please attach additional sheets if necessary. Graduate students are not permitted to serve as an officer in an undergraduate student organization. Please list your officers in the space provided below.

Vice President Name:

Local Address:

Phone/Cell:

Email: _____

Local Address:

Phone/Cell:

Email: ____

Signature:__

Local Address:

Phone/Cell: _____

Email: ____

Signature:____

Organization Representative

Each authorized student organizations must appoint one person from its membership to serve as the representative for the organization. Please list your group's appointment and an alternate if necessary, in the space provided below. Please consult the university calendar for meetings for Student Clubs & Organizations. The representative must be present at all meetings for the Student Organization Council. (Your organization will be fined if a representative is not present, therefore please appoint someone who is responsible and will not miss the meeting).

1. Name:

Local Address:

Phone/Cell:

Email:

Signature: ____

2. Name:

Local Address:

Phone/Cell:

Email:

Signature: _____



Student Organization Requirements

We certify that the above information is accurate and acknowledge our responsibility to keep this record accurate and up to date. Our organization will comply with University policies and procedures outlined in the GSU Student Code of Conduct Handbook and the Student Organization Manual. Included in these policies are regulations on large event planning, hazing, illegal use of alcoholic beverages, narcotics or drugs. Our organization will make this information available to all organization members. Our organization will abide by all applicable state, local, and federal laws. Our organization will not discriminate against members or prospective members on the basis of age, sexual orientation, race, color, creed, national origin, physical handicap, or gender. (Sororities and fraternities may determine the gender of their members under the provisions of the Title IX Education Code). We also certify that there is nothing in the national and/or local constitution of this organization which violates the rules and regulations of Grambling State University. All students must maintain a 2.0 or higher GPA to participate in a club or organization. It is understood that we may be responsible for activities or behavior of the organization and may be personally liable for all debts and obligations incurred by the organization. Further, the undersigned agrees that it is a violation of Grambling State University policies and Louisiana statutes to:

•Use the designation of GSU or Grambling State University in the name of a student organization and to represent themselves as "GSU" or "Grambling State University" on any document, including checks and/or a checking account application or signature; and all monies belonging to the organization must be placed in a GSU agency account.

•Use the University tax ID number and further agrees to not use this designation or the numbers.

PLEASE ANSWER THE FOLLOWING QUESTIONS:

Does or will this organization discriminate or differentiate in its membership or in its membership eligibility or to hold office based on race? YES_____NO_____

Does the National constitution (if applicable) of you	ir organ	ization require	that its local	chapter restrict	eligibility for
membership or for holding office based on race?	YES_	NO			

Does your group plan to be a collegiate chapter of a national organization? YES____NO____ If yes, please attach a letter of endorsement from the national organization with this form and a copy of the local and national constitution.

Signature of Chief Officer/President/Date

Signature of Adviser/Date

Constitution - bylaws on file in OSCO Office Updated constitution/bylaws attached

Semester:FallSpring Year Year	
Organization Name:	
Chapter:	
Chapter President:	Signature
Chapter Adviser:	Signature
Will your organization conduct membership intake t (If Yes, this whole packet must be completed and re (If No, then stop at page 6.)	

Chapter Information



Student Organization Adviser Agreement

Advisers are essential to the success of student organizations at Grambling State University (GSU). All organizations are required to have a faculty or staff member who is a full time employee at GSU. The adviser agrees to assist the organization, to provide an educational experience for its members, and be familiar with its programs and activities. An adviser is a consultant to an organization who assists in the growth and development of the group by providing direction through advice, understanding, and clarification.

A faculty or staff member who agrees to serve as an adviser to a student organization accepts the responsibility for encouraging the organization in meeting its aims and purposes in accordance with University policy. Advisers should fulfill the following duties:

- 1. Advisers are expected to be present at **all** of the organization functions during the entire period of the activity.
- 2. Advisers must attend at least one of the adviser training workshops offered by OSCO during the academic year.
- 3. The adviser is to be involved with the group's activities to assist the group in evaluating its progress toward reaching its desired goals. This assures open communication with various officers and members and can effectively guide the organization in fulfilling its purpose.
- 4. The adviser should be familiar with the organization's constitution and bylaws to assist with its interpretation. Assistance should be provided in orienting new officers and promoting leadership development.
- 5. The adviser should assist with the transition of officers and year- to- year changes.
- 6. An adviser needs to know the goals of the organization, and how to efficiently facilitate the achievement of these goals while abiding by University policies and procedures. The adviser should be aware of the policies and procedures in all handbooks.
- 7. The adviser should be acquainted with the financial condition of the organization and promote efficient record keeping by all officers. Advisers should assure that all student organization funds are deposited in an on campus account.
- 8. All requisitions must be signed by the adviser who is on record as the official adviser at the time the requisition is presented for processing.
- 9. The adviser's role is to supervise the planning of all activities/functions to ensure optimal success for the organization and its members. Further, an evaluation measure should be employed for each activity or function of the group's activities in such a manner that they will reflect the best experience possible for the students and the University.
- 10. The adviser must attend the OSCO orientation/registration held the beginning of fall and spring semesters.
- 11. The adviser **must** insure that all organizational events comply with Federal, State, Parish and Municipal laws. He/she must implement sanctions for any violations within the organization. He/she **must report** any violations of Federal, State, Parish, Municipal laws and University policy and procedures to OSCO.

By signing this agreement, the Grambling State University faculty or staff member certifies that he or she will fulfill the duties of a registered student organization adviser to the best of his or her ability and that he or she has read, understands, and agrees to act in accordance with the University policies and procedures.

Name of Student Organization:		Adviser Name:
Department:	Campus Phone:	Campus Address:
Email:	Signature:	



Organization Membership Information Form

_____Semester ____Year

Name of Organization: Chapter: _____

President Signature: _____ Adviser Signature: _____

(LIST ALL CURRENT MEMBERS INCLUDING OFFICERS! Show name and G # only (only Gray columns); leave all other columns blank)

NAME	G NUMBER	PREVIOUS SEMESTER GPA	CUMULATIVE GPA	HOURS REGISTERED THIS SEMESTER	TOTAL HOURS EARNED	HAZING TRAINING COMPLETE

Authorization: _____

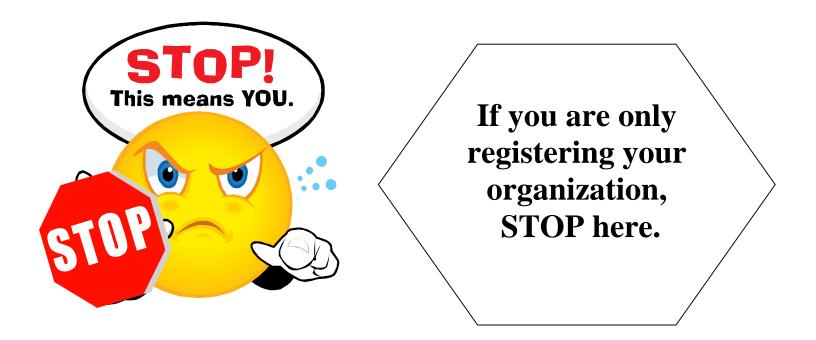
Verification:

Registrar

Student Organization Coordinator

(Make a copy of this form if additional pages are necessary)









Policies Governing Activity of Fraternity, Sorority and All Other Organization That Conduct Membership Intake Programs in the Intake Process

Statement of privilege: All organizations, including fraternities and sororities, must be made aware of the fact that their existence on campus is a privilege not a right. They are bound to follow, not only the regulations set forth by their respective national bodies, but also the rules, regulations and policies of Grambling State University.

- 1. Each organization must have one University employee advisor; however, two advisors are preferable.
- 2. Organizations are not permitted to have a meeting or activity without having at least one University employed advisor present.
- 3. The membership intake period will be determined by the Office of Student Clubs and Organizations and all organizations must adhere to the established schedule.
- 4. The Director of Student Clubs and Organizations will serve as coordinator of sorority/fraternity activities.
- 5. Each chapter must submit a calendar of events for intake activities, an Intent form, and a hazing compliance form. The calendar of events must be approved at least one week before any intake related activities begin.
- 6. The Activity Clearance Form must be submitted for any and all campus activities.
- 7. All academic and judicial clearances must be submitted by the Office of Student Clubs and Organizations. Therefore, candidate list must be submitted prior to the beginning of intake activities.
- 8. Organizations shall <u>not</u> be permitted to meet after 11 p.m. Candidates are not to be forced to stay up past this hour. Intake groups should not meet in any form or fashion between the hours of 11 p.m. and 8 a.m. All interactions with aspirants must be conducted on the campus of Grambling State University with adviser present. If an organization is found to be in violation of this policy, disciplinary action will be taken.
- 9. If mid-term examination comes during the intake period, all intake activities must cease on Monday of that week and can resume on the following Friday at 5:00 p.m. This is a period when students are inactive for academic reasons.
- 10. Members of your organization from other chapters (graduate or undergraduate) are not to participate in intake activities on our campus. If this occurs, criminal charges will be placed against them and the campus chapter may face disciplinary action.
- 11. All potential candidates must be in good standing with a minimum of 30 accumulated hours earned at GSU, and must be cleared through the Department of Student Judicial Affairs and Registrar's office by the Director of OSCO.
- 12. The request for transcripts for each candidate for membership must be made to the OSCO. Do not have candidates go directly to the registrar's office to request transcripts.



TO: Student Organizations

FROM: Office of Student Clubs and Organizations

DATE: _____

RE: Membership Intake

The membership intake period for this semester is set for _____

Please review the following:

Everything MUST be completed! (Including probate)

- 1. All membership and prospective aspirant lists must be submitted to the Office of Student Clubs and Organizations (OSCO). The deadline for submission of the interest meeting list/sign in sheet is within 48 hours after interest meeting; and final selection list of candidates for membership must be submitted within 24 hours of final candidate selections.
- 2. All required information must be submitted to OSCO and approval must be received prior to the beginning of the intake process. Packets for approval include the following:
 - a. Authorization to conduct intake form
 - b. Anti-hazing forms
 - c. Intake period schedule of activities.
 - d. Lists of current members including G Number and Signatures
 - e. List of prospective candidates including G Number and Signatures for academic and judicial clearance.
 - f. All transcript request must be made to the Student Organizations office.
- 3. Daily intake activities will begin no earlier than <u>8:00 am</u> and end no later than <u>11:00pm</u>. **Intake activities during midterm exams are prohibited.**
- 4. Each organization must adhere to membership intake regulations specified by the Director of Student Clubs and Organizations.
- 5. All intake activities must be attended by one or more of the organization's advisers.
- 6. All intake activity must take place on campus.



Membership Intake Procedure (MIP) Overview of Process

To ensure that all member chapters of NPHC and non-NPHC organizations are following proper membership intake procedure, all forms must be completed in a timely manner. Listed below are the documents related to membership intake.

- Before ANY Membership Intake activities can be planned: The chapter must select a Membership Intake Coordinator. The Chapter Intake Coordinator, President and Adviser must complete the forms for membership intake.
- 2. After selection of Membership Intake Coordinator:
 - a. Complete all forms regarding membership intake plan and return to the Office of Student Clubs and Organizations.
 - b. Provide verification that approval from the Regional/National Headquarters to conduct the membership intake process (MIP) has been granted.
 - c. Intake forms should be completed and submitted to the Student Organization Office **one week** prior to the beginning of any membership intake activities.
 - d. Make sure that the Activity Clearance form(s) is submitted for **all** activities associated with your intake calendar of events, meetings, probate, etc.
- 3. Return copies of information/interest session sign-in forms no later than 48 hours after the event.
- 4. Notify the Director of Director Student Organizations of any subsequent changes in and the results of the MIP candidate(s) status.
- 5. Any intake activities conducted outside of dates designated as intake activity dates by the University will be fined \$1000 and other sanctions will be imposed. Please advise the Student Organization office by completing the appropriate forms to obtain approval for any activity which may be construed as intake activity.

Any organization found altering or changing any wording in these forms will be sanctioned.

NON-COMPLIANCE to these policies can lead to **suspension** or loss of organizational privileges as determined by the NPHC, Student Clubs & Organizations Office, Director of Judicial Affairs, or the Vice President for Student Affairs.



Membership Intake Process (MIP) Chapter Information

Due prior to the 1st Information/Interest session or activity

Semester:Fall	Spring Year	
Organization Name:		
Chapter:		
Chapter Membership Intake Coordinator:		Signature
Chapter President:		Signature
Chapter Adviser:		Signature

- A. Organizations must attach a detailed listing of **ALL** intake activities. Attach a single sheet of **all** events by month, if more details are needed.
- B. Any intake activities conducted outside of dates designated as intake activity dates by the University will be fined \$1000. Please advise the Student Clubs & Organizations office by completing the appropriate forms to obtain approval for any activity which may be construed as intake activity.
- C. Planned Information/Interest/Education Sessions: Intake period:

1.	Start date:	End date:
2.	Interest Meeting:	
3.	Date(s) of Membership Applications:	
4.	Date(s) of Potential Member Interviews:	
5.	Date members will be initiated:	
6.	Date members will probate (if applicable): _	

Updates must be submitted and approved within 24 hours of any changes to schedules.

Important Reminder: You must complete an Activity Clearance Form for each activity, i.e.: room reservation for education session or any meeting where members/advisor have contact with candidates, probate, initiation, etc.

All Activity Clearance Forms must be completed 2 weeks in advance in the Office of Campus Wide Activities, located in the Favrot Student Union, office 206.



Membership Intake Coordinator Agreement

Semester:	Fall	Spring	Year	
Name of Organizat	tion:			
Affiliation/Chapter	•			

I certify that I have read in full **ALL** of the materials accompanying this document, pertinent University policies, and other relevant information from my local, (inter)national organization regarding policies, and procedures surrounding membership intake.

I will educate my chapter of all the regulations of membership intake and will keep the Student Organizations Office informed on all membership intake activities of my chapter.

Membership Intake Coordinator:

Print Name		Signature	
Address	City	State	Zip Code
Phone Number	Email		

President:

Print Name		Signature		
Address	City	State	Zip Code	
Phone Number	Email			

Adviser:

Print Name		Signature	
Address	City	State	Zip Code
Phone Number	Email		



MIP Chapter Events-Calendar Information

Name of Organization:

Due **one week** prior to the 1st Information/Interest session or activity

Date	Time	Participants	Brief Activity Description	Location



MIP Information/Interest Meeting Sign-In Form (Page 1)

This form is due no later than 48 hours after event. (Duplicate sign in forms as needed)

Name of Organization: Chapter:			
Date:	Time	Location:	

University Anti-Hazing Policy

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility. Hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student development programs. Grambling State University is committed to the development of students through academic and extracurricular activities and in keeping with its commitment to a positive academic environment, does hereby unconditionally oppose any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort as well as embarrassment, harassment or ridicule. Participating in any form of hazing or allowing yourself to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, band and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution. Definition of Hazing:

"Any action taken or situation created on or off university premises (membership intake is explicitly not to take place off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

- 1. Paddling in any form, slapping, pushing;
- 2. Forced inducement or the causing of another to consume any food, liquid or other substance;
- 3. Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in menial tasks being performed;
- 4. Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e., derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;
- 5. Apathy or acquiescence in the presence of hazing is not a neutral act; it is violation of this policy."

Participation in any pledging or membership intake process activity must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution.

Penalties for violations of the Hazing Policy shall be assessed to fit the nature and degree of the offense.

University Academic Policy

Students wishing to participate in Membership Intake at Grambling State University must have at least a 2.0 cumulative GPA (this is only Grambling State University's requirement for non Greek organizations (Student Organization Handbook), individual organizations requirements may vary depending on their policies) on a 4.0 scale. The GSU Pan-Hellenic Standard is 2.5 GPA; some Greek organizations have higher GPA standards. (GSU Pan Hellenic Council Constitution) (GSU Student Organization Handbook). All Greek aspirants must be cleared through judicial affairs (GSU Student Handbook) and Office of Student Clubs & Organizations.

By signing in at this event, you are indicating that you have read and fully understand the above stated Hazing and Academic Policy. Each student who is selected to become a candidate for membership must complete the STUDENT ORGANIZATION HAZING POLICY AGREEMENT FORM.



MIP Information/Interest Meeting Sign-In Form (Page 2)

Name of Organization: _

All Participating Students/Advisers MUST Read Hazing Policies (Page 1) and Sign in below giving information requested

Name	G Number	Address	Telephone #	Email Address

(Make a copy of this form if additional pages are necessary)

This form must be hand written in each candidates own penmanship.

Office of Student Clubs &

GRAMBLING STATE UNIVERSITY

Organizations

Form for selected candidates only

Chapter Membership Intake Form

Turn in only after selected candidates have been selected!

<u>REQUIRED</u> for confidential submission to the Student Organizations Coordinator before intake can start.

The Membership Intake Process (MIP) for _______ is scheduled to begin (Name of Organization) on ______ and end on ______. Students participating in our MIP must have a cumulative GPA of 2.0 (2.5, NPHC) and must have completed at least 30 semester hours at Grambling State University with **NO judicial disciplinary action** within the **previous two years**.

The following Grambling State University undergraduate students meet all requirements for membership and will be submitted for approval to the Regional/National Headquarters for participation in our MIP. Additional students will not be approved for intake if they do not appear on this form. **50 is the maximum # of candidates (NPHC)**

Show name and G # only (only Gray columns); leave all other columns blank. Please type.

NAME	G NUMBER	CUMULATIVE GPA	TOTAL GSU HOURS	TOTAL HOURS	HAZING TRAINING COMPLETE
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					

has verified the academic standing of MIP candidates.

(Director for Student Clubs Organizations Signature/Date)

I hereby certify that all of the above information is accurate and correct; that my chapter has been approved to conduct the MIP by Regional/National Headquarters; that responsible advisers are involved in MIP activities of my undergraduate chapter; that my chapter, its members, and alumni/ae will abide by all MIP and University policies and procedures.

Member Intake Coordinator Signature Date

Chapter President Signature D

Date



Office of Student Clubs &

Organizations

Form for selected candidates only



Grade/Judicial Records Release Form

Turn in only after selected candidates have been selected!

I am a candidate for membership in ____

(name of organization)

. My signature below

grants my permission to the Office of Student Clubs and Organizations to release my semester and cumulative grades and prior judicial record to the chapter president, academic advisor and the organization's national headquarters, (if any) and this University's governing offices for the purpose of meeting academic goals and behavior expectations for as long as I am a candidate and/or member of the organization.

Print Name	Sign Name	G #

GRAMBLING STATE UNIVERSITY

Form for selected candidates only

Grambling State University Student Organzation Hazing Policy Agreement

Turn in only after selected candidates have been selected!

Organization Name:

Organizations

I, ______, do hereby certify that I am aware of the fact that Grambling State University explicitly prohibits and vehemently opposes the use of physical or mental harassment/hazing in any activity. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution:

In accordance with the purpose and philosophy of the University of Louisiana Systems and the laws of the State of Louisiana, which include the belief that true fellowship can be nurtured only in an atmosphere of social and moral responsibility. Hazing is inconsistent with the responsibility of student organizations to conduct safe, constructive student development programs. Grambling State University is committed to the development of students through academic and extracurricular activities and in keeping with its commitment to a positive academic environment, does hereby unconditionally oppose any situation created intentionally or unintentionally to produce mental, physical, psychological, or emotional discomfort as well as embarrassment, harassment or ridicule. Participating in any form of hazing or allowing yourself to be hazed in any form is forbidden by any student(s) or organization(s) including but not limited to the Greek organizations, clubs, band and athletic teams affiliated with Grambling State University. The following definition has been developed to clearly inform the University community as to the position and stand on what is considered hazing at our institution. Definition of Hazing:

"Any action taken or situation created on or off university premises (membership intake is explicitly not to take place off campus) to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include, but are not limited to:

- 1. Paddling in any form, slapping, pushing;
- 2. Forced inducement or the causing of another to consume any food, liquid or other substance;
- 3. Creation of excessive fatigue, physical and psychological shocks, kidnapping, coercion resulting in menial tasks being performed;
- 4. Personal money being expended on non-permissible essential pledge/intake activities, wearing apparel which is conspicuous and not in good taste (i.e., derogatory, racist, etc.), engaging in public stunts, morally degrading or humiliating acts, games or activities, having work sessions which interfere with scholastic activities, any other activities which are not consistent with fraternal law, rituals or policies from the respective state, regional, or national offices, or the regulations and policies of this educational institution, using drugs and/or alcoholic beverages;
- 5. Apathy or acquiescence in the presence of hazing is not a neutral act; it is violation of this policy."

Participation in any pledging or membership intake process activity must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution.

Penalties for violations of the Hazing Policy shall be assessed to fit the nature and degree of the offense.

Regarding any pledging or membership intake process, participation in the activities must not be a mandatory requirement. Additionally, organizations cannot require physical examinations or any other requisites that are not sanctioned by the national body and the institution. Candidates **must not** be taken off campus for **any** intake activities. All activities must take place on campus.

I agree that I will report any acts of hazing or attempted acts of hazing promptly to the Student Clubs and Organizations Director, Director of Judicial Affairs, University Police, or the Vice President for Student Affairs in writing. I understand that failure to render and report may serve as sufficient cause for legal action against any person who fails to report illegal activity by individuals, clubs or organizations. Therefore, I fully understand that I am to follow the regulations and policies regarding hazing as set forth by the University.

I certify that I have read and understand this document thoroughly; that I agree to and bind myself to the terms and conditions stated herein. Therefore, I do hereby release and indemnify the State Of Louisiana, Grambling State University, its faculty and staff of any claim, loss, danger or expenses, awarded by a court or agreed upon settlement negotiations. I further bind my legal representatives, heirs, successors and assigns to the terms and conditions of this agreement.

Signature	Date	Print Name	Date
G #	Each candida	te must have a separate form si	gned.