

### **Student Organization Spring Update Application**

All Information Must Be Typed. Use this form to continue your registration for the spring semester. If your organization did not register in the fall semester, do not complete this form. This form is to be used only to update information for those organizations who were registered in the fall semester. All information must be current with the Office of Student Clubs and Organizations (OSCO). You are required to submit new information within 7 days of any changes; this includes changes to the organizations' constitution (national or campus chapter).

Name (President	(i):		Telephone Number	er:	
Your organization	on's official <u>GSU</u> E-mail:			Semester:	
Chook	noture of change Organ	ization Nama Changa	Now Organizat	ion Officars	
CHECK	. Hature of Change, Organ	ization Name Change nization Purpose New	Advisor	Spring Recertify	
				spring receitiny	
	President	Vice President	Secret	ary Treasurer	
Name					
Student <b>G</b> #					
Local					
Address					
City/State					
Zip Code					
Telephone					
_					
Personal Email					
SOC Represen	ntative or CSU-NPHC (	Council Delegate(s):		Chapter Intake Information	
				Semester: Fall	
Phone:	Emai	1:		Spring	
				Year	
******	********	***********	*****	Organization Name:	
<b>Organization</b>	Purpose:				
New Meeting	Day/Times/Location:		<del></del>	Chapter:	
New Meeting	Day/Times/Location.			Chapter.	
Membership I	<b>Dues</b> \$	This is an increase of \$_		Chapter President:	
Adviser: (If th	is is a new advisor, a sig	gned resignation memo/stateme	nt from the prior	Signature	
		he past advisor may notify this			
that they are no	longer affiliated with th	is organization).		Chapter Adviser:	
Advisor	S	lignature		Signature	
Beginning Date	e				
	nation	Will your organization conduct			
SOC Dames	otivo on CCII NDIIC C	noil Delegate(s)		membership intake this semester? YesNo	
		ncil Delegate(s):		10	
Phone:	Email:			(If Yes, this whole packet must be	
OSCO will make	changes as we receive the update form	I. If there is questionable information or concern	s, OSCO has the	completed and returned.) (If No. then stop at page 6.)	



#### **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:	me of Student Organization:	
Department:	Campus Phone:	Campus Address:
Email:	Signature:	



### **Organization Membership Information Form**

		Semeste	erYear			
Name of Organization:		Ch	apter:			
President Signature: Adviser Signature:						
(LIST ALL CURRENT MEMBI	ERS INCLUDING O	FFICERS! Show no	nme and G# only (only	y Gray columns); lea	ve all other colu	umns blank)
NAME	G NUMBER	PREVIOUS SEMESTER GPA	CUMULATIVE GPA	HOURS REGISTERED THIS SEMESTER	TOTAL HOURS EARNED	HAZING TRAINING COMPLETE
		-				
		-				
		-				
		-				
Authorization:			Verification	1:		1
	ganization Coor	dinator	v eriffeation	Regi	strar	

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





If you are only registering your organization, STOP here.



If your organization is conducting membership intake, please CONTINUE....



#### 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.



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 C	Organizations
DATE:	
RE: Membership Intake	
The membership intake period for this	s semester is set for
Please review the following:	<b>Everything MUST be completed! (Including probate)</b>

- 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 8:00 am and end no later than 11:00pm. 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.

Fall

Semester:



#### Membership Intake Process (MIP) Chapter Information

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

Spring

	Year Yea	$\frac{1}{r}$	
(	Organization Name:		
(	Chapter:		
(	Chapter Membership Intake Coordinator:	Signature	
(	Chapter President:	Signature	
(	Chapter Adviser:	Signature	
A.	Organizations must attach a detailed listing month, if more details are needed.	of <b>ALL</b> intake activities. Attach a single sho	eet of all events by
В.	Any intake activities conducted outside of d fined \$1000. Please advise the Student Club to obtain approval for any activity which ma	os & Organizations office by completing the	•
C.	Planned Information/Interest/Education Sessintake period:	sions:	
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): _		
	Undates must be submitted and appr	aved within 24 hours of any shanges to se	hodulos

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 Organization:			
Affiliation/Chapter:			
I certify that I have read in ful and other relevant information surrounding membership intak I will educate my chapter of all Office informed on all membe	from my local, (inter)nations.  It the regulations of members.	onal organization regardin ership intake and will keep	g policies, and procedures
Membership Intake Coordinator:	rsinp intake activities of in	у спаріет.	
Print Name		Signature	
Address	City	State	Zip Code
Phone Number	Em	ail	
President:			
Print Name		Signature	
Address	City	State	Zip Code
Phone Number	Em	ail	
Adviser:			
Print Name		Signature	
Address	City	State	Zip Code
Phone Number	Em	ail	
			<del></del>
Office of Student Clubs & Organiza	tions	Date Received	



### **MIP Chapter Events-Calendar Information**

Name of Organization: _	
	Due <b>one week</b> prior to the 1 <sup>st</sup> Information/Interest session or activity

Date	Time	Participants	<b>Brief Activity Description</b>	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:			-		
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 S	tudents/Advisers MUST I	Read Hazing Policies	(Page 1) and Sign in	n below giving inform	nation requested

Name	G Number	Address	Telephone #	Email Address
	l			

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

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

Use form for selected candidates



### **Chapter Membership Intake Form**

Turn in only after selected candidates have been selected!

REQUIRED: List all candidates for		form and submit to the	Student Or	ganizations	office before intake
process for selected candidates for me The Membership Intake Process (MIP) for			is sch	eduled to beg	zin
-	(Na	me of Organization)			
on and end on GPA of 2.0; (2.5 GPA for NPHC candidate)	on	Students pa	articipating in	n our MIP mi	ust have a cumulative
judicial disciplinary action within the p		npieted at least 50 semest	er nours at G	ramoning Sta	ne Oniversity with N
The following Grambling State Universitapproval to the Regional/National Headq					
not appear on this form.		50 is the maximum	# of cand	lidates (NI	PHC)
Show name and G # only (only Gray col	<i>(umns)</i> ; leave all othe	r 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.					
	h	as varified the academic s	tanding of M	IID candidata	.0
Director for Student Clubs Organization		as verified the academic s	tanding of M	IIP candidate	·S.
hereby certify that all of the above infor Regional/National Headquarters; that respondents, and alumni/ae will abide by all	ponsible advisers are i	nvolved in MIP activities			
Member Intake Coordinator Signature	Date	Chapter President Sign	ature	Date	
Organization Adviser Signature	 Date	OSCO Coordinator Sig	nature	Date	

Form for selected candidates only



Turn in only after selected candidates have been selected!

### **Grade/Judicial Records Release Form**

my permission to the Office of	(name of organization)  Student Clubs and Organizations to release to chapter president, academic advisor and the	my semester and c
arters, (if any) and this Univer	rsity's governing offices for the purpose of me am a candidate and/or member of the organi	eeting academic go
Print Name	Sign Name	G#
_		

G#

Form for selected candidates only



### Grambling State University Student Organization Hazing Policy Agreement

Turn in only after selected candidates have been selected!

Organization Name:				
	sical or mental harassr		that Grambling State University explicitly ving definition has been developed to clear n:	
true fellowship can be nurtured only organizations to conduct safe, const through academic and extracurricular oppose any situation created intenticembarrassment, harassment or ridic organization(s) including but not limited.	y in an atmosphere of ructive student develor ar activities and in keep on ally or unintentionally. Participating in an inted to the Greek org	social and moral responsibility. Hazing opment programs. Grambling State United ping with its commitment to a positive lly to produce mental, physical, psychology form of hazing or allowing yourself anizations, clubs, band and athletic teal	aws of the State of Louisiana, which includes it inconsistent with the responsibility of some iterative is committed to the development of the academic environment, does hereby uncoological, or emotional discomfort as well as to be hazed in any form is forbidden by an email and stand on what is considered hazed.	student f students onditionally s sy student(s) or sity. The
	t, harassment, or ridio	y premises (membership intake is explicule. Such activities and situations incl	citly not to take place off campus) to produude, but are not limited to:	ıce mental or
<ol> <li>Forced inducement of</li> <li>Creation of excessive</li> <li>Personal money being good taste (i.e., derosessions which interf</li> </ol>	or the causing of another fatigue, physical and ang expended on non-pagatory, racist, etc.), effere with scholastic acregional, or national of	ermissible essential pledge/intake activ ngaging in public stunts, morally degra tivities, any other activities which are	er substance; ercion resulting in menial tasks being per vities, wearing apparel which is conspicuou ading or humiliating acts, games or activiti not consistent with fraternal law, rituals or of this educational institution, using drugs	is and not in ies, having wor r policies from
		hazing is not a neutral act; it is violat	on of this policy."	
		ss activity must not be a mandatory re- sanctioned by the national body and th	quirement. Additionally, organizations can be institution.	not require
Penalties for violations of the Hazin	g Policy shall be asse	ssed to fit the nature and degree of the	offense.	
	ns or any other requisi	tes that are not sanctioned by the natio	e a mandatory requirement. Additionally, on all body and the institution. Candidates <b>m</b>	
Affairs, University Police, or the Vi	ce President for Stude who fails to report ille	ent Affairs in writing. I understand the gal activity by individuals, clubs or org	Clubs and Organizations Director, Director at failure to render and report may serve as ganizations. Therefore, I fully understand the	sufficient caus
do hereby release and indemnify the	e State Of Louisiana, o	Grambling State University, its faculty	elf to the terms and conditions stated herein and staff of any claim, loss, danger or exp successors and assigns to the terms and co	enses, awarded
Signature	Date	Print Name	Date	

Each candidate must have a separate form signed.