

Office of Student Clubs & Organizations



Grambling State University 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.

1. 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.

The membership intake period for each semester will be set by the Director of Student Organizations or the Vice President for Student Affairs.

All Organizations must comply with the following:

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.

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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.

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.

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