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Office of Student Engagement and Leadership

NPHC Membership Intake Manual

The National Panhellenic Council (NPHC) intake manual will provide NPHC organization members, advisors, and various stakeholders' information about membership intake at Grambling State University (GSU). Chapter advisors must work with university personnel to ensure a successful and positive experience for all involved in the intake process. To avoid problems, chapters must include forms to provide specific information and adhere to the guidelines as enumerated in this document.

These membership intake guidelines and forms are to be used by the NPHC member fraternities and sororities whose members include Alpha Phi Alpha Fraternity, Alpha Kappa Alpha Sorority, Delta Sigma Theta Sorority, Iota Phi Theta Fraternity, Kappa Alpha Psi Fraternity, Omega Psi Phi Fraternity, Phi Beta Sigma, Sigma Gamma Rho Sorority, and Zeta Phi Beta Sorority. All activities must receive prior approval, in writing from the university. All approval letters will come from the Office of Student Engagement and Leadership or the VP for Student Affairs designer. This manual is designed to help ensure the privacy of each of our member chapters, candidates for membership and all applicable University, respective national organizations, local and state laws are followed. This manual will be used with the GSU Student Code of Conduct.

General Membership Requirements

1. Membership Intake requirements
 - a. Candidates must be a full-time, currently enrolled student at Grambling State University (GSU)
 - b. Earned 30 credit hours at GSU
 - Transfer students must have earned 15 hours of the 30 credit hours from GSU
 - c. Cumulative GPA (Grade Point Average) of 2.75
 - d. 20 hours of verifiable community service at GSU
 - e. No Student Code of Conduct violations for the past two years
 - f. Must be up to date on all the Anti-Hazing courses, the first course taken in person and the succeeding courses can be completed online by October 5, of each calendar year at GSU. Every student must take the anti-hazing course yearly as instructed.
2. General Membership Requirements after induction and once active as a member:
 - a. All active members must maintain a 2.5 GPA
 - b. Members must be full time (12 hours) and currently enrolled at GSU
 - c. Must be in good standing at the University
 - d. Complete a minimum of 20 hours of community service at GSU each semester

Membership intake period

NPHC organizations may conduct membership intake during the spring semester only and during dates approved by the Office of Student Affairs.

Daily membership intake activities may be conducted during the following dates and within the times provided below:

- Mondays – Thursday -6AM to 10-PM
- Fridays - 5 PM to 11 PM
- Saturdays 8 AM to 11 PM
- Sundays 8AM to 10 PM
- No membership activities can be conducted during mid-term week or Spring Break or other major U break
- Specific membership intake period will be announced before the spring semester starts.

Organization Responsibilities

During the intake process, the organizations are responsible for:

1. Requesting prior approval from the University to be considered for membership intake;
2. Must ensure that membership intake activities will not interfere with the academic requirements of the candidates;
3. As candidates are perused for membership all precaution must be taken to ensure the intake process is free of any form of hazing
4. All chapter advisors must be present at all membership activities
5. Organizations must complete all required paperwork in a timely manner.
6. Each organization is allowed 50 candidates per membership intake period, no exceptions will be made.

New Membership Presentations

1. The date time location of all new member presentations will be determined by the office of Student Engagement or the Division of Student Affairs designee
2. Death marches is prohibited.

Guidelines for Membership Intake

University Representatives

The official University representative for membership intake functions for NPHC organizations are the

1. Student Engagement and Leadership Coordinator
2. Dean of Students
3. VP for Student Affairs

Membership intake information should not be shared with other University faculty/staff.

Required Document Submission for Membership Intake Approval

Prior to any intake activities, chapters must submit the following to the Office of Student Engagement and Leadership:

1. *GSU Request for Membership Intake* by NPHC Organization (with the following documents as listed attached)
 - Hard copy of the informational flyer.
 - Proposed schedule of all dates, times, and locations for all membership intake activities along with a summary of what each session/activity will entail.
 - Paperwork from the national organization that needs to be signed by the Office of Student Engagement
2. The *GSU Membership Intake Coordinator Agreement* form
3. The *GSU Member Anti-Hazing Compliance Agreement* form
4. *GSU Member Anti-Hazing Compliance Agreement* form (to be completed by each active member of the chapter).

After the Informational Meeting and Verification of Aspiring Members

1. After the informational meeting, chapters must submit the required *Informational Meeting Sign-in Sheet* by noon the next business day.
2. Once candidates for membership are selected, chapters must submit the required *Verification of Candidates* form.
 - The form must be submitted before the membership intake process starts.
 - This is the official list of candidates voted on by the chapter that will be submitted to your regional or national representatives as candidates for membership **once approved** by the University.
 - The Office of Student Engagement and Leadership will verify grades of all candidates.
 - The chapter must receive official approval of candidates from the Office of Student Engagement and Leadership before membership process can proceed.

Chapters must also submit any additional paperwork from their national organization that needs to be signed by the VP for Student Affairs designer who can approve paperwork.

- ❑ All candidates for membership must sign a *Candidate Anti-Hazing Compliance Agreement*.
- ❑ The form must be signed by all candidates wishing to participate in the membership intake process and submitted with the Verification of Candidates form.

Information Submission

All membership intake documents submitted are kept confidential. If any dates and times need to be changed on the event calendar, chapter representatives must notify the Office of Student Engagement and Leadership in writing at least three business days before the new event.

Membership intake can only take place with the approval of the Office of Student Engagement and Leadership. If intake activities begin without the knowledge and signed approval of the Office of Student Engagement and Leadership, and/or the chapter has not adhered to GSU's membership intake guidelines, intake activities will cease immediately, and the chapter will be placed on immediate suspension. Any sanctions will be administered appropriately at the discretion of the Office of the Dean of Students or his designee.

Chapter Membership Roster Update

At the conclusion of the intake process (after initiation), an updated chapter membership roster form must be submitted to the Office of Student Engagement and Leadership to show any changes in membership since *the Verification of Candidates* form was submitted.

Important Intake Information

To maintain a positive membership intake process, please note the following information:

1. The University will hold intake only during the spring semester and in such a manner as to not interfere with any exercises of the University schedules.
2. All organizations shall complete requirements connected with their initiation within the designated intake period.
3. During the initiating period, no organization shall conduct any part of its membership intake procedures without the presence of the official advisor(s).
4. At the request of the Office of Student Engagement and Leadership, the Student Health Center staff may, at random, examine candidates before, during and after the intake period for the purpose of safeguarding the health of the students being initiated.
 - Any evidence of physical or mental brutality will be reported to the Office of the Vice President for Student Affairs and the GSU Police Department by the medical staff or any person having knowledge thereof.
5. For violation of any regulation, the organization will face potential suspension for a period or permanent expulsion as indicated, to be determined by the Office of Student Engagement and Leadership and VP for Student Affairs/or designee.



NPHC Organization Request for Membership Intake

The following information must be submitted **with** this form to be considered for membership intake:

- A hard copy of the informational flyer
- A proposal schedule of all dates, times, and locations for all membership intake activities along with a summary of what each session/activity will involve.
- Any paperwork from the national organization that needs to be signed by the Dean of Students.

CHAPTER INTAKE INFORMATION

Name of Chapter and Organization _____

Date/Time/Location of Information Meeting _____

Dates intake process will begin/end _____ Location of Intake Meetings: _____

CHAPTER ORGANIZATION REPRESENTATIVE INFORMATION

Chapter Membership Intake Coordinator: _____

GSU email address: _____ Phone _____

Chapter President: _____

GSU email address _____ Phone _____

Chapter Campus Advisor overseeing Intake _____

Email address _____ Phone _____

Regional/National Representative: _____

Email address _____ Phone _____

CERTIFICATION INFORMATION

By signing this document, the chapter advisor certifies that the information presented is accurate and correct. The advisor also agrees to the following conditions per the *Membership Intake Manual*:

- The chapter will comply with all the policies and procedures for Membership Intake put in place by Grambling State University and the chapter's national organization.
- The chapter will comply with local, state, and federal laws, and University and national organization policies during the Membership Intake process.
- Once reviewed, the Office of Student Engagement/Leadership will send out the official approval/denial letter.

Chapter Advisor Signature Date

Student Engagement Leadership Coordinator Signature Date

Associate Dean, Student Experience Signature Date



Membership Intake Coordinator Agreement

Semester/Year	
Chapter/Organization:	
Membership Intake Coordinator Name:	

The Chapter Membership Intake Coordinator is to initial each box acknowledging their agreement with each statement below.

	I certify that I have read the Grambling State University <i>Membership Intake Manual for the NPHC Organizations</i> , policies, procedures, and other relevant information from the national organization regarding Membership Intake.
	I will educate my chapter on all the regulations for Membership Intake and keep Grambling State University informed on all Membership Intake activities conducted by this chapter.
	I agree to provide the Coordinator of Student Engagement/Leadership with all required forms related to Membership Intake by University deadlines.
	I understand that if the Membership Intake form is not fully completed and signed by all parties by the outlined deadlines, intake of new members will NOT be allowed.
	I declare that I will thoroughly review all information submitted to the University and will only allow information that is true to be submitted and hereby give permission to GSU to verify the validity of all information submitted.
	I understand that if any of the information submitted to the University is found to be false or misleading, the University reserves the right to suspend the Membership Intake process pending full investigation of all statements.
	I understand that the University reserves the right to deny Membership Intake processes if evidence is present that indicates the chapter is unfit for initiating new members.
	I have read and signed the <i>Grambling State University Chapter Anti-Hazing Compliance Agreement</i> and the <i>Member Anti-Hazing Compliance Agreement</i> . I further understand that the Office of Student Engagement/Leadership reserves the right to suspend the Membership Intake process if my chapter is found or suspected of being in violation of this policy.
	I understand that all Membership Intake activities will coincide with the policies set forth by my national organization. Any deviation from the policies set forth by my national organization. Any deviation from my national organization's policies must be supported in writing by the Campus Chapter Advisor, the Regional Director, and/or national headquarters.
CERTIFICATION INFORMATION	

Chapter Intake Coordinator	Signature	Date
Chapter Advisor	Signature	Date
Student Engagement Leadership Coordinator	Signature	Date
Associate Dean, Student Experience	Signature	Date



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CHAPTER Anti-Hazing Compliance Agreement

The _____ Chapter of _____ certifies that all
(Print chapter name) (Print Organization name)

activities sponsored or required by our members or candidates comply with Grambling State University policies and procedures and relevant local state and federal laws.

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 student organizations' responsibility 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;
4. Kidnapping, coercion resulting in menial tasks being performed;
5. Personal money being expended on non-permissible essential pledge/intake activities,
6. Wearing apparel which is conspicuous and not in good taste (i.e., derogatory, racist, etc.),
7. Engaging in public stunts, morally degrading or humiliating acts, games, or activities,
8. Having work sessions which interfere with scholastic activities,
9. 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,
10. Using drugs and/or alcoholic beverages;
11. Apathy or acquiescence in the presence of hazing is not a neutral act; it is a violation of this policy.

CERTIFICATION INFORMATION

Chapter President	Signature	Date
Chapter Intake Coordinator	Signature	Date
Chapter Advisor	Signature	Date
Student Engagement Leadership Coordinator	Signature	Date
Associate Dean, Student Experience	Signature	Date



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MEMBER Anti-Hazing Compliance Agreement

I, _____, a member of the _____ Chapter of
(Name of Member) (Name of Chapter)
_____, understand that hazing is not tolerated at Grambling State University.
(Name of Organization)

No student or organization member has the right to inflict physical or mental harm. No student or organization member has the right to inflict physical harm on a person or to demean, disgrace, or degrade a person. Hazing is prohibited as defined in Louisiana Revised Statute, Title 17 Education, Chapter 5, State Colleges and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statutes, in the Grambling State University *Student Code of Conduct Handbook*, and in the *Membership Intake Manual*. All form of hazing by a university student, student organization or employee, are expressly prohibited and serious penalties, such as separation from the university or loss of recognition by GSU may be imposed on individuals or groups found in violation of these rules.

I understand that failure to uphold the University Anti-hazing Policy as stated in the GSU policies, procedures and regulations may result in individual sanctions.

I understand that participation in any hazing activity or knowledge of it and taking no action to stop the hazing is in effect giving our approval. I understand my responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution or higher education, to haze our candidates. Failure to report any such activity of which we become aware of may result in individual sanctions.

CERTIFICATION INFORMATION

I certify that I have read, understand, and agree to abide by GSU rules and regulations. I also understand and agree to abide by GSU rules and regulations. I also understand that the GSU Police Department, GSU Office of Student Conduct, Office for Civil Rights and Title IX, and the organization's national headquarters will be notified of cases of alleged and/or confirmed violations of rules and regulations.

Chapter Member Name	Signature	Date
Chapter Intake Coordinator	Signature	Date
Chapter Advisor	Signature	Date
Student Engagement Leadership Coordinator	Signature	Date
Associate Dean, Student Experience	Signature	Date



Informational Meeting Sign-In Sheet

This form must be submitted to the Office of Student Engagement and Leadership the next business day after the informational Meeting. Attach additional sheet(s) if more are required. If your national organization has an official Informational Meeting sign-in sheet, please submit a copy of that form(s) along with this form.

CERTIFICATION INFORMATION

Date _____

Date _____

Date _____

Date _____

