HOW TO MGC

Membership Intake Process

NPHC/MGC INTAKE PACKET

FOUND ON GOGREEK.OKSTATE.EDU

MGC

CLICK "MULTICULTURAL GREEK COUNCIL" ON LEFT HAND SIDE OF THE WEBSITE

CLICK "MGC DOCUMENTS"

CLICK "MEMBERSHIP INTAKE PACKET" UNDER THE "POLICIES" HEADER

NPHC

CLICK "NATIONAL PAN-HELLENIC COUNCIL" ON LEFT HAND SIDE OF THE WEBSITE

CLICK "NPHC DOCUMENTS"

CLICK "MEMBERSHIP INTAKE PACKET" UNDER THE "POLICIES" HEADER

Why is the Intake Packet Important?

- Tracks retention
- Allows F&SA to advocate for your organization and the activities that you may have
- Allows F&SA to inform you of students not qualified for intake (i.e. disciplinary issues, etc)
- Creates steady communication between your organization and F&SA

STEP ONE.

MEETING WITH F&SA STAFF AND DOCUMENTATION

Schedule A Meeting with F&SA!

Ival Gregory

Assistant Director
(NPHC Advisor)
ival.gregory@okstate.edu

Casey Domnick

Coordinator
(MGC Advisor)
casey.domnick@okstate.edu

Hammed Sirleaf

NPHC/MGC Graduate
Teaching Assistant
hammed.sirleaf@okstate.edu

We're Friendly. We promise!

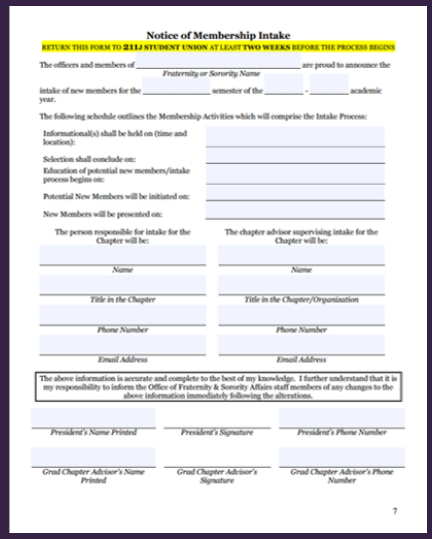
REQUIRED FORMS NEEDED

BRING THESE FORMS WITH YOU TO YOUR INITIAL MEETING WITH F&SA:

NOTICE OF MEMBERSHIP INTAKE
ANTI-HAZING STATEMENT

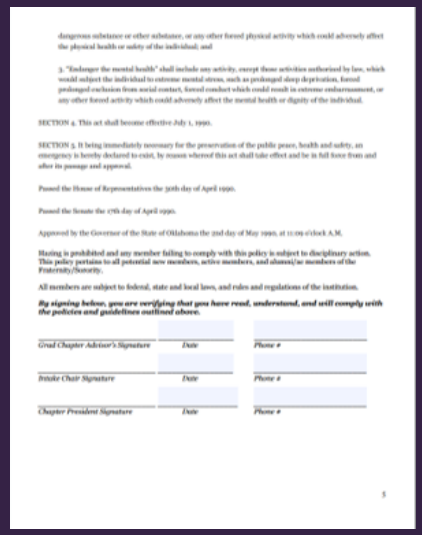
HAZING POLICY MEMBER COMPLIANCE FORM (FROM EVERY MEMBER)

ANY OTHER FORMS FROM YOUR ORGANIZATION THAT THE OFFICE NEEDS TO SIGN



Notice of Membership Intake

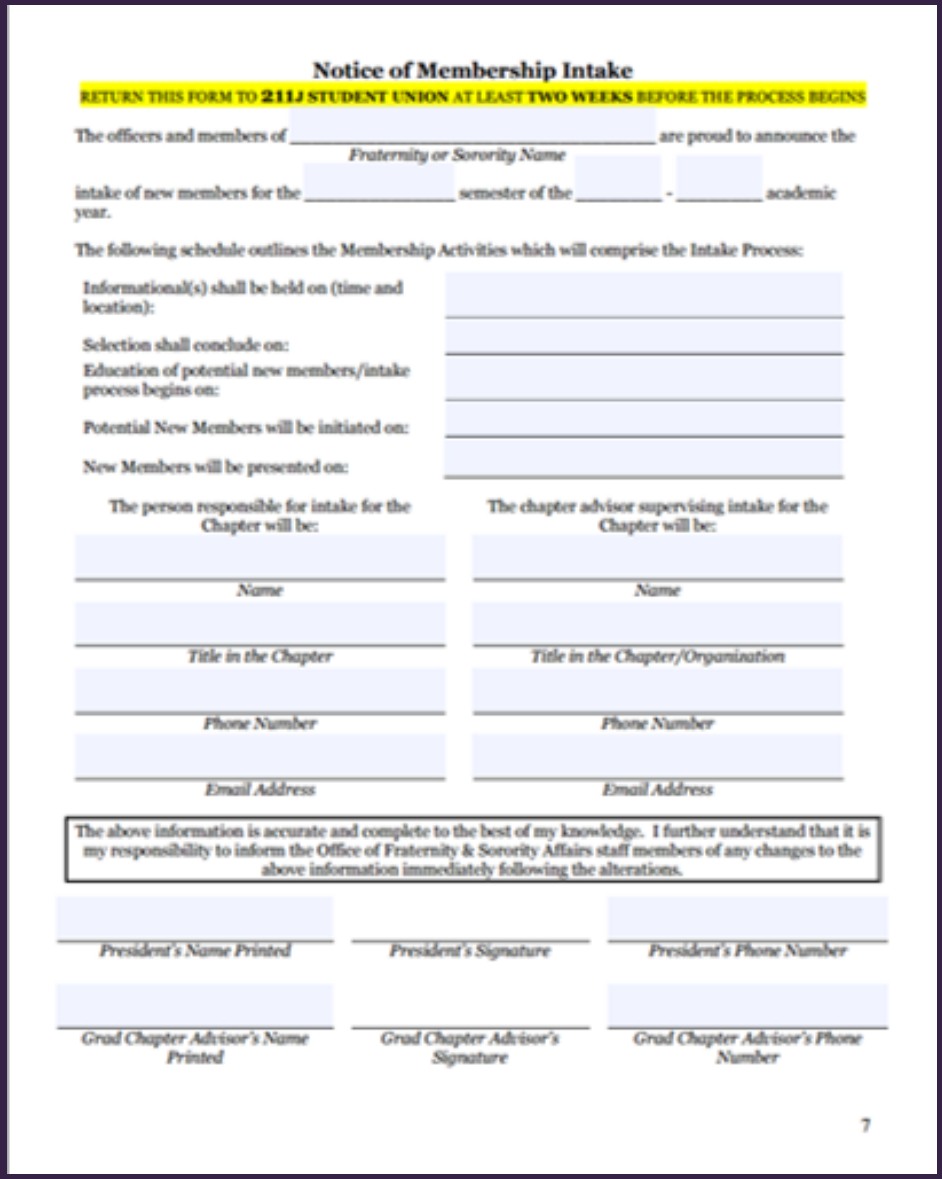
Hazing Policy Member Compliance Form



Anti-Hazing Statement

NOTICE OF MEMBERSHIP INTAKE (PAGE 6)

- MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE YOUR INFORMATIONAL/RUSH MEETING
- MUST BE SIGNED BY PRESIDENT, AND ALUMNI/GRAD CHAPTER ADVISOR



Notice of Membership Intake

RETURN THIS FORM TO **211J STUDENT UNION** AT LEAST **TWO WEEKS** BEFORE THE PROCESS BEGINS

The officers and members of _____ are proud to announce the
Fraternity or Sorority Name

intake of new members for the _____ semester of the _____ - _____ academic year.

The following schedule outlines the Membership Activities which will comprise the Intake Process:

Informational(s) shall be held on (time and location): _____

Selection shall conclude on: _____

Education of potential new members/intake process begins on: _____

Potential New Members will be initiated on: _____

New Members will be presented on: _____

The person responsible for intake for the Chapter will be:	The chapter advisor supervising intake for the Chapter will be:
Name	*Name*
Title in the Chapter	*Title in the Chapter/Organization*
Phone Number	*Phone Number*
Email Address	*Email Address*

The above information is accurate and complete to the best of my knowledge. I further understand that it is my responsibility to inform the Office of Fraternity & Sorority Affairs staff members of any changes to the above information immediately following the alterations.

President's Name Printed	*President's Signature*	*President's Phone Number*
Grad Chapter Advisor's Name Printed	*Grad Chapter Advisor's Signature*	*Grad Chapter Advisor's Phone Number*

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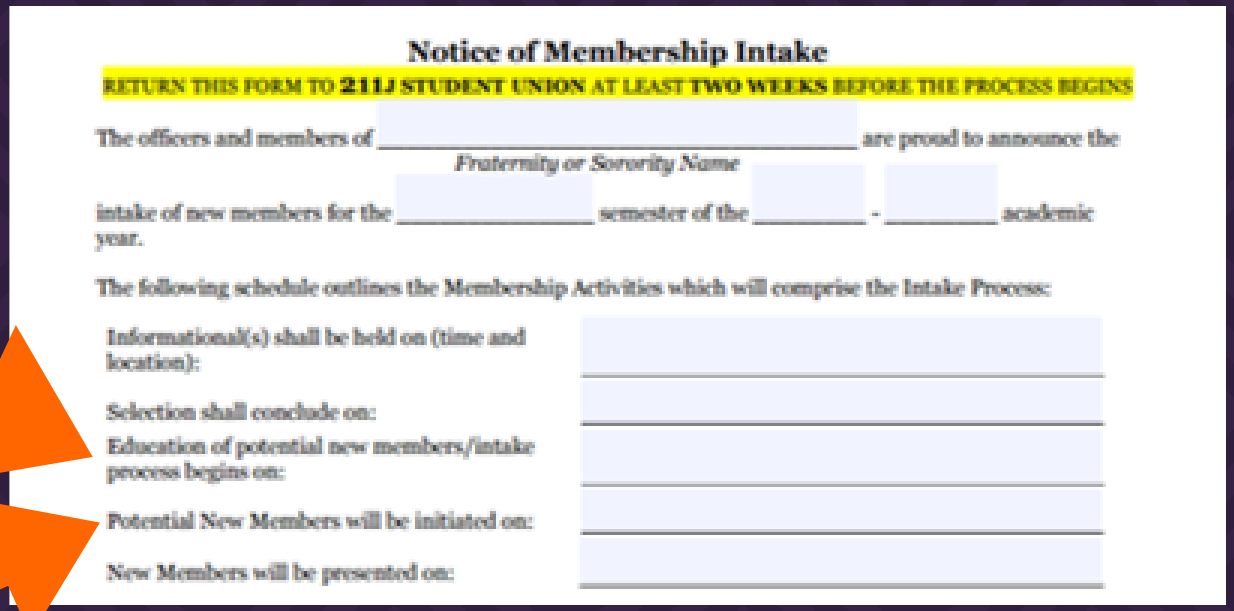
How to fill out Page 6

When you OFFICIALLY start the New Member Program

When you are OFFICIALLY done with the New Member Program



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Informational(s) shall be held on (time and location):	
Selection shall conclude on:	
Education of potential new members/intake process begins on:	
Potential New Members will be initiated on:	
New Members will be presented on:	

HAZING POLICY MEMBER COMPLIANCE FORM

HAS TO BE FILLED OUT BY **EVERY CURRENT** MEMBER IN THE CHAPTER.

Oklahoma State University
OSU Fraternity and Sorority Affairs
Hazing Policy
Member Compliance Form

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Examples of situations that are considered hazing include, but are not limited to tests of endurance, physical abuse, psychological abuse, morally degrading or humiliating activities, forced ingestion of any substance, activities which interfere with academic pursuits, and servitude.

National Pan-Hellenic Council Hazing Policy:

All members of the OSU NPHC are also held accountable for the National Council's Joint Position Statement Against Hazing. All chapter officers are responsible for knowing and/or educating their chapter members about this policy. A complete description of the policy can be downloaded at:

http://www.nphchq.org/docs/NPHCJointPositionStatementAgainstHazing2003.pdf

State of Oklahoma Hazing Law

1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any
institution of higher education in this state:

2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statues, nonintoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statues, drug controlled dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

For a complete description of the State of Oklahoma Hazing Law visit
http://www.okstate.edu/sec/SJA/hazing.htm.

Hazing is typically associated with membership selection and initiation into an organization. It is possible for hazing to occur before, during and after membership selection and initiation. Oklahoma State University will investigate all hazing allegations. Individuals and organizations found in violation of the OSU Hazing Policy will be sanctioned and turned over to the proper law enforcement agency. If you believe you or someone you know has been a victim of hazing, contact the Advisor of Fraternity and Sorority Affairs at (405) 744-5490 or the Office of Student Judicial Affairs at (405) 744-5470.

By signing this statement, I agree that I have read and understand the Fraternity and Sorority Affairs Hazing Policy. I agree to comply with this policy, local/state laws, the policies of my fraternal organization (which are more specific) and the local and national governing council to which my organization belongs.

Member Name _____

Organization _____ Chapter _____

Banner ID _____ Semester _____

Member's Signature _____ Date _____

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ANTI-HAZING STATEMENT

FILLED OUT BY ALUMNI/GRADUATE CHAPTER ADVISOR, INTAKE/NEW MEMBER CHAIR, AND CHAPTER PRESIDENT

Anti-Hazing Statement

A section of law to be codified in the Oklahoma Statues as Section 1190 of Title 21, unless there is created a duplication in numbering, reads as follows:

A. No student organization or any person associated with any organization sanctioned or authorized by the governing board of any public or private school or institution of higher education in this state shall engage or participate in hazing.

B. Any hazing activity described in subsection F of this section upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by a public or private school or by any institution of higher education in this state is directly or indirectly conditioned shall be presumed to be a forced activity, even if the student willingly participates in such activity.

C. A copy of the policy or the rules and regulations of the public or private school or institution of higher education which prohibits hazing shall be given to each student enrolled in the school or institution and shall be deemed to be part of the bylaws of all organizations operating at the public school or the institution of higher education.

D. Any organization sanctioned or authorized by the governing board of a public or private school or of an institution of higher education in this state which violates subsection A of this section, upon conviction, shall be guilty of a misdemeanor, and may be punishable by a fine of not more than One Thousand Five Hundred Dollars ($1,500.00) and the forfeit for a period of not less than one (1) year all of the rights and privileges of being an organization organized or operating at the public or private school or at the institution of higher education.

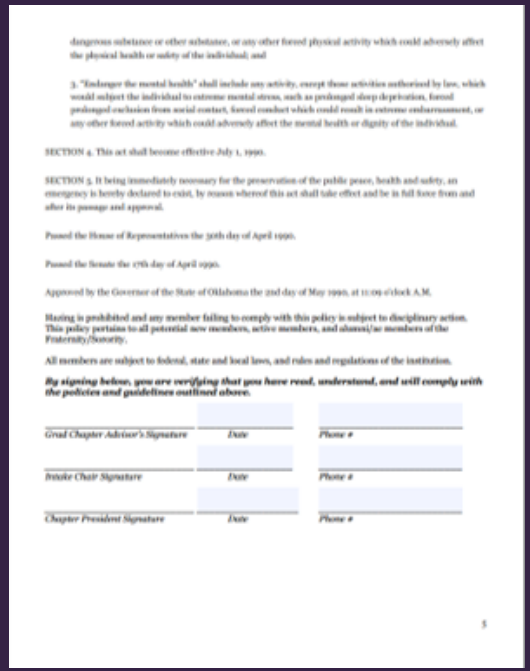
E. Any individual convicted of violating the provisions of subsection A of this section shall be guilty of a misdemeanor, and may be punishable by imprisonment for not to exceed ninety (90) days in the county jail, or by the imposition of a fine not to exceed Five Hundred Dollars ($500.00), or by both such imprisonment and fine.

F. For purposes of this section:

1. "Hazing" means an activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization operating subject to the sanction of the public or private school or of any institution of higher education in this state;

2. "Endanger the physical health" shall include but not be limited to any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, alcoholic beverages as defined in Section 506 of Title 37 of the Oklahoma Statues, nonintoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statues, drug controlled

4



dangerous substance or other substance, or any other forced physical activity which could adversely affect the physical health or safety of the individual; and

3. "Endanger the mental health" shall include any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

SECTION 4. This act shall become effective July 1, 1990.

SECTION 5. It being immediately necessary for the preservation of the public peace, health and safety, an emergency is hereby declared to exist, by reason whereof this act shall take effect and be in full force from and after its passage and approval.

Passed the House of Representatives the 30th day of April 1990.

Passed the Senate the 17th day of April 1990.

Approved by the Governor of the State of Oklahoma the 21st day of May 1990, at 11:09 o'clock A.M.

Hazing is prohibited and any member failing to comply with this policy is subject to disciplinary action. This policy pertains to all potential new members, active members, and alumni/ae members of the Fraternity/Sorority.

All members are subject to federal, state and local laws, and rules and regulations of the institution.

By signing below, you are verifying that you have read, understand, and will comply with the policies and guidelines outlined above.

Grad Chapter Advisor's Signature	*Date*	*Phone #*
Intake Chair Signature	*Date*	*Phone #*
Chapter President Signature	*Date*	*Phone #*

5

STEP TWO.

INFORMATIONAL/RUSH MEETING

REQUIRED FORMS NEEDED

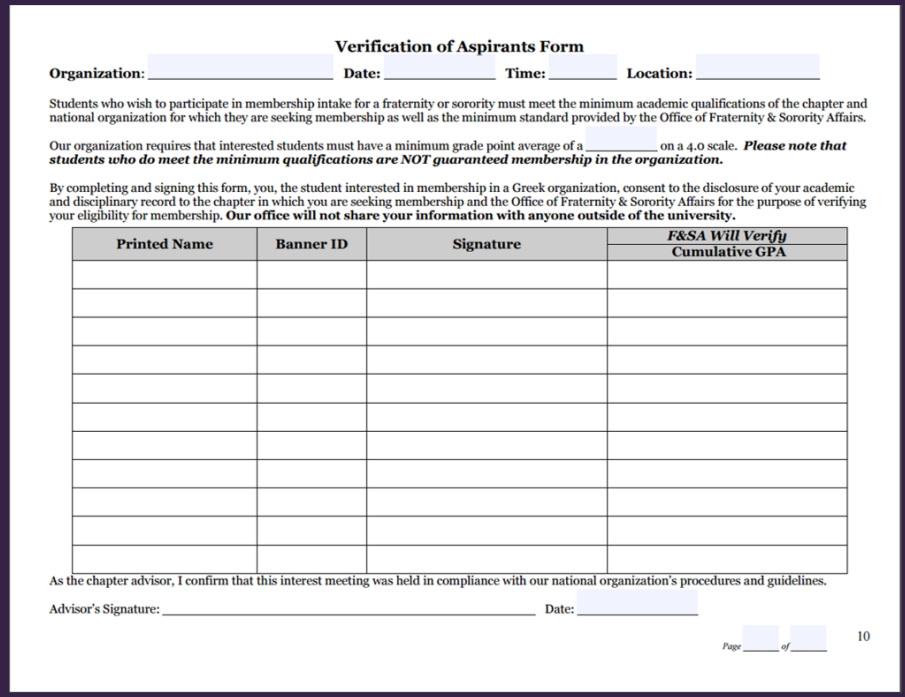
VERIFICATION OF ASPIRANTS FORM (PAGE 9)

MUST BE SUBMITTED 48 HOURS (OR BY 5PM THE SECOND BUSINESS DAY) AFTER YOUR INFORMATIONAL/RUSH MEETING AND PRIOR TO THE START OF YOUR NATIONAL PROCESS

BANNER ID REQUIRED

INCLUDES **ALL** STUDENTS ATTENDING RUSH/INFORMATIONAL

MUST INCLUDE THE LIST OF INDIVIDUALS APPROVED BY YOUR CHAPTER THAT WILL BE SUBMITTED TO REGIONAL/NATIONAL REPRESENTATIVES
AFTER SUBMISSION, MELISA WILL THEN CONTACT YOUR CHAPTER TO INFORM WHO IS APPROVED OR DENIED FOR INTAKE



Verification of Aspirants Form

Organization: _____ **Date:** _____ **Time:** _____ **Location:** _____

Students who wish to participate in membership intake for a fraternity or sorority must meet the minimum academic qualifications of the chapter and national organization for which they are seeking membership as well as the minimum standard provided by the Office of Fraternity & Sorority Affairs.

Our organization requires that interested students must have a minimum grade point average of a _____ on a 4.0 scale. ***Please note that students who do meet the minimum qualifications are NOT guaranteed membership in the organization.***

By completing and signing this form, you, the student interested in membership in a Greek organization, consent to the disclosure of your academic and disciplinary record to the chapter in which you are seeking membership and the Office of Fraternity & Sorority Affairs for the purpose of verifying your eligibility for membership. **Our office will not share your information with anyone outside of the university.**

Printed Name	Banner ID	Signature	*F&SA Will Verify* Cumulative GPA

As the chapter advisor, I confirm that this interest meeting was held in compliance with our national organization's procedures and guidelines.

Advisor's Signature: _____ Date: _____

Page _____ *of* _____ 10

What's so important about Page 9?

- **Tracks new member retention**
- **Helps F&SA verify student eligibility for membership**
- **IT IS HARMLESS**
- **Their information will be safe with the office, and needs to be expressed to interested students**

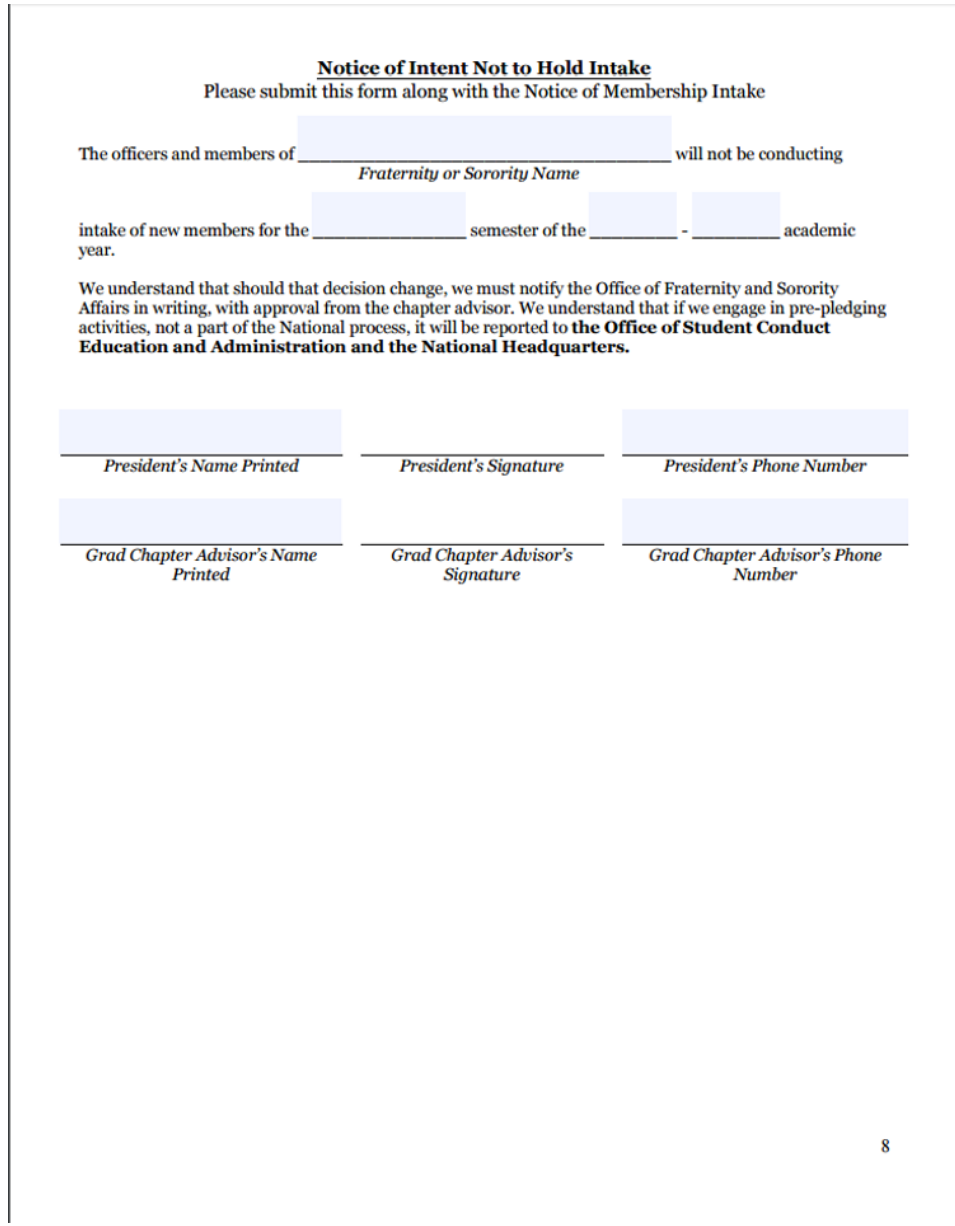
...AND IT'S HARMLESS

BUT, WHAT IF WE JUST WANT TO HAVE AN INFORMATIONAL WITHOUT HAVING INTAKE?

NOTICE OF INTENT NOT TO HOLD INTAKE (PAGE 7)

MUST BE SUBMITTED AT FIRST MEETING WITH F&SA STAFF

DO NOT HAVE TO SUBMIT PAGE 9



Notice of Intent Not to Hold Intake

Please submit this form along with the Notice of Membership Intake

The officers and members of _____ will not be conducting
Fraternity or Sorority Name

intake of new members for the _____ semester of the _____ - _____ academic year.

We understand that should that decision change, we must notify the Office of Fraternity and Sorority Affairs in writing, with approval from the chapter advisor. We understand that if we engage in pre-pledging activities, not a part of the National process, it will be reported to **the Office of Student Conduct Education and Administration and the National Headquarters.**

_____	_____	_____
President's Name Printed	*President's Signature*	*President's Phone Number*
_____	_____	_____
Grad Chapter Advisor's Name Printed	*Grad Chapter Advisor's Signature*	*Grad Chapter Advisor's Phone Number*

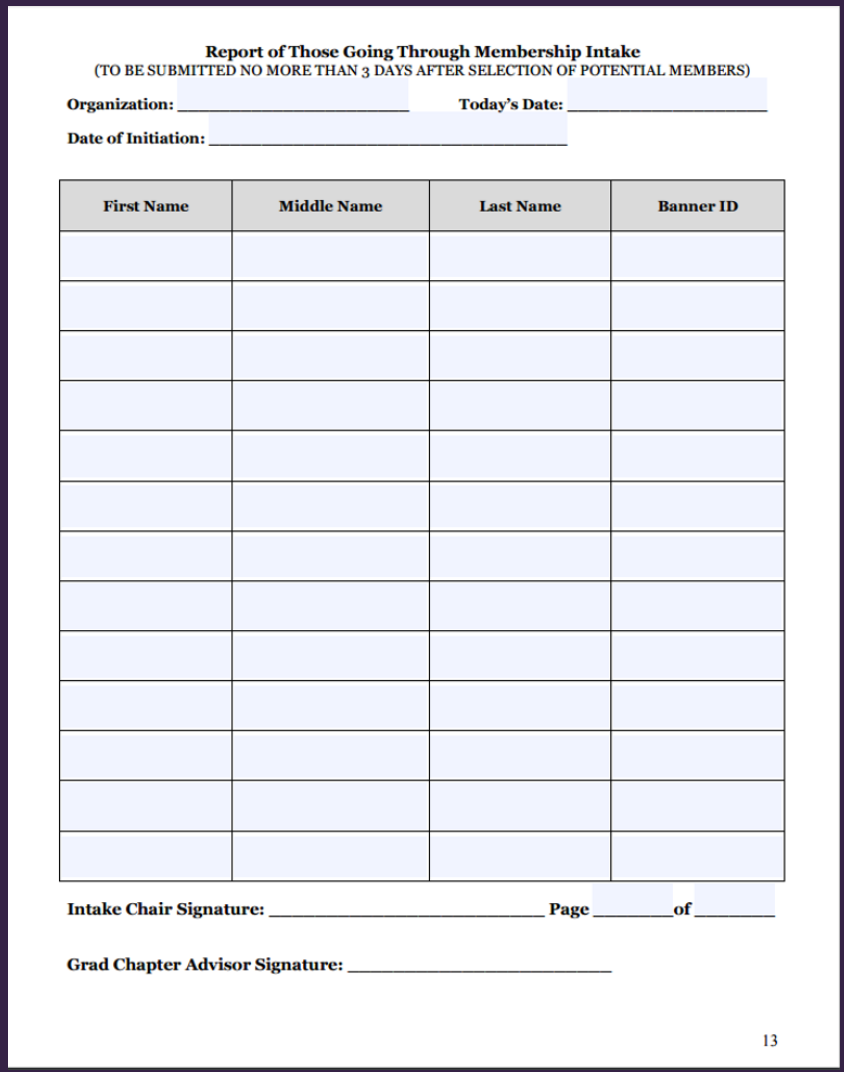
8

STEP
THREE.

SELECTING NEW MEMBERS

REPORT OF THOSE GOING THROUGH MEMBERSHIP INTAKE

SUBMIT THIS 3 DAYS AFTER YOU SELECT YOUR POTENTIAL MEMBERS



Report of Those Going Through Membership Intake
(TO BE SUBMITTED NO MORE THAN 3 DAYS AFTER SELECTION OF POTENTIAL MEMBERS)

Organization: _____ **Today's Date:** _____

Date of Initiation: _____

First Name	Middle Name	Last Name	Banner ID

Intake Chair Signature: _____ **Page** _____ **of** _____

Grad Chapter Advisor Signature: _____

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SET UP A MEETING WITH THE NPHC/MGC GTA FOR NEW MEMBER PAPERWORK

THREE SMALL TIPS TO HELP YOU DO WHAT YOU LOVE EVERYDAY

- The new line/member class will need to complete paperwork prior to starting your new member program.
- The chapter is responsible for booking room for the potential new members and NPHC/MGC GTA to meet (this can be in a discreet location if need be)
- New members sign the Fraternity & Sorority Affairs Membership Agreement Form and Fraternity & Sorority Affairs Hazing Prevention Agreement, provided by GTA
- If someone quits your new member program, let us know ASAP

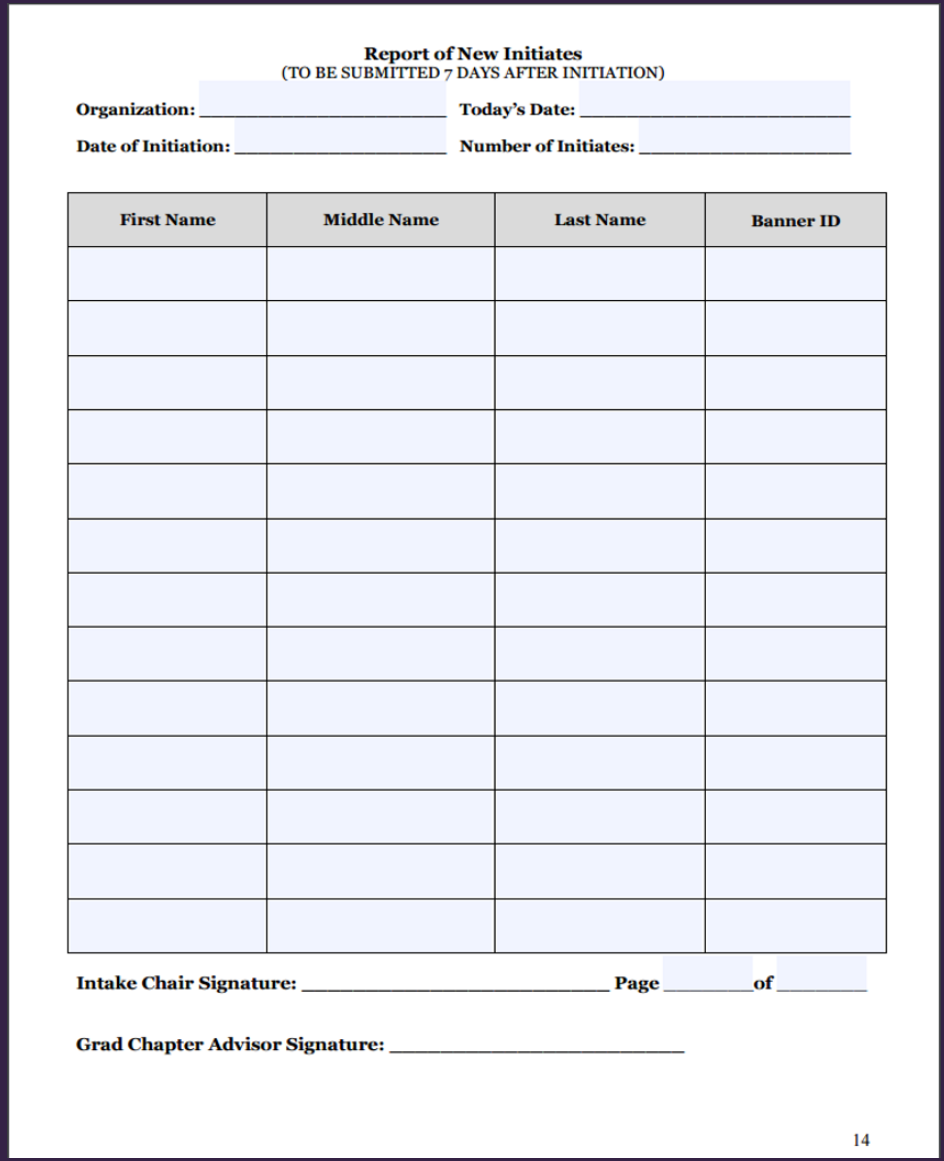
STEP
FOUR.

INITIATION

REPORT OF NEW INITIATES

HAS TO BE SUBMITTED 7 DAYS AFTER INITIATION

SIGNED BY INTAKE CHAIR AND GRAD/ALUMNI ADVISOR



Report of New Initiates
(TO BE SUBMITTED 7 DAYS AFTER INITIATION)

Organization: _____ **Today's Date:** _____

Date of Initiation: _____ **Number of Initiates:** _____

First Name	Middle Name	Last Name	Banner ID

Intake Chair Signature: _____ **Page** _____ **of** _____

Grad Chapter Advisor Signature: _____

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STEP FIVE.

NEW MEMBER PRESENTATION

NEW MEMBER PRESENTATION GUIDELINES

- **Presentation shows are not to be scheduled on the same night/time of a previously planned event of another chapter of the council**
- **No explicit language or revealing attire from the new members**
- **No alcoholic beverages**
- **No physical abuse**
- **No paddles or bricks**
- **No fighting**
- **No disruptions**
- **No disrespecting other Greeks or any other people or groups**
- **A staff member from FSA must be present at all presentations**

NEW MEMBER PRESENTATION GUIDELINES

- **Your organization is responsible for reserving the location of your new member presentation and submitting the event confirmation to the office two (2) week prior to the date of the presentation.**

- **If a new member decides they cannot, or decides not to participate in the show, the member must send a written and signed note to the Office of Fraternity & Sorority Affairs no more than 72 hours before the show explaining why they cannot, or have not decided to participate**

- **No blatant skipping of numbers will be allowed (ex:1, 2, 4, 5)**

- **The duration of the presentation show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within 15 minutes of scheduled time advertised.**

- **Following the show, members of the presenting organization must vacate the area within 30minutes. (This will help with crowd disbursement.) The presenting organization will be responsible for ensuring the site used is left in its original state after use.**

NEW MEMBER PRESENTATION GUIDELINES

- **If a New Member Presentation does not occur, new members must be presented in some formal way (reception, tweet, email, flyer, Instagram, etc.) acknowledging all new members**

- **It is the chapter responsibility to notify visiting and alumni members of all of Oklahoma State University New Member Presentation rules.**

- **Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.**

Presentation of new members must take place no more than thirty (30) calendar days after the new members have been initiated into your organization.

Meaning, when your potential new members are OFFICIALLY members of your organization, you have 30 calendar days from that day they become official members to present them.

SUMMER/WINTER BREAKS DO NOT COUNT.