



## **NPHC/MGC Intake Packet**

This packet will assist you in planning your membership intake programs for the upcoming semester. The completion of these documents is **required** of all National Pan-Hellenic Council and Multicultural Greek Council chapters in order to conduct an intake process on the Oklahoma State University campus. Please take a moment to review these forms and guidelines, and bring any questions or concerns to us.

### ***Privacy Statement***

We would also like to assure you that we do not intend to use these documents in any manner that will undermine the traditions of our organizations on this campus. In doing so, we promise to protect your chapter's interests and privacy by keeping the information submitted confidential. No one, other than the Office of Fraternity & Sorority Affairs staff, will have access to these forms during the membership intake process.

Access to the documents will be denied to all parties except for chapter advisors, university officials and representatives of the National or International headquarters. **In the event that any dates and times need to be changed on the intake calendars of events, the chapter president or chapter member in charge of intake must notify the Office (in writing) no less than 2 business days prior to the new event time/date.**

*If you have any questions regarding intake, please do not hesitate to ask. Good luck!*

Interfraternally,

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# Membership Intake Paperwork Timeline

## Overview of Membership Intake Guidelines

Organizations that wish to take new members must adhere to a number of guidelines and deadlines for Oklahoma State Office of Fraternity & Sorority Affairs in addition to your chapters' policies and deadlines.

## Deadlines

At least one chapter member, the chapter president or intake director, will meet with the advisor of Fraternity & Sorority Affairs **TWO WEEKS** before any intake activity occurs. To schedule an appointment, call (405) 744-5490 or email [ival.gregory@okstate.edu](mailto:ival.gregory@okstate.edu) (For NPHC) or [casey.domnick@okstate.edu](mailto:casey.domnick@okstate.edu) (for MGC). At this meeting, please provide the following documents:

- Any national/regional paperwork that needs to be signed by F&SA
- Completed Notice of Membership Intake (Attached)
- Member Compliance Form, **signed by every chapter member** (Attached)
- Completed Anti-Hazing Statement (Attached)
- A copy of the Informational Flyer (emailed to [casey.domnick@okstate.edu](mailto:casey.domnick@okstate.edu))

## Verification of Aspirants

All chapters conducting intake must submit a Verification of Aspirants Form. This form must be submitted **48 HOURS (or by 5 pm the second business day)** after the interest/informational meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form will include **all students attending the interest/informational session AND must include the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership.** The verification form contains the following information:

- A. List of candidates for membership that will include each new member's:
  1. Name (please print)
  2. Signature
  3. Banner ID
  4. Academic Waiver
- B. Total number of Candidates
- C. Original signature of Chapter President
- D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature, no faxes will be accepted).
- E. A separate line for verification of date received. (to be completed by the Office of Fraternity and Sorority Affairs)

## Informational Meeting

A representative from the Office of Fraternity & Sorority Affairs must give a hazing presentation at your organization's informational meeting. This will last no longer than 10 minutes.

## Violations:

Violations of the intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Fraternity & Sorority Affairs and the Office of Student Conduct Education and Administration.

## **New Member Presentation Guidelines**

In order for the Office of Fraternity & Sorority Affairs to assist chapters with the intake process and avoid potential problems, all organizations must adhere to the following guidelines when presenting new members to the Oklahoma State Community:

- 1) Presentation of new members must take place no more than **thirty (30) calendar days** after the members have been initiated into your organization.
- 2) New member presentation shows are not to be scheduled on the same evening/time of a previously planned event of another chapter of the same council unless approval is given by the chapter president
- 3) No explicit or revealing attire is to be worn by new members
- 4) Vulgarity and profanity will not be tolerated
- 5) No disrespecting other Greeks or any other people or groups
- 6) No alcoholic beverages will be permitted
- 7) No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, poking, etc... No paddles or bricks are permitted (Canes, paddles, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual)
- 8) In the event of a fight or physical altercation during the presentation, those involved will be removed immediately, and the student involved will face sanctions from the Office of Fraternity & Sorority Affairs. If a member of the presenting organization is involved, the presentation will be stopped immediately.
- 9) A staff member from the Office of Fraternity & Sorority Affairs (full-time, professional or graduate) **MUST** be in attendance at all new member presentations.
- 10) 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.
- 11) 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
- 12) No blatant skipping of numbers will be allowed (ex:1, 2, 4, 5)
- 13) 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
- 14) 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
- 15) It is the chapter responsibility to notify visiting and alumni members of all of Oklahoma State University New Member Presentation rules.
- 16) 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.

### **Violations:**

Violations of the New Member Presentation Guidelines or intake process may result in probation or suspension. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the Office of Fraternity & Sorority Affairs.

### **Violations include but are not limited to:**

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paper work, etc.)
2. Holding membership intake without adhering to the Intake Guidelines set by the Office of Fraternity & Sorority Affairs.
3. Hazing: Any violations of the Hazing Policy will result in disciplinary action.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by council advisors.
5. Failure to adhere to New Member Presentation Guidelines (as included in this packet)

## **Anti-Hazing Statement**

A section of law to be codified in the Oklahoma Statutes 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 Statutes, nonintoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, 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.

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 2nd 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 #*

## 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*

<p>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 &amp; Sorority Affairs staff members of any changes to the above information immediately following the alterations.</p>
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\_\_\_\_\_

*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*

**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*

**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.nphcq.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 Statutes, nonintoxicating beverage as defined in Section 163.2 of Title 37 of the Oklahoma Statutes, 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/ucs/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 \_\_\_\_\_









