Membership Intake Process (MIP) Policy

Purpose

The Greek Life Office at Louisiana State University recognizes the importance of the Membership Intake Process and we support the efforts in the development of new members, as well as each chapter. As students continue to seek membership in Greek letter organizations on campus, it is important that the Greek Life Office establish a system of open communication and accountability with organizations conducting intake activities of new members.

Organizations wishing to conduct membership intake must follow this procedure and the steps outlined in this packet. An organization must receive official authorization from the Greek Life office before membership intake activities commence.

Without the submission of this packet, intake will not be approved. In the event that intake activities begin without the knowledge and signed approval of the Greek Life Office, and/or the chapter has not adhered to these written Intake policy, intake activities will cease immediately. Failure to comply with this policy may result in individual and/or chapter disciplinary action.

In addition, the Greek Life Office embraces the relationship with NPHC to facilitate a joint New Member presentation to celebrate together this important event.

Expectations of Chapters Conducting Membership Intake

- The membership activities will not interfere with academic endeavors or class schedules and will uphold the academic mission of the institution.
- The selection of new members must be in compliance with the University’s policy regarding hazing and must be free of any form of mental and/or physical abuse and hazing activities before, during or after the membership intake process.
- Chapter advisors will be present at all membership related activities. (Failure to comply with this policy may result in individual and/or chapter disciplinary action including non-recognition)
- Chapter completes all required paperwork in a timely fashion.
- No membership activity includes the presence or consumption of alcohol.
- All membership intake activities are to be conducted in compliance with the chapter’s National Organization’s intake guidelines and process.
- All new members will attend the NPHC new member’s orientation after completing the Intake Process.
**Important Dates**

**NPHC Intake Certification Training – Friday, August 17, 2018**
- Organizations that plan to conduct Membership Intake must complete this mandatory intake certification. This training will cover the intake process in-depth as well as chapter resources. Chapter Presidents, Intake Chairs, and a Chapter Advisor must attend.

**Greek Code - Wednesday, August 22, 2018**
- All students interested in being considered for membership Intake in one of the active NPHC organizations are **encouraged** to attend Fall Greek Code and/or Spring Greek Code as a prerequisite to participating in membership intake programs.
- All active NPHC chapters are required to participate in tabling portion of this program.

**Steps to be completed by chapters**
*Please note all deadlines that apply to each step, each form referenced can be found in the forms section of this MIP policy packet*

**Step 1. NPHC Intake Certification Training – Friday, August 17, 2018**
- Organizations that plan to conduct Membership Intake must complete this mandatory intake certification. This training will cover the intake process in-depth as well as chapter resources. Chapter Presidents, Intake Chairs, and a Chapter Advisor must attend.

**Step 2. Letter of Intent – Friday, September 21, 2018**
- Submit a **letter of intent**. This letter should outline the organization’s intention to acquire approval from the appropriate representative of your National Organization to conduct an informational meeting, rush, or conduct an intake process. Must also include the signature of the President and at least one Advisor. The **MIP Notification Form** must also accompany the letter.

**Step 3. Interest Meeting/Rush (etc.) – Thursday, August 23, 2018- Friday, September 21, 2018**
- Informational Meeting, Interest meeting, etc. may only take place during the time period listed above.
- Email notification of Information meeting, Interest meeting, etc. date, time and location must be submitted to Greek Life 24 hours prior to meeting for approval.
- **ALL attendees must receive a copy of the Louisiana State University hazing policy** and consent to release non-public information to the organization which they are seeking membership by signing the **MIP Interest meeting Sign in Form**. This form should be returned to the Greek Life Office within 48 hours of the aforementioned meeting.

**Step 4. Intake Meeting – Wednesday, September 26, 2018**
- Organizations that plan to conduct Membership Intake and have completed the previous steps are required to meet with the Assistant Director/NPHC Advisor. This meeting should include the President, Intake/New Membership Chairperson and Intake Advisor. During this meeting, the organization should be prepared to submit 1) **Official Documentation from the National organization approving Membership Intake** 2) **Official copy of candidates submitted by chapter to the national organization** and 3) **any supplemental information or changes regarding date, time and location of MIP activities**. When special circumstances or
opportunities arise after the deadline for the use of an off-campus facility, special consideration may be afforded to the organization’s written request. Any off-campus membership intake related activities, i.e. community service programs, must be submitted and approved by the Assistant Director of Greek Life/NPHC Advisor and/or the Director of Greek Life. **This meeting must be scheduled and held no later than September 26, 2018.**

**ALL MEMBERSHIP INTAKE ACTIVITIES MUST BEGIN BY – September 26, 2018**

**Step 5. Assistant Director/NPHC Advisor will attend the first official intake meeting/educational session with selected members- October 3, 2018**
- Upon the selection of new members, organizations must invite the Assistant Director/NPHC Advisor to the FIRST official intake meeting/educational session with the selected new members. At this meeting academic expectations and hazing policies will be discussed in detail. As well as discussion of the NM presentation expectations and NM orientation. This meeting will need to be scheduled by the chapter intake chair with the Assistant Director/NPHC Advisor no later than September 26, 2018 and occur by October 3, 2018.

**Step 6. New Member Presentation Meeting – Monday, October 29, 2018.**
- Organizations participating in the New Member Presentation must attend the New Member Presentation Meeting. The purpose of this meeting is to review the New Member Presentation policies as well as select the order of the presentation. **Organizations should be prepared to add these new members to their Greek Life roster at this meeting (if needed).**

**Step 7. ALL Membership Activities Must Cease – Wednesday, October 31, 2018.**
- All intake, pledging, and initiation meetings, activities and ceremonies will **cease on or before Wednesday, October 31, 2018** to support the students’ academic success. Realizing that some inter/national organizations require the first semester GPA in order to initiate and activities must take place during this time, an “exception letter” shall be submitted to the Greek Life Office no later than October 1 and February 1, each semester from the headquarters requesting an exemption.

**Step 8. New Member Presentation – Thursday, November 1, 2018 6:30 pm, with a start time of 7:00pm**
- ALL newly initiated members must visibly display organizational paraphernalia (i.e. shirts, hats, etc.) on this date. **See New Member Presentation Procedure.**

**Step 9. New Member Orientation - Monday, November 5, 2018.**
- All new members are required to attend The New Member Orientation. **It is the chapter’s responsibility to inform the new members of this date.**

**Step 10. Communication**
- The Greek Life Office expects the line of communication to stay open for the duration of the Membership Intake Process. Should timelines change, it is an expectation that all changes are communicated with the NPHC Advisor or designated member of the Greek Life staff immediately.
MIP Due Dates at a Glance Checklist

☐ MIP Certification Training – Friday, August 17, 2018

☐ Greek Code - Wednesday, August 22, 2018

☐ Letter of Intent/MIP Notification Form – no later than Friday, September 21, 2018

☐ Interest Meeting/Rush (etc.) – Thursday, August 23, 2018 - Fri., September 21, 2018

☐ Intake Meeting – no later than Wednesday, September 26, 2018.

☐ DEADLINE TO BEGIN MEMBERSHIP INTAKE ACTIVITIES - Wednesday, September 26, 2018

☐ Pre-Intake Meeting with selected candidates – by Wednesday, October 3, 2018

☐ New Member Presentation Meeting – Monday, October 29, 2018

☐ DEADLINE TO END MEMBERSHIP INTAKE ACTIVITIES – Wednesday, October 31, 2018

☐ New Member Presentation – Thursday, November 1, 2018 @ 6:30pm, start time of 7:00

☐ New Member Orientation - Monday, November 5, 2018 @ 5:00pm
Dear [Name of Recipient]:

The [insert chapter name here] of [insert organization name here] is submitting this letter with the intent to conduct intake at Louisiana State University during the [insert semester/year]. In moving forward, we acknowledge that approval is based on the following conditions:

1. That the chapter has submitted all required paperwork including the LSU Greek Life Hazing Compliance Statement and MIP New Member Education Plan
2. That intake is approved by our national, regional and district entities in a timely fashion
3. That the paperwork submitted to LSU is done so in the time and manner outlined in the Membership Intake Packet and is approved by the university
4. That the chapter is in good standing with LSU Greek Life

We acknowledge that submission of this letter does not guarantee approval. Further, we agree to provide any changes to our intake process to the LSU Greek Life Office within 48 hours of such changes being made.

Sincerely

(Sign here for letters sent by mail or fax)

[Typed Name]

(Advisors sign here for letters sent by mail or fax)

[Advisors Typewritten Name]
(MIP) NOTIFICATION FORM

Fraternity/Sorority ________________________________________________________________

Start date of Intake _____________  End date of Intake _____________

Has membership intake been approved by the Graduate Chapter?  Yes  No

Has membership intake been approved the National Office?  Yes  No

If yes, who has approved the dates of membership intake for your chapter Nationally?

Name__________________________________  Title_______________________________________

Email__________________________________  Phone______________________________________

Interest/Informational/Rush Meeting(s) will be held on

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Education of aspirants/Intake process begins on

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Chapter member responsible for intake

Name__________________________________  Title_______________________________________

Email__________________________________  Phone______________________________________

Advisor Supervising Intake

Name__________________________________  Title_______________________________________

Email__________________________________  Phone______________________________________

Graduate Chapter President

Name__________________________________

Email__________________________________  Phone______________________________________

The above information is accurate and correct to the best of my knowledge and I agree to abide by all Departmental, University, State, Regional and National policies.

___________________________  ___________________________  ___________________________
President’s Name Printed    President’s Signature    President’s Phone

___________________________  ___________________________  ___________________________
Advisor’s Name Printed      Advisor’s Signature      Advisor’s Phone
**Membership Intake Process (MIP) Interest Form**

Organization: ___________________________ Date: ________________ Time: _______

Location: _______________________________

Students who wish to participate in membership intake at Louisiana State University must meet the minimum academic qualifications of the chapter/organization for which they are seeking membership. The LSU Greek Life Office requires that applicants seeking membership must have a minimum 2.5 cumulative grade point average and 12 LSU Credit hours to be eligible. ________________ requires that applicants seeking membership must have a minimum cumulative grade point average of _______ on a 4.0 scale. **NOTE: STUDENTS WHO MEET THE MINIMUM ACADEMIC QUALIFICATIONS ARE NOT GUARANTEED MEMBERSHIP INTO THE ORGANIZATION.**

By signing this form, you are affirming that you: (a) have received a copy of the Louisiana State University hazing policy, and (b) consent to release Non-public information (your grade point average) to the organization for which you are seeking membership.

**Signature:** I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Louisiana State University to release academic information about me to my potential Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Greek Life office that I no longer wish to allow such information to be released.

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PROHIBITION OF HAZING

PURPOSE
In accordance with the purpose and philosophy of Louisiana State University (LSU) and the laws of the State of Louisiana, this policy is consistent with the belief that true fraternalism can be nurtured only in an atmosphere of social and moral responsibility, respect for human dignity, and adherence to the principles of true living-learning communities. This policy prohibits all forms of hazing, and holds that its practice is antithetical to the principles of LSU and incongruent with the responsibility of student organizations to provide constructive and educational experiences to their members.

DEFINITIONS

Hazing -- As stated in Section 5.2.B.3. of the Code of Student Conduct:
Hazing is defined as any intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that subjects a student to an unreasonable risk of physical, mental, emotional or academic harm for reasons related to that student’s status at the University or for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at the University. Hazing includes, but is not limited to, any type of physical assault or restraint; placement of an undesirable substance on or in the body; any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student; any activity or expectation which is so time consuming as to significantly interfere with class work or study time; any activity involving consumption of food, liquid, alcoholic beverage, drug, or other substance that subjects the student to an unreasonable risk of harm or that is unpleasant; any activity that would subject a reasonable person to intimidation, shame, belittlement, humiliation, embarrassment or undue mental stress, including, but not limited to personal servitude, pranks, assigning or endorsing the wearing of apparel that is conspicuous and not normally in good taste, line-ups and verbal abuse; or any activity that induces, encourages, causes, or requires the student to engage in an activity that involves a violation of law or University policy.

Activities that violate the University’s prohibition against hazing include, but are not limited to,

- Activities or events that facilitate rapid drinking, drinking games, intoxication or impairment.
• Activities or expectations that are so time consuming as to significantly interfere with class work or study time.
• Any action taken or situation created which may foreseeably cause pain, injury, undue physical stress, or fatigue. This includes, but is not limited to, paddling, caning, slapping, pushing, shoving, burning, shocking, tackling, and exercise that is not part of a reasonable all-organization athletic event.
• Activities including any type of confinement, restraint, kidnapping, or transportation and abandonment.
• Activities involving lineups, interrogation or verbal abuse.
• Any activity that encourages or endorses the consumption of unpalatable foods, or unpalatable combination of foods, or the placement of unpleasant or undesirable objects or liquids on another person.
• Activities that cause psychological stress, including, but not limited to, any deception designed to convince a student that he/she will not be initiated, will be removed, or will be injured during any activity. Activities that involve personal servitude and/or purchasing items for others.
• Work assignments, tasks or exercise that primarily includes new members.
• Assigning, encouraging, endorsing or carelessly allowing conduct that is illegal or in violation of University policy, including, but not limited to, theft, burglary, trespassing, defacement, subjecting any animal to risk, providing false information, academic dishonesty or that could be morally objectionable to an individual.
• Creating any situation for a student that is extremely uncomfortable due to temperature, noise, size, or air quality.
• Encouraging or expecting the carrying of items by an individual that have no immediate personal utility.
• Encouraging or facilitating stunts, acts of buffoonery, and the wearing of apparel that is conspicuous and not normally in good taste, including, but not limited to dressing like animals.

Activities that may, depending on the circumstances, violate the University’s prohibition against hazing include, but are not limited to:
• Scavenger hunts
• Road trips
• Blindfolding

**Office of the Dean of Students** -- For the purposes of this policy, the terms “Office of the Dean of Students” and “Dean of Students” refer to the Dean of Students or the Dean’s designee.

**GENERAL POLICY**
No individual student, group of students or student organization shall conduct or participate in any activity, occurring on or off campus, which includes hazing.

Hazing with or without the consent of the student being hazed is prohibited, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
**Individual Violations**
A person commits a hazing offense under this policy if that person does one or more of the following:

1. engages in hazing, including submitting to hazing;
2. solicits, encourages, directs, aids or attempts to aid another engaging in hazing;
3. carelessly allows hazing to occur; or
4. has knowledge of the planning of a specific hazing incident, or has knowledge that a specific hazing incident has occurred, and fails to report that knowledge in writing to the Dean of Students.

Students who violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in the *Code of Student Conduct*. The sanctioning of individual members of a student organization in no way precludes the sanctioning of that organization, or the imposition of civil or criminal penalties.

Louisiana State University employees that violate the University's prohibition against hazing are subject to sanctions, including termination of employment.

**Organizational Violations**
An organization commits a hazing offense under this policy if the organization condones, encourages or recklessly allows hazing or if an officer or any combination of members, new members, prospective members, or alumni of the organization commits or assists in the commission of hazing.

Organizations that violate the University’s prohibition against hazing are subject to sanctions in accordance with the procedures outlined in *Policy Statement 52*. The sanctioning of a student organization in no way precludes the sanctioning of individual members of that organization, or the imposition of civil or criminal penalties.

**STATE LAW**
*Louisiana Revised Statutes 17:1801 Hazing prohibited; penalties*
Hazing in any form, or the use of any method of initiation into fraternal organizations in any educational institution supported wholly or in part by public funds, which is likely to cause bodily danger or physical punishment to any student or other person attending any such institution is prohibited.

Whoever violates the provisions of this Section shall be fined not less than ten dollars nor more than one hundred dollars, or imprisoned for not less than ten days nor more than thirty days, or both, and in addition, shall be expelled from the educational institution and not permitted to return during the current session or term in which the violation occurs.

**REPORTING**
A faculty member, staff member, or student who becomes aware of possible hazing of LSU students must immediately report the matter to the Dean of Students, 333 LSU Student Union, 578-2171, or to the LSU PD, 578-3231.
New Member Presentation Show Procedure

Fall 2018

The Fall 2018 New Members Presentation Show is scheduled for **6:30 pm with a start time of 7:00 pm, Thursday, November 1, 2018, in the Greek Amphitheater/Ball Room.** All newly initiated members must visibly display organizational paraphernalia, i.e. shirts, hats, wind suit, etc. on this date.

Presentation participants are to abide by the following:

- **ALL** program participants should arrive to the (TBA) no later than 6:00 p.m.
- **ALL MUSIC PLAYED MUST BE THE RADIO-EDIT VERSION.**
- There is **NO** harsh profanity, vulgarity, obscenity, violence, degrading of any organizations, sexually explicit behavior or language, lewd acts, and use of vulgarity allowed.
- No physical abuse (slapping, kicking, spitting, punching, pushing, poking, caning, etc.) will occur or be tolerated.
- No references to hazing and/or illegal activities.
- No bricks, bats, and/or paddles will be allowed at the new members’ presentation.
- No alcoholic beverages are permitted by members or guests.
- The organization’s general membership **MUST** remain in the stands **BEFORE and DURING** the new members’ performance.
- Each organization presenting new members will have **25** minutes to perform.
- The organization is permitted to have no more than **THREE** representatives (current chapter members) escort the new members out for the performance.
- In the event of a fight/altercation during the presentation, the presentation show will be stopped immediately and resumed based on University official’s assessment of the situation.
- Disruptions by other attending organizations and individuals of organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, etc.

*Failure to abide by these procedures may result in the halt of the performance and possible disciplinary action of individuals and/or the organization.*

**Note:**

- **ONLY INDIVIDUALS INITIATED DURING THE SEMESTER ARE ALLOWED TO PARTICIPATE IN THE NEW MEMBERS PRESENTATION SHOW.**
- See Greek Life Operational Policies for Greek Life NMP Guidelines