



# Membership Intake Manual

## For Non-NPHC Organizations

(This document is an addendum to the *Greek Life Code of Conduct* and the *Student Code of Conduct*)



## Introduction

The purpose of this document is to provide non-NPHC Greek-letter organizations, their advisors, and aspiring members with a source of information regarding membership intake at Southern University and A&M College. Chapter advisors must work synonymously with University personnel to ensure a successful and positive experience for all individuals involved. In order for University to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines regarding membership intake.

Southern University and A&M College is committed to the academic, personal, and professional development of our student organizations and their members. This encompasses ensuring the safety and well-being of our students, campus community, and the University's reputation. The University is committed to establishing preventative measures to help foster a safe campus community and create a system of accountability for all constituents.

All membership intake procedures, including informational events, must receive prior approval, in writing, from the University. Approval letters will come from the Office of Student Life once all paperwork has been received and verified. This membership intake manual is designed to help ensure the privacy of each of our member chapters, candidates for membership, and that all applicable University, national organizations, local and state laws are followed. This manual is an addendum to the *Greek Life Code of Conduct* and the *Student Code of Conduct*.

## General Membership Information

Recognition as a Greek-letter organization is the formal process by which Southern University and A&M College permits an organization to function on campus, conduct membership intake, and be considered an active part of the campus community.

### Membership Requirements

1. Membership Intake Requirements
  - a. Candidates must be a full-time, currently enrolled student at Southern University and A&M College.
  - b. Earned 30 credit hours at Southern University and A&M College.
    - Transfer students must have earned 12 of the 30 credit hours from Southern University and A&M College.
  - c. Cumulative GPA of 2.75 (no rounding).
  - d. Fifteen (15) hours of verifiable community service through Southern University and A&M College.
  - e. Does not have any outstanding *Student Code of Conduct* violations.
2. General Membership Requirements (once initiated)
  - a. Maintain a 2.5 cumulative GPA (no rounding).
  - b. Must be a full-time, currently enrolled student at Southern University and A&M College.
  - c. Be in good standing with Southern University and A&M College.
  - d. Complete a minimum twenty (20) hours of community service through Southern University and A&M College.

### Organization Responsibilities

Organizations have the following responsibilities during the membership intake process:

1. Organizations must petition the University to be considered for membership intake.
2. Organizations must ensure that membership intake activities will not interfere with the academic progression of candidates.
3. In the selection of new members, organizations must ensure that the process is free of any form of hazing.
4. Chapter advisors must be present at ALL membership intake activities.
5. Organizations must complete ALL required paperwork.
6. Organizations are allowed to initiate no more than 50 candidates per membership intake period (No exceptions will be made).

### Membership Intake Period

1. Organizations may conduct membership intake during dates approved by the Office of Student Life.

2. Membership intake activities may only be conducted during the following days/times for the approved intake period:
  - Monday – Thursday: 5:00pm – 10:00pm
  - Friday: 5:00pm – 12:00am
  - Saturday: 8:00am – 12:00am
  - Sunday: 8:00am – 10:00pm
  - No membership intake activities can take place during Midterm Exam Week or Spring Break Week.

## **Guidelines for Membership Intake**

### **University Representatives**

As it related to membership intake for Greek-letter organizations, the official University representatives involved in the membership intake process are:

1. Director of Student Life
2. Dean of Students
3. Vice Chancellor for Student Affairs & Enrollment Management

No membership intake information should be shared with other University faculty or staff.

### **Required Document Submission for Membership Intake Approval**

Prior to any intake activities, chapters must submit the following to the Office of Student Life:

1. Southern University *Request for Membership Intake by non-NPHC Organization* (and additional documents as listed on the form)
  - A hard copy of the informational meeting flyer.
  - A proposed schedule of all dates, times and locations for all membership intake activities along with a summary of what each session/activity will entail.
  - Any paperwork from the national organization that needs to be signed by the Director of Student Life.
2. Southern University *Membership Intake Coordinator Agreement*
3. Southern University *Organization Member Anti-Hazing Compliance Agreement*
4. Southern University *Member Anti-Hazing Compliance Agreement* (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 of 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 prior to the start date of the official membership intake process.
  - 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 the Dean of Students will verify the grades of all candidates.
  - The chapter must receive official approval of candidates from the Office of Student Life before the membership process can proceed.
  - Chapters must also submit any additional paperwork from their national organization that needs to be signed by the Director of Student Life.
3. All candidates for membership must sign a *Candidate Anti-Hazing Compliance Agreement*.
  - The form must be signed by all candidates that wish to participate in the membership intake process and these forms must be submitted with the *Verification of Candidates* form.



### **Information Submission**

All membership intake documents submitted are kept confidential. In the event that any dates and times need to be changed on the calendars of events, chapter representatives must notify the Office of Student Life in writing no less than three (3) business days prior to the new event time.

Membership intake can only take place with the approval of the Office of Student Life. In the event that the intake activities begin without the knowledge and signed approval of the Director of Student Life, and/or the chapter has not adhered to Southern University and A&M College's membership intake guidelines, intake activities will cease immediately, and the chapter will be placed on immediate suspension. These sanctions will be administered appropriately at the discretion of the Office of the Dean of Students.

### **Chapter Membership Roster Update**

At the conclusion of the intake process (after initiation), an updated *Organization Membership Roster* form must be submitted to the Office of Student Life to reflect any changes in membership since the *Verification of Candidates* form was submitted.

## **Important Intake Information**

In order to maintain a positive membership intake process, please note the following information:

1. All organizations shall complete requirements connected with their initiation within the designated intake period.
2. During initiation period, no organization shall conduct any part of its membership intake procedures without the presence of the official advisors.
3. At the request of the Dean of Students, 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 Dean of Students and the Southern University Police Department by the medical staff or any person having knowledge thereof.
4. For violation of any regulations, the organization will face potential suspension for a period of time to be determined by the Office of the Dean of Students.

## **Policy on Hazing**

The potential for hazing typically arises as part of a student's initiation in a Greek-letter organization in which there is often a perceived or real power differential between members of the organization and those newly joining it. No Greek-letter organization, student or alumnus shall conduct nor condone hazing activities. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities are not consistent with academic achievement, this policy, the *Student Code of Conduct*, or applicable local, state, and federal laws. Such activities and situations include, but are not limited to:

- Marching in line
- Forced or extreme physical activity
- Forced or involuntary spending
- Standing for a length of time
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts of humiliation or degradation
- Interruption or interference of academic commitments
- Paddling in any form

Students should be aware of Louisiana Revised Statute, Title 17 Education, Chapter 5, State Colleges and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statute 1801 (§1801. *Hazing Prohibited*;

*penalties*). This statute reads:

“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 suspended from the educational institution and not permitted to return during the current session or term in which the violation occurs.”



## Membership Intake Coordinator Agreement

<b>Semester/Year:</b>	
<b>Chapter/Organization:</b>	
<b>Membership Intake Coordinator Name:</b>	

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

	I certify that I have read in full the Southern University and A&M College <i>Membership Intake Manual for non-NPHC Organizations</i> , pertinent university policies and other relevant information from my national organization regarding membership intake.
	I will educate my chapter on all of the regulations of membership intake and will keep the University informed on all membership intake activities conducted by my chapter.
	I agree to provide the Director of Student Life all required forms related to membership intake by their deadlines.
	I understand that if membership intake forms are 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 the University 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 Southern University and A&M College <i>Chapter Anti-Hazing Compliance Agreement</i> and the <i>Member Anti-Hazing Compliance Agreement</i> . I further understand that the Director of Student Life 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 of my national organization must be supported in writing by the Chapter Advisor, the Regional Director and/or my national headquarters.

### CERTIFICATION

Chapter Intake Coordinator	Signature	Date
Chapter Advisor	Signature	Date
Director of Student Life	Signature	Date
Dean of Students	Signature	Date

## Organization Anti-Hazing Compliance Agreement

\_\_\_\_\_ certifies that all activities sponsored or required by our members or candidates  
 (Print Organization name)  
 comply with Southern University and A&M College policies and procedures and relevant local, state, and federal laws.

Hazing is not tolerated at Southern University and A&M College. No student or organization has the right to inflict physical or mental 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 Statute 1801, in the Southern University and A&M College *Student Code of Conduct*, and in the *Membership Intake Manual*. All forms of hazing by any university student, student organization, or employee, are expressly prohibited and serious penalties, such as separation from the university or loss of recognition by Southern University and A&M College, may be imposed on individuals or groups found in violation of these rules.

We understand that failure to uphold the University's Anti-Hazing Policy as stated in the Southern University and A&M Colleges policies and regulations may result in organizational and/or individual sanctions or charges. We also 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 to haze. We understand our responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our candidates. Failure to report any such activity of which we become aware of may result in individual sanctions or charges.

### Expectations during Membership Intake

- Southern University and A&M College promotes membership intake processes that are a positive, educational experience for all involved. Names such as "pledging" should not be used in reference to membership intake activities.
- Hazing is not tolerated in any form as part of the membership intake process or as acts of individual members of organizations.
- The Membership Intake process (including any presentation of members) should end by the specified timeline given at the beginning of membership intake as defined by the Office of Student Life.
- The practice of surprising new members with the date/and or time of initiation is not acceptable. Candidates will be informed as to the date of initiation no later than two weeks after the Membership Intake process begins.
- New members should never be subject to sleep deprivation and should never be forced to stay or live anywhere against their will.

### CERTIFICATION

We certify that we have read, understand, and agree to abide by Southern University and A&M College rules and regulations. We also understand that the Southern University Police Department and the Organization's national headquarters will be notified of cases of alleged and/or confirmed violations of rules and regulations.

Chapter President	Signature	Date
Chapter Intake Coordinator	Signature	Date
Chapter Advisor	Signature	Date
Director of Student Life	Signature	Date
Dean of Students	Signature	Date



## Member Anti-Hazing Compliance Agreement

I, \_\_\_\_\_, a member of \_\_\_\_\_, understand  
 (Name of Member) (Name of Organization)

that hazing is not be tolerated at Southern University and A&M College. No student or organization member has the right to inflict physical or mental 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 Statute 1801, in the Southern University and A&M College *Student Code of Conduct*, and in the *Membership Intake Manual*. All forms of hazing by any university student, student organization, or employee, are expressly prohibited and serious penalties, such as separation from the university or loss of recognition by Southern University and A&M College, may be imposed on individuals or groups found in violation of these rules.

I understand that failure to uphold the University's Anti-Hazing Policy as stated in the Southern University and A&M Colleges policies 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 to haze. I understand my responsibility to not allow members of our organization, whether graduate/alumni status or affiliated at another institution of higher education, to haze our candidates. Failure to report any such activity of which we become aware of may result in individual sanctions.

### CERTIFICATION

I certify that I have read, understand, and agree to abide by Southern University and A&M College rules and regulations. I also understand that the Southern University Police Department 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
Director of Student Life	Signature	Date
Dean of Students	Signature	Date





## Candidate Anti-Hazing Compliance Agreement

No Greek-letter organization, student or alumnus shall conduct nor condone hazing activities. Hazing is defined as any action taken or situation created, intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities are not consistent with academic achievement, the *Student Code of Conduct*, or applicable local, state, and federal laws. Such activities and situations include, but are not limited to:

- Marching in line
- Forced or extreme physical activity
- Forced or involuntary spending
- Standing for a length of time
- Personal servitude
- Sleep deprivation or interruption of consecutive sleep hours
- Acts of humiliation or degradation
- Interruption or interference of academic commitments
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Students should be aware of Louisiana Revised Statute, Title 17 Education, Chapter 5, State Colleges and Universities, Part III Miscellaneous Provisions pertaining to the Hazing Statute 1801 (§1801. *Hazing Prohibited; penalties*). This statute reads:

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 suspended from the educational institution and not permitted to return during the current session or term in which the violation occurs.

Anyone violating this policy will be subject to disciplinary action and may also face criminal prosecution. Cognizance and understanding of the above definition and the use of common sense in the carrying out of intake activities should be sufficient to guide campus chapters to avoid hazing violations.

### CANDIDATE CERTIFICATION

I have read the Southern University and A&M College Statement on Hazing and the State of Louisiana Law on Hazing, and agree not to participate or subject myself to such behavior or acts. I understand that if a hazing incident should occur, it is to be reported to the Office of the Dean of Students and/or the Southern University Police Department.

Candidate Name	Signature	Date
Chapter Intake Coordinator	Signature	Date
Chapter Advisor	Signature	Date
Director of Student Life	Signature	Date
Dean of Students	Signature	Date