



## 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 safety 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. *(This is inclusive of virtual 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 organizations must follow the university's guidelines for registering and hosting events.**
- **All new members must be publicly presented via social media or a virtual platform upon the conclusion of MIP.**

## Important Dates

### **Spring 2021 Important Dates**

#### **NPHC Intake Certification Training – August 30, 2020 (Annual Training)**

- Organizations that plan to conduct Membership Intake must complete this mandatory intake certification at minimum **ONCE each year**. 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, January 13, 2021**

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 the facilitation of this event.

#### 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

- Organizations that plan to conduct Membership Intake must complete this mandatory intake certification **ONCE each academic year**. 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, February 19, 2020

- 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.

##### Step 3. Interest Meeting/Rush (etc.) – **Thursday, January 14, 2021- Friday, February 19, 2021**

- 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 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. Interest meetings that are being held virtually may email the policy and submit an excel sheet to verify attendance and grade release upon verbal confirmation of each interested member. Please read the details of the Sign in Form so that all attendees are aware of the content.**

##### Step 4. Virtual Intake Meeting – **Wednesday, February 24, 2021**

- Organizations that plan to conduct Membership Intake and have completed the previous steps are required to meet with the NPHC Advisor or their designee. This meeting should include the

President, Intake/New Membership Chairperson and Chapter 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 3) MIP Notification Form and 4) the New member education plan.** 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 Wednesday, February 24, 2021**

- ***ALL MEMBERSHIP INTAKE ACTIVITIES MUST BEGIN BY – March 1, 2021***

**Step 5. Assistant Director/NPHC Advisor will virtually attend the first official intake meeting/educational session with selected members- By March 1, 2021**

- 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 February 24, 2021 and occur by March 1, 2020.**

**Step 6. ALL Membership Activities Must Cease – Thursday, April 8, 2021.**

- All intake, pledging, and initiation meetings, activities and ceremonies will **cease on or before Thursday, April 8, 2021** 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 7. New Member Presentation**

- ALL newly initiated members must visibly display organizational paraphernalia (i.e. shirts, hats, etc.) on by **Friday, April 9th. Organizations may host an in-person or virtual New Member Presentations that follow the University's Covid-19 safety guidelines for events and activities. In the event, that circumstances allow NPHC to host a New Member Presentation**

**Step 8. New Member Orientation - Monday, April 12, 2021; 5:00 PM**

- 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 9. 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.

## Membership Intake Process (MIP) Letter of Intent

[Your Name]  
[Street Address]  
[City, St Zip]  
[Email Address]

[Today's Date]

[Name of Recipient]  
[Title]  
LSU Greek Life  
333 LSU Student Union  
Baton Rouge, LA 70803

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
5. The chapter understand and agrees to follow all university guidelines regarding safety and Covid-19.

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)  
[Advisor's Typed Name]

**(MIP) New Member Education Notification Form**

\*DO NOT PRINT\* Materials will be provided by NPHC Advisor

Fraternity/Sorority\_\_\_\_\_

Start date of Intake\_\_\_\_\_ End date of Intake\_\_\_\_\_

Has membership intake been approved by the Graduate Chapter?

Has membership intake been approved the National Office?

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

Selection will conclude on

Education of aspirants/Intake process begins on

Aspirants will be initiated on

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.

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\*DO NOT PRINT\* Materials will be provided by NPHC Advisor

**New Member Education Planning Form**

**General Information:**

Fraternity/Sorority

Current Semester/Year

Person Completing Form

Position/Title

Phone Number

Email Address

Start Date of New Member Process

End of New Member Process

**New Member Educator Information**

Name

Phone Number

Email Address

**Additional New Member Education Team Members**

Name

Phone Number

Email Address

Initiation Requirements to be Achieved/Completed by New Members

Please enter all required information for each week of Intake. DO NOT PRINT. You will receive printed materials from NPHC Advisor

**Week One:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Two:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Three:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Four:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Five:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Six:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Seven:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

**Week Eight:** Day, Date, Event Name, Location, Start Time, End Time, Adviosr(s) Present, Decription & Outcome

## 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.

Printed Name	LSUID	Phone	Email Address	Signature	Cum GPA <i>(Office Use Only)</i>
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## Membership Intake Process (MIP) Policy

### HAZING DEFINITION- LSU STUDENT CODE OF CONDUCT

Hazing means an act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent:

1. Endangers the physical health or safety of a person or would cause a reasonable person severe emotional distress;
2. Results in the destruction or removal of public or private property;
3. Involves the consumption of alcohol or drugs;
4. Involves the consumption of substances to excess or placement of substances on the body;
5. Involves sexual activity;
6. Involves violation of federal, state or local law or University policy; or
7. Disrupts the academic performance or class attendance of a person.

It is not a defense to a charge of hazing that:

- (i) The consent of the person had been obtained;
- (ii) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
- (iii) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.

The following is a non-exclusive list of examples of acts which, regardless of severity, constitute hazing:

- Physical brutality, such as whipping, beating, paddling, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- Physical activities, such as sleep deprivation, exposure to the elements or extreme conditions, imprisonment, confinement, or calisthenics;
- Consumption of food, liquid, or any other substance, including but not limited to alcoholic beverages or drugs, that subjects the person to an unreasonable risk of harm or that may adversely affect the physical health or safety of the person;
- Placement of substances on the body of a person;
- Kidnapping or dropping a person off campus without return transportation;
- Activity that induces, causes, or requires an individual to perform a duty or task that involves the commission of a crime or an act of hazing.

Code of Conduct definition

- B. Coercive Behavior. An act by an individual or a group that, as an explicit or implicit condition for initiation to, admission into, affiliation with, or continued membership in a group or organization, regardless of consent, which tends to or which is intended to demean, disgrace, humiliate or degrade a Student, which includes but not limited to forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of a Student. Examples of coercive behavior include, but are not limited to, line-ups, scavenger hunts and personal servitude.



May 31, 2018. La. House Bills on Anti-Hazing Legislation and signed by Governor John Bel Edwards:

HB 270 protects identifying information of students that report violations of student codes of conduct.

HB 78, The Max Gruver Act, creates the crime of criminal hazing with offenders facing either a fine up to \$1,000, imprisonment up to six months or both; if the hazing results in serious bodily injury, death, or if the hazing involves forced alcohol consumption that results in a blood alcohol level of at least .30, offenders will face a fine up to \$10,000 and imprisonment up to five years. The bill also amends current hazing law to apply to any organization in an education institution and specifies what defines hazing.

HB 793 requires colleges and universities to provide annual hazing education and prevention training.

HB 446 requires that any person at the scene of an emergency where another person suffers serious bodily harm give reasonable assistance to the injured person including seeking help or reporting the need for help to the appropriate authority. Persons who fail to immediately report the need can be criminally charged with a fine up to \$1,000, imprisoned up to one year or both. If the injury results in death, the offender will be fined up to \$2,500, imprisoned up to five years or both.

## New Member Presentation Show Procedure

Spring 2021

**Organizations may host an in-person or virtual New Member Presentations that follow the University's Covid-19 safety guidelines for events and activities. In the event, that circumstances allow NPHC to host a New Member Presentation show for participating chapters, a New Member Presentation meeting will be scheduled to discuss logistics.**

**Organization who fail to abide by this policy will be submitted to the Office of Student Advocacy and Accountability for disciplinary action.**

ALL newly initiated members must visibly display organizational paraphernalia (i.e. shirts, hats, etc.) on by **April 9, 2021 on chapter's social media platform. Pictures and/or videos must be submitted to LSU Greek Life by this date.**

Presentation participants are to abide by the following:

- 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.

Failure to abide by these procedures may result in 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.