



Membership Intake Packet

2019-2020

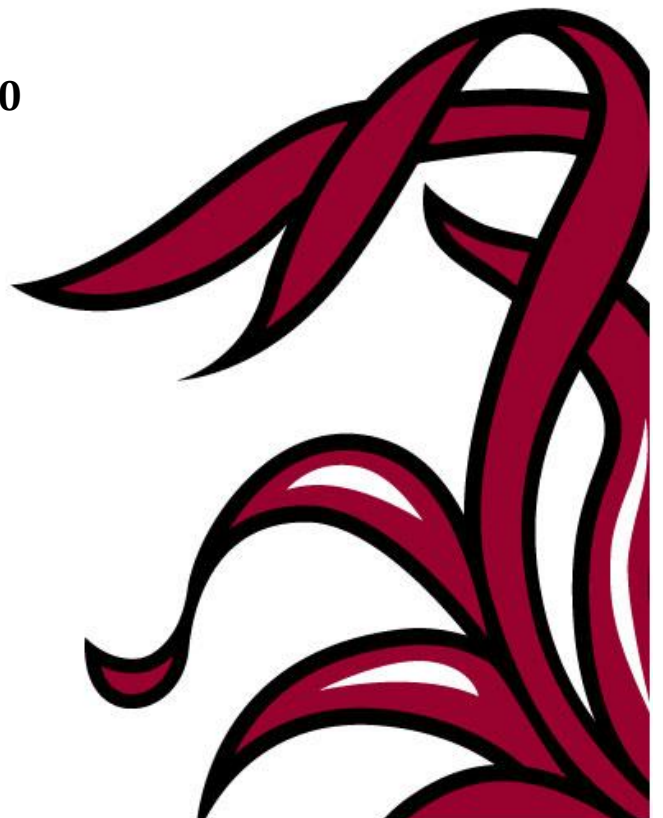




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MEMBERSHIP INTAKE PLAN OF ACCOUNTABILITY

The Office of Fraternity & Sorority Life (FSL) at the University of South Carolina recognizes the importance of the membership intake process, and we support your efforts in the development of new members as well as your chapter. As students continue to seek membership in Greek letter organizations on our campus, it is important that we establish a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of NPHC, MGC, NAPA, NALFO fraternities and sororities exist on campus because of collaboration/partnership between the entities. It is important that each chapter understand this relationship and operate within the set policies and procedures of our respective national bodies and the University. In addition, it is equally important that potential new members also understand that they must adhere to these same policies and procedures during the membership intake process.

In order to be in accordance with policies and procedures from national headquarters of the NPHC, MGC, NAPA of NALFO fraternities and sororities and the University, it is necessary that the Office of Fraternity & Sorority Life establish a timeline for membership intake procedures. This is only to bring structure to the USC's fraternities and sororities, not to take ownership of each individual chapter's membership process. This plan is also meant to ensure that chapters are adhering to the zero tolerance hazing policy. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the FSL as well as contacting respective chapter's advisor and national headquarters.

The intake registration process was designed to help chapters establish membership and ensure longevity on campus. For this reason, it is pertinent that each chapter meets these expectations and follows the membership intake guidelines so that the membership intake process is operated with integrity, civility, and respect.

Office of Fraternity and Sorority Life

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, MGC, NAPA and NALFO organizations all documents submitted will be treated as confidential information in accordance with South Carolina state law. No one other than the Vice President of Student Affairs, Associate Vice President for Student Life and the Office of Fraternity and Sorority Life staff will have access to any information submitted by a chapter.

While access to these documents will be restricted, university administrators, chapter advisors, and/or representatives from the national headquarters will have access on a need to know basis. Entities outside of the aforementioned must complete a formal public records request. All membership information will be kept on file with the Office of Fraternity and Sorority Life for a period of one year from date of submission.



MGC & NPHC Intake Guidelines

Carolina is committed to the success of NPHC & MGC fraternities and sororities, and works closely with each chapter and their advisors to ensure a quality, safe experience for those going through intake.

Eligibility

- ☐ NPHC & MGC groups in good standing on campus and with their national headquarters are eligible to conduct intake.
- ☐ Groups must meet with the Assistant Director for Fraternity and Sorority Life **at least 7 days prior** to any intake activity.
- ☐ Any USC undergraduate student in good academic standing with the university and academically eligible per the groups GPA is eligible for intake (some groups have higher GPA requirements). Individuals who are enrolled in Palmetto Programs, Gamecock Gateway, or any other program in which students are not billed the "Student Activity Fee" are not eligible for intake. The Office of Fraternity and Sorority Life verifies the GPAs prior to the process beginning.

Intake Process

- ☐ All intake activities must comply with the USC Anti-Hazing Policy and South Carolina State Law.
- ☐ Intake can occur during the fall or spring semesters of the year. No summer intake will be approved.
- ☐ A meeting must be held with the chapter president/or intake coordinator, Graduate Advisor, and the Associate Director for Fraternity and Sorority Life, to get approval for intake **One week prior to any intake activity or informational**.
- ☐ Groups must submit to the Associate Director of Fraternity and Sorority Life, **one week prior to any activities**, a schedule of intake activities from the interest meetings to initiation, including any "new member presentation" show. This will be confidential.
- ☐ All intake activities, including initiation, presentations, and coming out shows, must be complete by the defined initiation/probate/presentation deadline.
- ☐ Notification of termination of intake must be given to the Office of Fraternity and Sorority Life

Forms Required

- ☐ Each semester all fraternities and sororities must sign the Anti-Hazing Compliance Form and complete the necessary intake verification paperwork.
- ☐ All those going through the intake process must sign an USC grade release form and Anti-Hazing form at the time of the initial interest meeting.
- ☐ Prior to any intake activities, the Associate Director for Fraternity and Sorority Life must receive approval from the regional or national director confirming the chapter's approval to conduct intake.

New Member Presentation

- ☐ Not all groups can conduct a new member presentation due to their national policies.
- ☐ Shows are not to conflict with a previously planned event of another chapter of the same council.
- ☐ Groups need to verify with the Office of Fraternity and Sorority Life at least one month in advance of the show to ensure proper event management procedures are addressed.
- ☐ Members participating in the show must be fully initiated.
- ☐ No physical abuse (slapping, kicking, spitting, punching, pushing, poking, canning, etc.) will occur.
- ☐ During the show there will be no disrespecting other organizations, people, or groups.
- ☐ The show should last no more than two hours and start within 30 minutes from publicized start time.
- ☐ The Office of Fraternity and Sorority Life and the chapter will also work with the University Police and event management staff when shows are held on campus.
- ☐ An FSL staff member will attend the show, if schedules allow.

After Intake

- ☐ New initiates will attend the New Member Summit after they are initiated and presented.



Fraternity and Sorority Life Anti-Hazing Policy Compliance Form

****Must be submitted one week prior to interest meeting flyers being posted****

All USC fraternities and sororities must file this form with Office of Fraternity and Sorority Life the first full week of class each semester to certify compliance with this policy. The preceding document remains in effect until a new one is filed.

USC Hazing Policy

Any activity, undertaken by a group or a member of a group, which subjects members to harassment, intimidation, physical exhaustion, pain, undue mental fatigue or distress, or mutilation or alteration of parts of the body. Such activities include, but are not limited to: tests of endurance; submission to potentially dangerous or hazardous circumstances; activities which have a foreseeable potential for resulting in personal injury; or activities profound in nature that would have a potential to cause severe mental anxiety, mental distress, panic, human degradation, or public embarrassment.

**To report hazing anonymously, call the Hazing Hotline 24 hours/day at 803-777-5800.
You will not be asked to identify yourself at any time.**

Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand USC's Hazing Policy
2. We have read AND understand our National Hazing policy
3. We verify that this policy will be read to our chapter
4. We verify that all activities sponsored and/or required by our chapter, in whole or part, comply with this policy
5. We verify that all our new members will be fully initiated, using all local and national ceremonies, by the established initiation deadline.
6. We further verify that all new member activities will be completed prior to midnight.
7. Failure of my organization to uphold this policy, in whole or part, will result in the referral of:
 - a. My organization to the discipline office and/or the Greek Conduct Board
 - b. Any individual members involved to the discipline office
 - c. Any individual members to the campus police for criminal prosecution
 - d. **The president and new member educator/intake coordinator for supplying false information to the University (if they knew of hazing and didn't take the steps to stop it)**
 - e. **Please list your pre-determined initiation date below for this semester.**

By signing this form we agree to abide by the above.

_____ Fraternity or Sorority	_____ Semester and Year	
_____ President - Signature	_____ Printed	_____ Date
_____ New Member Educator/Intake Coordinator	_____ Printed	_____ Date



NOTICE OF MEMBERSHIP INTAKE

To be submitted one week prior to informational meetings or intake activity. Failure to complete this form by the deadline can result in your organization not being approved to begin intake.

The members of _____ are proud to announce the intake of new members for the Fall or Spring (please circle one) semester of _____. We have also submitted the required information to begin intake including; notification of approval and New Member Education information from regional/or national headquarters.

Interest meeting(s) will be held on the following dates: _____.

Advertisement for the interest meeting(s) will begin on _____.

If applicable, Chapter Interviews will be held on _____.

Chapter selection of new members will be held on _____.

Education of aspirants/intake process begins on _____.

Aspirants will be initiated on _____.

New Members will be presented on _____.

President Name: _____

Phone Number: _____

New Member Educator Name: _____

Phone Number: _____

Chapter Advisor's Name: _____

Sponsoring Graduate Chapter: _____

Phone Number: _____

The above information is accurate and correct to the best of my knowledge.

President's Signature: _____

Date: _____

New Member Educator's Signature: _____

Date: _____

Chapter Advisor's Signature: _____

Date: _____



VERIFICATION OF ASPIRANTS FORM

To be completed during official interest meeting, must be turned in the immediate business day after the interest meeting. Failure to complete this form by the deadline can result in a cease and desist of your intake.

Fraternity/Sorority _____

The University of South Carolina (USC) complies with the Family Educational Rights and Privacy Act (FERPA) to protect students' educational records from unauthorized disclosure. In order to participate as a member of a fraternity or sorority at USC, I understand that it may be necessary for USC officials to share certain personally identifiable information, including my enrollment status, my grade point averages, and any conduct matters or academic integrity in which I am accused or otherwise involved, and I consent to such disclosure to the following entities:

- Office of Fraternity and Sorority Life staff
- Chapter President
- Chapter Advisor
- Inter/national Headquarters Staff

By signing below I agree to the release of my information for the following reasons: verifying eligibility for rush/recruitment/intake and continued membership, awards recognition, verifying eligibility for officer roles, verifying eligibility for Honor Society membership, and notification of any conduct or academic integrity matters which maybe a matter of health and safety.

Total Number of Aspirants	Chapter President Signature	Chapter Advisor Signature
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	Full Legal Name (Last Name, First)	Signature	USC ID
1.			
2.			
3.			
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6.			
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19.			
20.			



NPHC, MGC, NAPA, NALFO NON-HAZING DOCUMENT

To be completed by each aspirant at the interest meeting and turned in with the verification of aspirants' form. Everyone listed as present at the interest meeting should also have completed this form.

On February 20, 2015, the University of South Carolina Board of Trustees passed a resolution that recognized the troubling behaviors of hazing that occurs on college and university campuses across the United States and the risk of emotional and physical harm to students. The Board reaffirmed that hazing is against state law and University policy and inconsistent with the Carolinian Creed and the values and the campus community standards of the University of South Carolina and its system campuses. In addition, the Board fully supports the University's continuing efforts to protect its students by eliminating hazing and holding accountable those individuals who engage in such deplorable behavior.

Please read and sign that you understand and will adhere to the following policy as a student at the University of South Carolina and as member of the Carolinian community:

- All students must comply with the South Carolina state law regarding Hazing ([S.C. Code of Laws section 16-3-510](#)).
- No organization or its initiated or uninitiated members registered or otherwise, officially or in fact, may participate in the activity of hazing. Hazing is any activity undertaken by a group or organization or a member of that group or organization in which members or prospective or uninitiated members are subjected to activities which harass, intimidate, physically exhaust, impart pain, cause undue mental fatigue or mental distress, emotional distress or engages in any conduct which presents a threat to the student's health or safety, or which cause mutilation or alteration of the body or parts of the body, which shall include but are not limited to brutality of a physical nature such as whipping, beating, branding, exposure to elements.
- Such activities include but are not limited to, tests of endurance, personal servitude activities such as driving and running errands, submission of members or prospective members to potentially dangerous or hazardous circumstances, activities which have a foreseeable potential for resulting in personal injury, or any activity which by its nature is so profound that it would have a potential to cause severe mental anxiety, mental distress, emotional distress, panic, degradation, interference with a student's academic progress or performance or public embarrassment.
- Registered organizations and groups shall be permitted certain initiation ceremonies and activities, which when examined by the ordinary University student, would seem reasonable under the circumstances, and justified in view of the purpose for which they are conducted.

It shall not constitute a defense to the charge of hazing that the participants took part voluntarily, gave consent to the conduct, that they voluntarily assumed the risks or hardship of the activity, that the conduct was not part of an official organizational event or sanctioned or approved by the organization, that the conduct was not done as a condition of membership in the organization or that no injury in fact was suffered. Students found responsible for hazing face suspension from the University.

An individual is responsible for hazing if he or she personally takes or contributes to the actions described in this section or if they know hazing will occur or is occurring and does nothing to stop and report it to the appropriate University and legal authorities.

Retaliation against any individual who reported a hazing violation or suspected hazing violations to the University or law enforcement official would be considered a violation against University policy.

To initiate a complaint for alleged hazing, contact USCPD (803-777-4215), submit an Incident report through the Office of Student Conduct or call the Hazing Hotline (803-777-5800).

I have read the above statement and sign that I have read and will adhere to the policy and guidelines outlined above.
Please contact the appropriate office collecting this form if you would like a copy of the signed document for your records.

Signature: _____

Date: _____