



FRATERNAL LEADERSHIP & LEARNING

University of Mississippi *Membership Intake Process (MIP) Policy* National Pan-Hellenic Council

In order to be in accordance with policies and procedures from national headquarters of the NPHC fraternities and sororities and the University, it is necessary that the Office of Fraternal Leadership & Learning establish a timeline for membership intake procedures. 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 chapters at the University of Mississippi in order to conduct an intake process on the University of Mississippi campus. It is important that it be understood that if these guidelines are not followed it will result in actions being taken by the Office of Fraternal Leadership & Learning as well as contacting respective chapter's advisor and national headquarters.

Privacy Statement

To protect the interests, privacy and confidentiality of the affiliate chapters of NPHC, no one other than the Office of Fraternal Leadership & Learning will have access to these documents. 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.

Important Dates to Remember for Fall 2019 Intake

- | | |
|---|---|
| • Intake Window Opens: | Monday, August 26, 2019 |
| • Labor Day (No Intake Activities): | Monday, September 2, 2019 |
| • Statement of Membership Intent Intake Form Due: | Friday, September 20, 2019 by 5:00pm CDT |
| • Interest/Intake/Rush Meeting Deadline | Friday, September 27, 2019 |
| • Intake Initiation Deadline: | Sunday, November 10, 2019 |
| • Intake Presentation Deadline: | Sunday, November 17, 2019 |

Please return completed forms to:

Marcus Cole, Assistant Director of Fraternal Leadership & Learning
Office of Fraternal Leadership & Learning
218 Student Union Drive, Suite D
University, MS 38677

Office of Fraternal Leadership and Learning
218 Student Union Drive, Suite D | 662.915.7609 | umsgreeks@olemiss.edu
www.greeks.olemiss.edu



Membership Intake Standing Rules

1. All prospective members will attend the NPHC Greek Forum before being considered for membership in a NPHC organization.
2. When available, all prospective NPHC members will participate in any mandated the Office of Fraternal Leadership & Learning programming.
3. The membership activities will not interfere with academic endeavors or class schedules.
4. The selection of new members will be free of any form of mental and/or physical abuse and hazing.
5. Chapters will not engage in pre or post hazing activities.
6. Chapter advisor(s) will be present at all membership related activities.
7. Chapters complete all required paperwork in a timely fashion.
8. No membership activity includes the presence or consumption of alcohol.
9. Prospective members will be made aware of the University of Mississippi Hazing Policy.
10. All membership intake activities are to be conducted in compliance with each inter/national organization's intake guidelines and process.
11. Organizations will comply with outlined membership intake guidelines prescribed by the Office of Fraternal Leadership & Learning.

Violations:

Violations of the membership 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 Fraternal Leadership & Learning and the Office of Conflict Resolution & Student Conduct.

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 conforming to the *Guidelines for Conducting Membership Intake Packet*. No organization can hang up flyers or electric copies (i.e., Instagram, Twitter, Snapchat, etc.) to inform students of intake without meeting prior with the NPHC Advisor.
3. Hazing: Any violations will result in a referral to the Office of Conflict Resolution & Student Contact.
4. Failure to adhere to New Member Presentation Guidelines.



NPHC Membership Intake Check List

Guideline	Description	Deadline	Submission/Comments	Completed
Step 1: NPHC Notice of Intake	Chapters must submit a Notice of Membership Intake Intent Form via the Forum by September 20, 2019 at 5:00pm CST if your chapter plans to conduct membership intake for the Fall 2018 semester. This form outlines the organization's intention to acquire approval from the appropriate representative of your National Organization to conduct an informational meeting, rush, and/or conduct an intake process.	September, 20, 2019	Outlines your 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.	
Step 2: Schedule Intake Meeting with NPHC Advisor	The Chapter President and New Member Educator MUST meet with the NPHC advisor for a 45-minute meeting to discuss the intake calendar and university policies. To schedule an appointment, call (662) 915-7609 or email mjcole3@olemiss.edu .	Must be scheduled and held two weeks prior to initial interest meeting	What you will need at meeting: Calendar of Activities, Notice of Intake Form, Advisor Verification, Hazing Compliance Form, Proof of Approval for Intake from National Office, and copy of flyer.	
Step 3: Interest Meetings/ Rush/ Informational (NPHC Advisor Presents Hazing Presentation)	Organizations may host advertised interest meetings and Rush Activities. A representative from the Office of Fraternal Leadership and Learning MUST give a hazing presentation at your organization's informational meeting. This will last no longer than 10 minutes.	Interest/Informational meetings should not occur after September 27, 2019	Chapter must submit a copy of the flyer prior to and the NPHC Advisor must attend the Information/Interest Meeting.	
Step 4: Verification of Aspirants Form	Once the chapter has determined who is eligible and approved by the National Organization to participate in Intake, then they must submit the Verification of Aspirants form, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	Due within 3 business days of membership selection process	The Verification of Aspirants Form must list all potential new members who are participating in the process. This must be submitted to the NPHC Advisor or designated FLL staff member immediately following approval from your national organization.	
Step 5: NPHC Advisor will attend the First Interest Meeting with Selected Candidates	Upon the selection of potential candidates for membership, organizations must invite the NPHC Advisor to the FIRST official intake meeting/educational session with the selected candidates. At this meeting academic expectations and hazing policies will be discussed in detail. As well as discussion of the new member presentation guidelines.	NPHC Advisor should be notified at least 10 business days in advance		



Step 6: New Initiates Form	Members who have successfully completed the membership process.	Due within 24 hours or by 5:00pm CST the next business day after initiation	This form if not submitted can result in the delay or cancellation of the new member presentation.	
Step 7: New Member Presentation Plan	In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to FLL concerning how the new member presentation will be run. **see chart above**	Due two weeks prior to new member presentation	Failure to submit a plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.	
Step 8: New Member Presentation preview with NPHC Advisor	The NPHC Advisor and organization's Chapter Advisor must preview the New Member Presentation <i>at least one week</i> in advance of scheduled presentation date to ensure all policies and guidelines are followed.	At least one week in advance of scheduled presentation date	If New Member Presentation Guidelines are not followed, this can result in the cancellation of the presentation.	
Step 9: Initiation Deadline	New Members should be initiated by the above date to support student's academic success.	November 10, 2019	The New Initiates Form should be submitted within one business day of initiation.	
Step 10: Cease Activity	Chapters may no longer have activity. Including probates, ceremonies, crossings, meetings, etc. after this date.	November 17, 2019	NO MORE ACTIVITIES ALLOWED	

For clarification or questions contact the NPHC Advisor, Marcus Cole by phone at (662) 915-7609 or by email at mjcole3@olemiss.edu.



Chapter Compliance Steps for Membership Intake

STEP 1. NOTICE OF MEMBERSHIP INTAKE

- Chapters must submit a [Notice of Membership Intake Intent Form via the Forum](#) by **September 20, 2019 at 5:00pm CDT** if your chapter plans to conduct membership intake for the designated semester. This form outlines the organization's intention to acquire approval from the appropriate representative of your National Organization to conduct an informational meeting, rush, and/or conduct an intake process.

STEP 2. INTAKE MEETING WITH NPHC ADVISOR

- The Chapter President and New Member Educator **MUST** meet with the NPHC advisor for a 45-minute meeting to discuss the intake calendar and university policies. This meeting must occur **TWO WEEKS** before any intake activity can begin. To schedule an appointment, call (662) 915-7609 or email mjcole3@olemiss.edu.
 - **At this meeting, provide the following documents:**
 - ❑ Any National/Regional paperwork that needs to be signed by FLL staff
 - ❑ Completed *Notice of Membership Intake Form* (Attached)
 - ❑ Completed *Anti-Hazing Policy Compliance Form* (Attached)
 - ❑ A copy of the Informational Flyer (emailed to mjcole3@olemiss.edu or printed)
 - ❑ *New Member Education/Intake Calendar* (Example Attached) - This schedule should be a detailed syllabus that includes name of activity, date, time, and location, of all intake activities – meetings, service events, study hours, new member presentation practices, initiation dates, etc.)

STEP 3. NPHC ADVISOR WILL ATTEND THE INFORMATIONAL MEETING

- A representative from the Office of Fraternal Leadership and Learning **MUST** give a hazing presentation at your organization's informational meeting. This will last no longer than 10 minutes. **Interest/Informational meetings should occur by September 27, 2019.**

STEP 4. VERIFICATION OF ASPIRANTS FORM

- Once the chapter has conducted interest meetings or rush and has received approval to conduct membership intake, then they must complete and submit the Verification of Aspirants Form. The Verification of Aspirants Form must list all potential new members who are participating in the process. This must be submitted to the NPHC Advisor or designated FLL staff member immediately following approval from your national organization.
- This form must be submitted **within 3 business days of the membership selection process** 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.



STEP 5. NPHC ADVISOR WILL ATTEND THE FIRST OFFICIAL INTAKE MEETING/EDUCATIONAL SESSION WITH SELECTED CANDIDATES

- Upon the selection of potential candidates for membership, organizations must invite the NPHC Advisor to the FIRST official intake meeting/educational session with the selected candidates. At this meeting academic expectations and hazing policies will be discussed in detail. As well as discussion of the new member presentation guidelines.

STEP 6. NEW INITIATES FORM

- Members who have successfully completed the membership process. Due within **24 hours or by 5:00pm CST the next business day** after initiation.

STEP 7. NEW MEMBER PRESENTATION PLAN

- For chapters that will present new members with a formal presentation. Due within **10 business days** of scheduled presentation date. The chapter is completely responsible for reservation of venue, security, and other logistical details as they apply to probates and new member presentations. In order to be in accordance with university policies and procedures, the chapter will need to submit a plan to Fraternal Leadership & Learning concerning how the new member presentation will be run.

This plan should include the following information:

Information to be included in New Member Presentation Plan	Comments
Date of Presentation	This date should be included on your intake calendar. Date should be on or prior to November 17, 2019 .
Venue	Reserve venue for Probate. This should be done as close to the start of the semester as possible. Space availability declines as we get further into the semester. Example options include: Jackson Avenue Center, Grove Stage
Register Event with the Student Union via the Forum	Complete the Forum Event Registration Form no less than one (1) month before the date of new member presentation.
Venue Set Up	The chapter will need to explain how all aspects of the venue needs will be taken care of (i.e. lighting, chairs, projector usage, trash pick, stage, DJ, etc.)
Time doors will open	The chapter is required to be at the venue 1 hour prior to the doors opening time. If different parties of people are being let in at different times, this needs to be stated in the plan (i.e. parents, prophytes, traveling Greeks, etc.)
Time event will start	Events that start more than 20 minutes after the designated start time will result in a \$100 fine paid to NPHC and or the cancellation of the presentation.
Security	A request for security should be placed no later than two weeks before the new member presentation. Failure to do so will result in the presentation being cancelled. Contact UPD Police for security needs.
Clean Up	The chapter needs to submit a plan including who will be cleaning up venue after the presentation.
Miscellaneous Information	Please submit all other information in the plan that would be deemed beneficial for orchestrating a successful and efficient event.



STEP 8. NEW MEMBER PRESENTATION PREVIEW WITH NPHC ADVISOR

- The NPHC Advisor and organization's Chapter Advisor must preview the New Member Presentation **at least one week** in advance of scheduled presentation date to ensure all policies and guidelines are followed.

STEP 9. NEW MEMBER INITIATION DEADLINE – Sunday, November 10, 2019

- New Members should be initiated by the above date to support student's academic success.

STEP 10. NEW MEMBER ACTIVITIES MUST CEASE – Sunday, November 17, 2019

- New Member Presentation should be initiated by the above date to support student's academic success.

COMMUNICATION

- The Office of Fraternal Leadership & Learning 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 FLL staff immediately.



New Member Presentation Guidelines

All organizations must adhere to the following guidelines when presenting new members to the campus community. **Any presentation of new members must take place no more than 14 calendar days after the members have been initiated into the organization or by November 17, 2019** whichever comes first.

- New Member Presentations must be held on the campus of the University of Mississippi unless otherwise approved by the NPHC Advisor.
- The NPHC Advisor and organization's Chapter Advisor must preview the New Member Presentation **at least one week** in advance of scheduled presentation date to ensure all policies and guidelines are followed.
- New Member Presentations cannot be scheduled on the same night/time of a previously planned event of another chapter within the same council without written approval of other chapters.
- Only current active members of the hosting undergraduate chapter may participate in the New Member Presentation. All alumni and /or visiting chapter members must remain in the audience.
- New members must be fully initiated to participate in a new member presentation.
- Vulgarity and profanity will not be tolerated.
- Verbal attacks (i.e. dissing, calling out, etc.) against an individual or organization will not be tolerated.
- No drugs or alcoholic beverages will be permitted and should not be consumed by members prior to the event
- No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking spitting or punching. Canes, paddles, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon or to harm another individual.
- Face coverings, i.e. masks, are permitted; however, the mouths of the new members must be visible at all times.
- New Member Presentations are a family event, with observers ranging in age. Therefore, out of respect for observers, no New Member Presentation should include sexually explicit language, gestures, or references.
- New Member Presentations may not be scheduled to **begin after 7:30pm** and **must begin** within 30 minutes of the advertised start time. Any organization seeking to start past 7:30pm will need approval from the Office of Fraternal Leadership & Learning.
- The New Member Presentation is limited to **two (2) hours** from the advertised start time, including the dispersal of the crowd at the end of the event.
- A representative from FLL must be in attendance for all new member presentations.
- Should the date, time, or location of the presentation need to be changed, the organization must inform the NPHC advisor at least 72 hours before the New Member Presentation was originally scheduled.



FRATERNAL LEADERSHIP & LEARNING

Membership Intake Forms

Attachments:

- Notice of Membership Intake Form, *Page 10*
- Anti-Hazing Policy Compliance Form, *Page 11*
- Verification of Aspirants Form, *Page 12*
- New Initiates Form, *Page 13*



FRATERNAL LEADERSHIP & LEARNING

Notice of Membership Intake Form

Due Two Weeks Before Any Intake Activities May Begin

The _____ chapter of _____ will be conducting membership intake during the **Fall 2019 semester**.

Date of Interest Meeting _____ (mm/dd/yyyy)

Selection of New Members will conclude on: _____

New Member Education Period Start Date: _____

New Member Education Period End Date: _____

New Member Initiation Date: _____

New Member Presentation Date: _____

The above information is correct and accurate to the best of our knowledge. We understand that the NPHC Advisor must approve any changes to this document.

President (Print Name)

Signature

Date

New Member Educator (Print Name)

Signature

Date

Chapter Information

Chapter New Member Educator: _____

Email: _____ Phone Number: _____

Chapter Advisor: _____

Sponsoring Graduate Chapter: _____

Email: _____ Phone Number: _____

Regional Director: _____

Email: _____ Phone Number: _____

As the advisor of this chapter, I have agreed and approved all activities associated with the membership intake process and will be present during all activities. I agree to ensure that the organization will comply with university rules and regulations governing the intake program. I agree that the above information is correct and understand that by signing my name I agree to uphold all University of Mississippi and Inter/National Headquarters policies.

Advisor (Print Name)

Signature

Date



FRATERNAL LEADERSHIP & LEARNING

Fraternal Leadership and Learning Anti-Hazing Policy Compliance Form

Due Two Weeks Before Any Intake Activities May Begin

The University of Mississippi prohibits hazing in any form. All NPHC fraternities and sororities must file this form with the Office of Fraternal Leadership & Learning before any intake activities may begin.

University of Mississippi 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 confidentially, visit umatter.olemiss.edu.

Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand the University of Mississippi's Hazing Policy.
2. We have read AND understand our National Organization's 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 of the Office of Conflict Resolution and Student Conduct
 - 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)

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

Fraternity or Sorority Name

Date

President (Print Name)

Signature

Date

Membership Intake Officer (Print Name)

Signature

Date

Office of Fraternal Leadership and Learning
218 Student Union Drive, Suite D | 662.915.7609 | umsgreeks@olemiss.edu
www.greeks.olemiss.edu



FRATERNAL LEADERSHIP & LEARNING

Verification of Aspirants Form

within 3 business days of the membership selection process

Fraternity/Sorority: _____

We hereby declare that on _____ (Date Submitted), the following individuals are aspirants for membership into our organization and will be dully initiated pending the decision of our regional/national representatives.

Total Number of Aspirants

Chapter President Signature

Chapter Advisor Signature

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 may be a matter of health and safety.

(Use Additional pages if necessary)

Candidate's Legal Name (Print)	Candidate's Signature	Student ID-Number	GPA
Jane Smith	<i>Jane Smith</i>	123456	(Office Use)
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			



FRATERNAL LEADERSHIP & LEARNING

New Initiates Form

Due 24 hours or Next Business Day Post-Initiation

PLEASE PROVIDE ALL NEW INITIATE INFORMATION

(Use Additional pages if necessary)

New Initiates Legal Name	New Initiates Signature	Student ID-Number
Jane Smith	<i>Jane Smith</i>	123456
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		

Fraternity/Sorority Name: _____

We hereby declare that on _____ (Date Submitted), the following individuals have been dully initiated.

Total Number of Initiates

Membership Educator Name

Membership Educator Signature



Additional Resources

Attachments:

- Example Membership Intake Calendar/Schedule, *Page 13*

Example Membership Intake Calendar/Schedule

Date	Function	Activity	Location	Time: From - To
10/15/2019	Education Session #1	Organization History	The Inn at Ole Miss	6pm-10pm
10/17/2019	Education Session #2	Chapter History, Officers and Duties	Nutt Auditorium	6pm-10pm
11/10/2019	Ritual #2	Final Initiation	Nutt Auditorium	1pm-6pm
11/11/2019	Presentation Practice and Viewing with NPHC Coordinator and Advisor	New Membership Show Presentation Practice	Boys and Girls Club	7pm-9pm
11/4 – 11/12 2019	Presentation Practice	New Member Presentation Practice	Lucky Day	5pm-8pm
11/13/2019	New Membership Show	New Membership Show	Ford Center	6:11pm-8:11pm

For clarification or questions contact the NPHC Advisor, Marcus Cole by phone at (662) 915-7609 or by email at mjcole3@olemiss.edu.