

Membership Guidelines for the Nicholls State University Fraternities and Sororities conducting Intake

The purpose of this document is to provide the fraternities and sororities of the Nicholls State Greek Community, their Advisors, and prospective members with a source of information regarding Membership intake. Chapter Advisors and the Office of Greek Life will work together to ensure a successful and positive experience for all involved.

In order for the Office of Greek Life to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following guidelines if they are to conduct intake at Nicholls State University:

Meetings and Documentation:

- I. Prior to any intake activities, at least one chapter member, preferably the chapter president or intake director will call to meet with the Greek Life Advisor and/or Dean of Students. To schedule an appointment, contact the Greek Life Advisor @ 985.448.4608. At this meeting the chapter will submit/provide:
 - A. Any national or regional paper work that needs to be signed by our office
 - B. Notice of Intake (attached)
 - C. Fraternity and Sorority Hazing Compliance Form (attached)
 - D. A calendar of events should include a timetable of any intake activities with dates and times. Activities must be approved one-week before they commence. Activities to include on the calendar, if applicable:
 1. Informationals and interest meetings
 2. Selection date(s)
 3. Start date of the new member's official process/education
 4. Initiation date
 5. Presentation of New Members
 - a) If the presentation of new members includes a "show," bring a copy of the signed permit required to proceed with the activity.
 - b) If the presentation of new members does not include a "show," the method used to present new members should be discussed and approved.
 6. Any additional dates pertinent to a specific organization
- II. Verification of Aspirants: All chapters conducting intake must submit a Verification of Aspirants Form (attached). The verification forms must be submitted immediately after the interest meeting, and prior to the start date of the official process/education of aspirants listed on the chapter's intake calendar. This form is the list of the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. In cases where the National intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the council advisor/s. The verification form contains the following information:
 - A. List of candidates for membership that will include each new member's:
 1. Name (please print)
 2. Signature
 3. Student ID Number
 4. Academic Waiver
 - B. Total Number of Candidates
 - C. Original signature of Chapter President
 - D. Signature of Primary Chapter Advisor (chapter may bring in form with the original signature, or the Chapter Advisor may fax signature directly to the department at 985.449.7139)
 - E. A separate line for verification of date received.
- III. Chapter Membership Roster Update: At the conclusion of intake process (after initiation), an updated Membership Roster Addition/Deletion Form must be turned in to the Office of Greek Life to reflect any changes in membership since the Verification of Aspirants Form was submitted. This form may be downloaded from the Greek Life website.

All documents supplied to the Office of Greek Life are kept confidential from students or student leaders, including the Council Officers. They may be shared with university officials and organization staff as needed. In the event that any dates and times need to be changed on the calendars of events, chapter members must notify the Office of Greek Life (by phone and in writing) no less than 2 business days prior to the new event time.

Presentation of New Members:

- I. All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations who do not conclude intake with a formal presentation "show" must introduce their members using another method within the same timeline presented in the following guidelines. This "method" can vary from chapter to chapter, and must be approved by the council advisor and Associate Director of Greek Life.
- II. Presentation of new members must take place no more than 30 calendar days after the members have been initiated into the organization, or prior to "Dead Week," whichever comes first.
- III. Guidelines for those who present new members using a "show":

- A. Presentation "Shows" are not to be scheduled on the same night/time of a previously planned event of another chapter of the same council*.
- B. Prior approval from the council advisor must be obtained for any items that are to be used as "markers" during the show. (i.e. firelights, fire, ropes, canes, animals, chalk)
- C. Excessive vulgarity and profanity will not be tolerated.
- D. No explicit or revealing attire.
- E. No alcoholic beverages will be permitted.
- F. No physical abuse will be tolerated. This includes but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes may be used as a part of the performance but may not be used as a weapon to harm another individual.)
- G. In the event of a fight during the presentation, then those fighting will be expelled immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.** (See **Violations** section for further details)
- H. Disruptions by other attending organizations will not be tolerated. This includes but is not limited to: walking through the presenters' show, talking over the presenting organization, etc.
- I. The duration of the presentation show should be no longer than 2 hours. Following the show, members of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement.) The presenting organization will be responsible ensuring the site used is left in its original state after use.

*This may include organization events of peer organizations. Please check with the Greek Advisor for details.

**The Office of Judicial Affairs determines penalties for fighting. If a fight breaks out the Campus Police also determine if the presentation will continue. In the event the show is stopped and the presenting organization is not at fault, an alternate date and time will be permitted by the Greek Life Advisor.

Contact Information:

In accordance with the Department of Greek Life Recognition Guidelines, chapters must submit and maintain up to date contact information for chapter officers and advisors using the Department Chapter Officer Roster and Chapter Advisor Roster forms. Forms should be submitted no later than 2 weeks after the first day of classes each semester. If elections are held mid-semester, forms should be completed for new officers within one week of elections. Forms can be downloaded from the Department website. If a regional officer, member of the graduate chapter, etc., is conducting intake, please submit contact information for those key individuals.

Hazing:

Hazing: Hazing in state colleges and universities is a violation of the law and is punishable by a fine or imprisonment, as well as by dismissal from the University. La.R.S.17:1801. Hazing is also a violation of the NSU Code of Student Conduct Article 1.24. Hazing is defined as "any activity sponsored by or any method of initiation into a group, team or organization which is likely to cause, or does cause mental or physically dangerous situation." Hazing may also give rise to guilt for assault, battery, kidnapping, or other crimes.

Nicholls State University Code of Student Conduct, section 11 further defines hazing as the following

1. Any activity that might bring physical or psychological harm to an individual or animal.
2. Paddling, beating, slapping, branding, burning with a cigarette, or any such activity which is life threatening to the individual or are intended to hurt or to humiliate physically or mentally or otherwise permitting undergraduate or alumni members to hit any person.
3. All forms of physical activity not part of an organized, voluntary athletic contest, or not specifically directed toward constructive work.
4. Requiring members to wear degrading or uncomfortable garments.
5. Depriving members of the opportunity for sufficient sleep (8 hours per day minimum), decent and edible meals, or access to means of maintaining body cleanliness.
6. Activities that interfere in any way with an individual's academic efforts; e.g. – causing excessive fatigue, loss of sleep, or loss of reasonable study time.
7. Activities that interfere with an individual's employment or family obligations.
8. Requiring members to consume alcohol and/or drugs to provoke nausea or inebriation.
9. Forcing, coercing, or permitting students to eat or drink foreign or unusual substances such as raw meat, raw eggs, salt water, onions, etc. which is distasteful or designed to provoke nausea.
10. Having substances such as eggs, paint, honey, etc., thrown at, poured on, or otherwise applied to the body of any person.
11. Morally degrading or humiliating games or any other activities that makes an individual the object of amusement, ridicule, or intimidation.
12. Kidnaps, road trips, etc., which are conducted in manner that endangers the health or safety of any person.
13. Subjecting an individual to cruel and unusual psychological conditions for any reason.
14. Any requirement which compels an individual to participate in any of the above named types of activities, or in any activity which is illegal, perverse, publicly indecent, contrary to the individual's genuine morals and/or beliefs, excessive fatigue, public profanity, indecent or lewd conduct, or sexual gestures in public.
15. The use of obscenities and vulgarities in dress, language, or action.
16. Any form of verbal harassment, any action or situation which subjugates an individual to a condition where he/she might tend to lose self-respect or suffer injury to personal or religious values.
17. Coercing a member to commit any action which is in violation of the University's Code of Student Conduct.

Violations:

Violations of the 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 Greek Life Advisor and/or Dean of Students. Probation is noted by a period of scrutiny wherein if the chapter commits any violation of the intake process or any other rules set forth by the advisors, the chapter will be placed on suspension. Suspension is noted by a period wherein all social and formal programming (this includes community service, all fundraising activities, and intake functions) is prohibited. The suspension period will be determined by the Greek Life Advisor and/or Dean of Students and will be a time of no less than one semester.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates on forms, falsifying original signatures, incomplete paperwork, etc.)
2. Holding membership intake without conforming to the Intake Guidelines set by the Office of Greek Life.
3. Hazing: Any violations of the Louisiana Revised Statute, La.R.S.17:1801.
4. Overt activity defined as any activity related to intake conducted in defiance of previous guidelines or warnings by the Greek Life Advisor and/or Dean of Students and/or Inter/nationally designated representative.
5. Failure to adhere to Presentation of New Member Guidelines.

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or 1 representative must be present.
2. The Chapter Advisor must be present.
3. The Greek Life Advisor and the Dean of Students must be present.

All questions and concerns must be expressed by the Chapter President to the Greek Life Advisor and/or Dean of Students. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the council advisor/s. Final jurisdiction and decision-making authority rests in the hands of the Greek Life Advisor and Dean of Students.

Students found guilty of hazing will be subject to penalties outlined in the Revised Statutes of the State of Louisiana, the Nicholls State University Office of Judicial Affairs, as well as any sanctions outlined by the Inter/national organization.

Intake: Things to Remember

The Greek Life Advisor will present the intake guidelines at the first general body meeting of each academic semester.

1. Each chapter must submit a calendar of events for intake activities, an Intent Form, and a Fraternity and Sorority Hazing Compliance Form at the initial meeting with the Greek Life Advisor and/or Dean of Students. The calendar of events must be approved at least one week before any intake related activities commence.
2. The Intent Form (also known as the Notice of Membership Intake) must contain the original signature of the Chapter President and the primary Chapter Advisor on record with the Office of Greek Life and the Graduate Chapter.
3. The Greek Life Fraternity and Sorority Hazing Compliance Form must contain the original signature of the Chapter President.
4. Submit the date of the presentation of new members and bring a copy of the signed permit required to proceed with the "show" if applicable. If this cannot be submitted at the initial meeting with the Greek Life Advisor and/or Dean of Students, then notify one of the previously listed individuals no less than 48 hours prior to the event. At this time, chapters must submit the signed permit required to proceed with the activity to the Office of Greek Life.

Without the submission of this paperwork intake **will not** be approved. In the event that the intake activities begin without the knowledge and signed approval of the Greek Life Advisor and/or Dean of Students, and/or the chapter has not adhered to these written Intake Guidelines, intake activities will cease immediately, and the chapter may be placed on suspension. These sanctions will be administered appropriately at the discretion of the Greek Life Advisor and/or Dean of Students.

Nicholls State University
NOTICE OF MEMBERSHIP INTAKE
(please type)

The officers and members of _____ are proud to announce the intake of new members for the Fall or Spring (circle one) semester of _____.

Interest Meeting(s) will be held on _____

Selection will conclude on _____

Education of aspirants/Intake process begins on _____

Aspirants will be initiated on _____

New Members will be presented on _____

The person in charge of intake for the chapter will be:

The chapter advisor supervising intake for the Chapter will be:

Name

Name

Title in Chapter

Title in Chapter

Phone number

Phone number

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

President's Name Printed

President's Signature

President's Phone

Chapter Adv.'s Name Printed

Chapter Adv.'s Signature

Chapter Adv.'s Phone

**Nicholls State University
VERIFICATION OF ASPIRANTS FORM**

Organization: _____

We hereby declare that on _____ (date submitted), the following individuals are aspirants for membership into our organization and will be duly initiated pending the decision of our regional/national representative(s).

Total Number of Candidates Signature-Chapter President Signature-Chapter Advisor

Aspirants Name	Signature: I wish to waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Nicholls State University to release academic information about me to my Sorority/Fraternity. I understand that this waiver will be in effect until I notify the Department of Greek Life that I no longer wish to allow such information to be released.	Student Identification Number	Cumulative GPA
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			

Department Use Only

Date Received:

**Nicholls State University
Fraternity and Sorority Hazing Compliance Form**

We certify that all activities sponsored or required by our fraternity/sorority of members or pledge/associate members comply with the Nicholls State University Hazing Policy, and with the State of Louisiana Law.

We have informed the aspirant members of our fraternity/sorority of the contents of the NSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process.

We understand that failure to uphold the NSU Hazing Policy as stated in the NSU Code of Conduct will result in referral to the Office of Judicial Affairs for an organizational violation of the NSU Hazing Policy (mean the fraternity/sorority will face charges), and/or referral to the Office of Judicial Affairs for an individual violation of the NSU Hazing Policy (meaning that individuals within the fraternity/sorority who haze will face charges).

We 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 grad status or affiliated at another institution of higher education, to haze our aspirants. Failure to report any such activity of which you become aware may cause personal referral to the Office of Judicial Affairs.

Our signatures below certify that we have read, understand, and agree to abide by the Nicholls State University Hazing Policy.

Fraternity/Sorority Name

Individual Chapter Designation

Signature of the President

Signature of the Intake Chair

___/___/___
Date

___/___/___
Date