Michigan State University Guidelines for Conducting Membership Intake

This document provides Michigan State University fraternities and sororities, chapter advisors, and prospective members with information regarding the membership intake process for the National Pan-Hellenic Council (NPHC) & the Multicultural Greek Council (MGC) organizations. Chapter members, Chapter Advisors, and the Fraternity & Sorority Life staff will work together to ensure a successful and positive experience for all involved. The Fraternity & Sorority Life staff guarantees all documents submitted will be kept confidential.

All membership intake forms will be stored for a minimum of one academic year. Access to these documents and information will be denied to all parties except necessary Michigan State Staff, Chapter Advisors, and/or National Headquarters Staff. All inquiries about these documents are to be referred to the Chapter President and Chapter Advisor.

In order for the Fraternity & Sorority Life office to assist chapters with the membership intake process and avoid potential problems, chapters must adhere to the following guidelines when conducting a Membership Intake Process at Michigan State University.

Meetings & Documentation

Preliminary documentation must be completed and submitted within the first eight weeks of the semester during which the chapter's Membership Intake Process is scheduled to take place. Prior to any recruitment/intake activities, the Chapter President or Intake Director must submit:

1. "FRATERNITY AND SORORITY HAZING COMPLIANCE"
2. "NOTICE OF INTENTION TO CONDUCT MEMBERSHIP INTAKE PROCESS"
3. Included in this form you will provide the following information:
   a. Date education of candidates/aspirants/intake process begins
   b. Date of Initiation
   c. Date, time, and location of New Member Presentation 3. The date of the new member presentation must be approved by the direct Council Advisor from the Fraternity & Sorority Life staff.
4. A digital copy of the space reservation confirmation
5. A calendar of events you have shared with your National Headquarters (Submit via email)
6. Any inter/national or regional paperwork that needs to be signed by the direct Council Advisor from the Fraternity & Sorority Life staff. (Submit via email at least one week in advance of due date)
7. Any additional dates pertinent to a specific organization.

All documents supplied to the Fraternity & Sorority Life staff are kept confidential from students, student employees, or student leaders, including council officers. They may be shared with University Officials and inter/national organization staff as needed. If any dates and times needed to be changed on the intake calendar of events, the Chapter President or Intake Director must notify the direct Council
Advisor from the Fraternity & Sorority Life staff (via email) no less than 5 business days prior to the new event time.

*The intake submission form and candidate/aspirant roster can be found [here](#).*

**Presentation of New Members**

All organizations must adhere to the following guidelines when presenting new members to the campus community.

1. 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 the last day of classes in the semester of initiation, whichever comes first.
2. Presentation shows (i.e.: probate, rollout, neophyte, etc) are not to be scheduled during the same time period of a previously planned show of another chapter of the same council.
3. A copy of the confirmed space/room reservation must be emailed to the direct Council Advisor from the Fraternity & Sorority Life staff.
4. Disparaging comments about other organizations or the use of foul language will not be tolerated.
5. No alcoholic beverages will be permitted.
6. No physical abuse will be tolerated. This includes, but is not limited to: slapping, kicking, spitting, punching, pushing, poking, caning, etc. Canes, staffs, sticks, etc. may be used as part of the performance, but may not be used as a weapon to harm another individual.
   a. In the event of a fight during the presentation, those fighting will be disciplined immediately by the Dean of Students Office. If a member of the presenting organization is involved, the presentation will be stopped immediately (see Violations section for further details).
   b. 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 organizations, etc.
7. Presentations must begin no later than 9 P.M. and last no longer than 1 hour. Following the show, members of the presenting organizations must vacate the area within 30 minutes to assist with crowd disbursement. The presenting organization will be responsible for ensuring the site used is left in its original state after use.
8. A Fraternity & Sorority Life staff member MUST be in attendance at all new member presentations. The presenting organization must coordinate the schedule with the staff member who will be present.

**Michigan State University Hazing Policy**

Hazing by students, student organizations, groups or teams of Michigan State University is Prohibited. Hazing is defined as follows: Requiring or encouraging any act, whether or not the act is voluntarily agreed upon, in conjunction with initiation, affiliation with, continued membership, or participation in any group that causes or creates a substantial risk of causing mental or physical harm or humiliation. Hazing is typically associated with membership selection and initiation into
an organization. It is possible for hazing to occur before, during, and after membership selection and initiation.

**Hazing is strictly prohibited by University policy and state law.** Examples of activities or situations that meet the definition of hazing include, *but are not limited to, the following:*

Hazing is illegal in Michigan under the law commonly known as "Garret's Law," which is codified under M.C.L.A. 750.411(t).

(b) "Hazing" means an intentional, knowing, or reckless act by a person acting alone or acting with others that is directed against an individual and that the person knew or should have known endangers the physical health or safety of the individual, and that is done for the purpose of pledging, being initiated into, affiliating with, participating in, holding office in, or maintaining membership in any organization. Subject to subsection (5), hazing includes any of the following that is done for such a purpose:

(i) Physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity.

(ii) Physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, or calisthenics that subjects the other person to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

(iii) Activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or other substance that subjects the individual to an unreasonable risk of harm or that adversely affects the physical health or safety of the individual.

(iv) 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.

The University adjudicates alleged violations of these regulations only after it’s Office of Student Support & Accountability receives a formal complaint. Any member of the University community may file a complaint involving the alleged violation of these regulations by a student or student group. Michigan State Fraternity & Sorority Life staff will work with the National Office of the organization and the National Organization will conduct the investigation.

If you believe you or someone you know has been a victim of hazing, contact Dr. ShirDonna Lawrence, Director for Fraternity & Sorority Life via email at lawre396@msu.edu or 517-884-4070. You may also call the National Hazing Prevention Hotline at 1 (888) NOT-HAZE or 1 (888) 668-4293 or submit an Anonymous Report via the MSU Misconduct Hotline.

This document is by no means all-encompassing; it should present a clearer view of what hazing is. If you are planning an activity, you may wish to use the following questions, adapted from the Adelphian, as guidelines:
Will the activity achieve one or more of the predetermined goals of your new member program?
Would you be willing to tell your advisor about the activity in advance?
Would you be willing to perform it in front of a University faculty or staff member?
Would you be willing to go to court to defend the merit of the activity?

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