



**VIOLATIONS &
RELATED INFORMATION AND
FORMS/AGREEMENTS**

V. VIOLATIONS

Employees or students who violate this policy may be subject to discipline.

VII. RELATED INFORMATION AND FORMS/AGREEMENTS

1. Privacy Statement

To protect the interests, privacy and confidentiality of the affiliate organizations, all documents submitted will be treated as confidential information. 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.

2. Forms: MGC and NPHC Intake

All NPHC and MGC organizations are required to complete the forms listed below. In the Notice of Membership Intake form an organization will note whether they will be welcoming new members into your organization, meaning all chapters must fill out the Intent to Participate in Intake form. If a chapter is not participating in intake, they only need to complete the Notice of membership Intake form.

- Notice of Membership Intake form: <https://forms.office.com/r/fNQD17FiaM>
- Chapter Advisor Agreement: <https://forms.office.com/r/nh9n4gu950>
- Notice of Membership Information: <https://forms.office.com/r/HYttSbkFSt>

If participating in Intake, the following forms are due before the organization's membership program begins:

- Hazing Compliance Form: <https://forms.office.com/r/fspbF2R9Cf>
- Verified Aspirants Grade Release Form: Must be printed and signed
- Verified Aspirants Hazing Policy Notification: Must be printed and signed
- New Member Presentation Plan: <https://forms.office.com/r/wW27R5u1Ph>

Check List

Guideline	Description	Deadline	Submission	Submitted/ Completed?
Information Meeting	The Meeting is the first official introduction that students have to FSL. All Students participating in Intake must	Must be submitted 2 weeks prior to the new member education process beginning	All council Exec must attend. Prospective members must complete sign in.	

	attend and all Exec must attend.			
Notice of Membership Intake	The Notice of Membership Intake notifies Fraternity and Sorority Life that your organization plans (or does not plan) to have intake or entertain the possibility of intake through an Informational Meeting or rush activity.	Must be submitted two weeks prior to the Intake Meeting	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.	
Chapter Advisor Agreement	The Chapter Advisor Agreement notifies Fraternity and Sorority Life that the Chapter Advisor approves of the organization's plan to participate in intake and understands all requirements of the office.	Must be submitted two weeks prior to the Intake Meeting	Outlines your Advisor's agreement to 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.	
Intake Meeting and Notice of Membership Information Form	An Intake Meeting must be scheduled with Fraternity and Sorority Life to discuss the chapter's calendar and plan for dates. The President,	*Must be scheduled and held two weeks prior to initial Informational Meeting/formal rush.	What you will need at the meeting: Calendar of Activities, Proof of Approval for Intake from National Office, and copy of flyer. All information should have been	

	Intake Coordinator, and Advisor must attend this meeting.		submitted via the Notice of Membership Information form	
Interest Meetings/Formal Rush	Chapters may host advertised Information Meetings and Rush Activities. Must be submitted to the AD for FSL 2 weeks prior to the Information Meeting/rush. These activities must take place prior to a pre-determined date.		Chapters must submit a copy of the flyer.	
Hazing Compliance Form	Chapters must certify that <u>all</u> activities sponsored or required by their national fraternity/sorority members or pledge/associate members comply with the MSU Hazing Policy, and with the State of Michigan.	Must be submitted prior to the new member education process beginning	Chapters must certify that they have informed the candidate/aspirant member(s) of their fraternity/sorority of the contents of the MSU Hazing Policy. This policy will be read to aspirants at the beginning of each semester's intake process.	
Verified Aspirants Forms	Once the chapter has determined who is eligible and approved by the National Organization to participate in	Must be <i>turned in via email or in person</i> prior to the new member education	Chapter must have all aspirants sign the Verified Aspirants Grade Release Form. Each aspirant also must sign the Verified Aspirants	

	Intake, then they must submit the Verification of Aspirants forms, listing each potential member. Once submitted, any changes in that list must also be documented with our office.	process beginning.	Hazing Policy Notification form.	
New Member Presentation Plan Form	To be in accordance with university policies and procedures, the chapter will need to submit a plan to FSL concerning how the new member presentation will be run.	Must be submitted at least two weeks prior to New Member Presentation	Failure to submit a drawn-out plan for New Member Presentations will result in the chapter no longer being able to host new member presentations.	
Cease Activity	Chapters may no longer have activity. Including New Member Presentations, ceremonies, crossings, meetings, etc. after this date.	Last day of Classes each fall/spring semester	NO MORE ACTIVITIES ALLOWED	

VIII. HISTORY

Action	Description
Issued:	<ol style="list-style-type: none"> 1. Fraternity & Sorority Life 2. March 14, 2024
Approved by:	<ol style="list-style-type: none"> 1. Assistant Vice President for Diversity, Equity, and Belonging 2. Dr. Genyne Royal 3. March 12, 2024