



MGC/NPHC  
Membership Intake Guidelines

Last Revision: January 2022

## **Membership Intake/Recruitment**

Fraternity and Sorority Life at Clemson University recognizes the importance of the membership intake and recruitment process and we support your efforts in the development of new members as well as your chapter. As students continue to seek membership in fraternal organizations on our campus, it is important that the Fraternity & Sorority Life Staff establish a system of communication with organizations wanting to participate in the intake of new members.

Each of the affiliate organizations of MGC and NPHC exist on campus because of collaboration/partnership between the two entities. It is important that each chapter understands this relationship and operates within the set policies and procedures of your 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 new membership period. Although they are not be initiated into your organization yet, they are affiliated with the organization through the duration of the Membership Intake Process and New Member Education process.

In order to be in accordance with policies and procedures from inter/national headquarters and the University, it is necessary that the Fraternity & Sorority Life Staff establish a timeline for membership intake/recruitment procedures. This is to bring structure to the process, not to take ownership of individual chapter's membership process. The plan will ensure that chapters are adhering to the zero tolerance hazing policy. It is important to understand that if these guidelines are not followed it will result in actions being taken by Fraternity and Sorority Life, Office of Community and Ethical Standards, as well as contacting the respective chapter's advisor and inter/national headquarters.

The registration process was designed to help chapters establish membership and ensure longevity on Clemson's 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.

## **FSL Privacy Statement**

All documents submitted will be treated as confidential information in accordance with SC state law to protect the interest, privacy and confidentiality of the affiliate chapters of MGC/NPHC. No one other than relevant Fraternity & Sorority Life Staff and the MGC/NPHC advisor will have access to any information submitted by a chapter. University Administrators, chapter advisors, and/or representatives from the inter/national headquarters will have access on a need to know basis at the discretion of Fraternity and Sorority Life Staff. All paperwork is kept on file with the Fraternity & Sorority Life Staff for a period of one year from date of submission.

### Expectations of Chapters Conducting Intake

1. The academic mission of the institution will be upheld and promoted to new members.
2. Membership activities will not interfere with academic endeavors or class schedules.
3. The selection of new members will be free of any form of mental and/or physical abuse and hazing as defined by our Clemson University Policy and federal law.
4. Members will be selected on the criteria set forth by the national headquarters of the organization.
5. Chapters will not engage in pre or post hazing activities.
6. Chapter advisors will be present at all membership related activities.
7. Chapters must be in good standing with their inter/national headquarters and Clemson University and their respective governing council (if applicable) prior to intake/recruitment activities.
8. Chapters complete all required paperwork in a timely fashion.
9. Prospective members will be made aware of Clemson University Hazing Policy.
10. No membership activity includes the presence or consumption of alcohol.
11. All membership activities are to be conducted in compliance with each inter/national organization's intake/recruitment/new member education guidelines and process.
12. All prospective members will attend NPHC Orientation before being considered for membership in a NPHC organization. (Not applicable to MGC Organizations)
13. Organizations will comply with outlined membership guidelines prescribed by Clemson Fraternity and Sorority Life.
14. The GPA requirement for those interested in joining MGC or NPHC is a 2.7 cumulative GPA. If the national organization has a higher GPA requirement for membership, then it would be the expectation.

### Procedures

The collegiate chapter must complete the steps listed below, in addition to the national organization's new member policies and procedures, in order for the chapter to host intake/recruitment on Clemson University's campus. These procedures are required in order to ensure the safety of members and new members of MGC/NPHC organizations.

Any party affiliated (members, new members, alumni and graduate chapter members) with the chapter during the intake/recruitment period will be held responsible for their actions. Any action that does not align with the organizations national policies and/or Clemson University's intake policies may have repercussion for the collegiate chapter. Collegiate chapters are required to communicate university policy regarding intake procedures and hazing to all members, new members, alumni and graduate chapter members.

**If at any time there is a lapse in communication, the office of Fraternity and Sorority Life reserves the right to suspend the intake/recruitment/new membership process.**

## Process for Organizations Conducting Intake

1. **Notify the NPHC/MGC advisor of intent to have interest meetings/recruitment process via email.** This must occur at least one week before the interest meeting or recruitment meetings
  - a. A member of the Fraternity and Sorority Life staff must attend the interest meeting or meeting for all prospective members to provide an overview of the Clemson Hazing policy to interested members.
  - b. **Send the attendance sheet from the interest meeting, informational meeting, etc. to the MGC/NPHC Advisor within the 24 - 48 hours of the meeting ending.** This will allow a preliminary opportunity to confirm prospective members meet the GPA requirements and any other requirements set forth by the council.
2. After the chapter has received approval to conduct intake or recruitment from the national organization, the chapter must submit the following to the council advisor. These documents must be completed and submitted at least **one week** prior to beginning the new member process (email or hard copy):
  - a. A complete **Membership Intake Intent Form (page 7 of this document)**
  - b. Any **national or regional paperwork** that needs to be signed at least one week prior to the submission deadline.
  - c. **Schedule of the new member program.** This can be the national outline (if applicable, but specific information needs to be included as well)
    - i. Include date, times, and short description of activities. *Example:* Tuesday, October 14 at 12pm-New members will have lunch together in Fresh Food Company Dining Hall.
    - ii. Selection dates
    - iii. Date expected to send off applications
    - iv. Interview dates
    - v. Start date of official process
    - vi. Study dates
    - vii. Initiation date
    - viii. Presentation practices
    - ix. Presentation date
    - x. Any additional dates pertinent to specific organization.
    - xi. ***Due to Covid-19, please include if new member education is in person or virtual.***
3. Once the new members selected by the chapter have been approved by the chapter's Inter/National organization, the chapter must submit the **Prospective Member Verification Form** (page 9 of this document) - a list of new member information. This document includes the names, classifications, CUIDs, email addresses, local phone numbers, and other information of new members. This must include all people are seeking membership in your organization. **Failure to provide a complete list will be addressed.**
4. New members must complete the Fraternity and Sorority Life **Membership Card at least two weeks after being added to the chapters roster.** FSL Membership cards will be sent out automatically.
5. The chapter must submit the Notification of Initiation Form (<https://clemsongreeklife.com/engage/submitter/form/start/229502>) at least 7 days prior to initiation.

## New Member Presentations/Reveals

Note: Due to Covid 19, traditional new member presentations and reveals may not be possible. Please plan in accordance to your IHQ polices and policies of the space being used.

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations that do not conclude intake or recruitment with a formal new member's presentation; but would like to have another method of presenting new members must have the approval from the NPHC/MGC advisor--as well as their Chapter Advisor and Regional Director. Any presentation/reveal of new members must take place no more than 14 calendar days after the members have been initiated into the organization or 7 days before the beginning of exams, whichever comes first.

Guidelines for those who present new members using a formal new member's presentation and reveal

1. Presentations/Reveal 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.
2. New Member Presentations/Reveals cannot have an advertised start time past 7:30PM. Any new member presentation seeking to start past 7:30pm will need approval from the Fraternity and Sorority Life office.
3. A chapter advisor and university staff member must be in attendance.
4. The duration of the presentation/reveal show may not last longer than 1.5 hours from advertised start time. Presentations need to start within 15 minutes of the advertised start time. Following the presentation, members of the presenting organization must vacate the area within 15 minutes. The start time is the time allocated on your calendar/schedule.
5. Members must be fully initiated to participate in a New Member Presentation/Reveal.
6. During the New Member Presentation/Reveal there will be no disrespecting other organizations, people, or groups.
7. All new member presentations/reveal should refrain from utilizing language or activities that allude to any type of pledge process or hazing (i.e. hitting, slapping, referencing DP, Dean of Pledges, Carrying Bricks, physical labor, etc.)
8. A new member presentation/reveal is a family event, with observers ranging in age. Therefore, out of respect for observers, no new member show should include sexually explicit language, gestures, or references.
9. The use of any food will not be allowed.
10. No explicit or revealing attire.
11. No alcoholic beverages will be permitted. Water and sport drinks will be allowed; however, the new member must drink the drink themselves or from a sports bottle with a controlled flow.
12. 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.)
13. It is the responsibility of the host chapter to appropriately address disruptions of any kind from presentation attendees.
14. The presenting organization is responsible in ensuring the site is in its original state after use. This includes making sure that trash is in specified containers.
15. For all event locations, matters of fire safety guidelines should be followed (i.e. clear paths to all exits, capacity of venue within the fire code).

**In the event that the presentation/reveal does not follow these guidelines, the FSL staff has the right to stop the presentation.**

## **Violations**

Violations of the intake process may result in probation or suspension. 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 Intake/Recruitment Guidelines. No organization can hang up flyers or electric copies (i.e., Facebook, Twitter, etc.) to inform students of intake without meeting with the NPHC/MGC advisor first.
3. Hazing: Any violations will result in a referral to the office of Community and Ethical Standards.
4. Failure to adhere to presentation of new member guidelines.

## Intent of Intake/Recruitment

The \_\_\_\_\_ chapter of \_\_\_\_\_ will be conducting a membership intake or recruitment process during the (please circle) Spring/Fall semester of 20\_\_\_\_. The membership intake process will begin on \_\_\_\_\_ and will end on \_\_\_\_\_.

Date of interest meeting/informational meeting(s): \_\_\_\_\_ (mm/dd/yyyy)

Selection of new members will conclude on: \_\_\_\_\_

Education period start date: \_\_\_\_\_

Education period end date: \_\_\_\_\_

Initiation date: \_\_\_\_\_

New member presentation/reveal: \_\_\_\_\_

\_\_\_\_\_  
President (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Membership Intake/Recruitment Officer (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### A. Chapter Information

Chapter Intake/Recruitment Coordinator: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Chapter Advisor: \_\_\_\_\_

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/recruitment process and will be present during all activities. I agree to insure 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 Clemson University and Inter/National Headquarters policies.

\_\_\_\_\_  
Advisor (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**\*Any changes to this document must be approved by the NPHC/MGC advisor.\***

## Prospective Member Verification Form

Organization: \_\_\_\_\_

Candidate Name	Year F, S, J, Sr	Email Address	CUID	Phone #
1.				
2.				
3.				
4.				
5.				
6.				
7.				
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12.				
13.				
14.				
15.				
16.				
17.				
18.				

I am aware that the above students(s) will begin the intake process as indicated above.

\_\_\_\_\_  
Advisor (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intake Coordinator (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chapter President (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Any changes made after the submission of this document must be turned into the NPHC/MGC advisor within 48 hours\*