

Albany State University
A Unit of the University System of Georgia
Albany, Georgia

Fraternity & Sorority Life



Membership Intake
Information & Forms

Albany State University

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Membership Intake Request Form

Albany State University's Office of Student Engagement must be notified *prior* to any Fraternity or Sorority beginning a membership intake process. The purpose of this notification is to ensure that the Office of Student Engagement is aware of membership intake activities and to ensure adherence to university policies.

Each organization must comply with all of the rules and guidelines of their International/National organization regarding the membership intake process. Any changes to the information below must be updated with the Greek Life Coordinator.

Name of Organization and Chapter:

Date (s) of Informational/Interest/Rush Events to Correspond with Requested Intake Periods:

Requested Intake Period Start Date:

Requested Intake Completion Date*:

The Office of Student Engagement & the ASU Police Department will work with each respective organization to determine a suitable location for all New Member Presentation Shows.

IF YOUR ORGANIZATION PLANS TO PARTICIPATE IN MEMBERSHIP INTAKE THIS SEMESTER PLEASE COMPLETE THE BELOW AND RETURN TO THE GREEK LIFE COORDINATOR.

Chapter President: _____ Date: _____

On-Campus Advisor: _____ Date: _____

Off-Campus Advisor: _____ Date: _____

Greek Life Coordinator: _____ Date: _____

Associate Dean for Student Engagement: _____ Date: _____

***ALL Membership Intake activities MUST be COMPLETED by the last day of classes.**

****This date and location is subject to approval.**

IF YOUR ORGANIZATION DOES NOT PLAN TO PARTICIPATE IN MEMBERSHIP INTAKE THIS SEMESTER, PLEASE COMPLETE THE BELOW AND RETURN TO THE GREEK LIFE COORDINATOR.

The _____ chapter of _____ does not intend to have membership intake in the _____ Semester of the 2020 year. We understand that we must notify the Greek Life Coordinator in writing, as well as complete this form should that decision change. We also understand that if we engage in any "pre-pledging" activities of any kind, it will be reported to the Associate Dean for Student Engagement, Vice-President for Student Affairs, and the International/National Headquarters of your organization, and could result in disciplinary action for the chapter.

On-Campus Advisor: _____ Date: _____

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From: The Office of Student Engagement

The student listed below is interested in participating in membership intake with the _____ Chapter of _____ here at Albany State University. The Student understands that he/she must have met the following requirements: be a full-time student enrolled in a four (4) year program pursuing his/ her first undergraduate degree; earned thirty (30) semester credit hours (not inclusive of learning support credit hours/ credits); have an overall 2.6 GPA. If the student is a transfer student then the student must have earned (18) semester credits (not inclusive of learning support hours/credits) and have been in attendance at Albany State University one (1) full semester prior to participation in the membership intake process (excluding the summer semester) in addition to having an overall 2.6 GPA prior to participation in the membership intake process.

Additionally, the student understands that a sanction free disciplinary record (no active cases) in the Student Conduct office is required to be eligible for membership intake.

Attendance at three mandatory consecutive Greek Curriculum Courses sponsored by the Office of Student Engagement is also required for membership intake.

Under the provisions of the Family Educational Right's and Privacy Act, kindly indicate whether or not he /she meet the outlined requirements.

By signing this form, the student gives the University and his or her agents express permission to obtain the students records to verify his/ her eligibility for membership in the Greek Letter organization listed above.

Student Name (Print): _____

Student Ram ID: _____

Student Signature: _____

<input type="checkbox"/> Eligible	<input type="checkbox"/> Eligible	<input type="checkbox"/> Eligible
<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Not Eligible	<input type="checkbox"/> Not Eligible

_____ Greek Life Coordinator	_____ Student Conduct Office	_____ Registrar's Office
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_____ Associate Dean for Student Engagement	_____ Date
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Anti-Hazing Policy

Dear Student Organization President:

Attached, you will find the Albany State University Anti-Hazing Policy and Anti-Hazing Compliance Forms. Any Fraternity/Sorority seeking to host a Membership Intake Process (MIP) is required to complete this compliance form. **All prospective student members must complete the Greek Curriculum before being considered for Membership Intake.**

The Anti-Hazing forms should be read by ALL active and new members. Upon reading the policy each active and new member is to sign the appropriate compliance form. When completed, the compliance forms are to be returned to the Greek Life Coordinator, in the Office of Student Engagement located in the Orange Zone in the Student Center.

A copy of the Anti-Hazing Policy is to be retained by the organization's Advisor, Intake Coordinator, and sponsoring graduate/alumni chapter president (if possible). This policy along with your national organization's policy on hazing should be referenced often throughout the Membership Intake Process. The University's stance on hazing can also be found in your student code of conduct.

Sincerely,

Anthony C. Morman, Esq.

Anthony C. Morman, Esq.
Greek Life and Diversity Engagement Coordinator
Albany State University

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Anti-Hazing Policy
Policy Implementation

- A. Student organizations conducting membership programs are bound by all policies and provisions of the state of Georgia, the Board of Regents of the University System of Georgia and ASU. ASU policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, ASU policies.
- B. Organizations may only conduct membership/intake programs during the Fall and / or Spring Semester. Any organization wanting to have a Membership Intake Process must submit an "Anti-Hazing and Compliance Packet Form." The form includes a description of the anticipated "membership/intake activities", the proposed duration of the intake period, as well as hourly limits per day of such activities.
- C. In order to become a member of a fraternity or sorority, a student must be a full time matriculating undergraduate student at ASU, have obtained sophomore status with 30 semester hours (or 15 semester hours for a transfer student) not inclusive of learning support hours/credit; he/she must have an overall cumulative grade point average of 2.60; enrolled in a 4- year degree seeking program; and successfully completed the Greek Curriculum.
- D. All Greek Fraternities and Sororities that have a Membership Intake Process are required to inform currently active members and new members of the **ANTI-HAZING POLICY** at the first meeting of the Membership Intake Process. At the same first meeting of the Membership Intake Process, all those students affiliating, inclusive of current members, must sign the "Anti-Hazing Compliance Form." These forms must then be forwarded to the Office of Greek Life. This form will remain active until the next MIP period for each particular organization. This responsibility is directly charged to the **President, Advisor, Intake Coordinator and/or Sponsoring Graduate Chapter** (if possible) and other appropriate executive officers of the organization. At this meeting, each member must receive a copy and the document must be read aloud.

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Albany, Georgia

- E. In addition, each organization must submit a statement, which shall include a description of the expectations of the Membership Intake Process by the organization and will ensure that no hazing, physical abuse, brutality of a physical or emotional nature, and interference with the academic work of the student will occur. Further, it must be stated that if a student refuses to subject himself or herself to hazing and other prohibited activities, it will not jeopardize the prospective member's eligibility for membership in the organization. The statement shall be filed by the organization with the Office of Greek Life prior to the beginning of membership intake activities.

- F. Current members of the student organization must also sign the "Anti-Hazing Compliance Form." Each organization must have attended all required meetings in order to be eligible for membership intake.

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Albany, Georgia

Albany State University Anti-Hazing
Policy & Compliance Form

All Greek Fraternities and Sororities must file this form with the Office of Student Engagement on an annual basis to certify compliance with the University's Anti-Hazing policy.

Organization: _____ Date Submitted: _____

Georgia Hazing Law

Georgia - § 16-5-61

As used in this Code section, the term:

(1) "Haze" means to subject a **student** to an activity which endangers or is likely to endanger the physical health of a **student**, regardless of a **student's** willingness to participate in such activity.

(2) "School" means any school, college, or university in this state.

(3) "School **organization**" means any club, society, fraternity, sorority, or a group living together which has **students** as its principal members.

(4) "**Student**" means any person enrolled in a school in this state.

(b) It shall be unlawful for any person to haze any **student** in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school **organization**.

(c) Any person who violates this Code section shall be guilty of a misdemeanor of a high and aggravated nature.

Misdemeanor of a high and aggravated nature - prohibits any possible activity which endangers the physical health of a student, regardless of a student's willing participation, in connection with initiation.

Albany State University

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Albany, Georgia

ASU Hazing Policy

Hazing is against Georgia State law and will not be a part of any initiation practices, whether for new

students, social clubs, athletic teams or Greek-letter organizations. Hazing in any form is illegal and prohibited in accordance with law as established by the State of Georgia. The scope includes activities that are planned and unplanned on or off the campus, and sponsored by fraternities, sororities, social fellowships, and other student organizations/groups recognized by the University. Examples of hazing include, but are not limited to: paddling, physical, mental, psychological shocks, morally degrading or humiliating activities or games, post-midnight sessions of any kind, excessive physical activities, activities which interfere with one's scholastic pursuits, holding another against his/her will, activities which involve the removal of any property (personal or private) while in the possession of another without the proper authorization. Hazing also include activities, which destroys property (personal or private) for the purpose of, initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. ***Those who willfully submit to hazing are also guilty of hazing as well and will be adjudicated.*** Any form of hazing, whether committed on or off of the premises of the University, will not be tolerated.

Some examples of hazing include, but are not limited to:

- Abuse because of one's race, sex, religion, nationality or mental/physical condition;
- Encouraging or requiring someone to drink excessively (i.e. alcohol, concoctions, water, other beverages);
- Striking, shoving, pushing, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causes physical injury to another;
- Submitting to physical acts;
- Going without sleep;
- Engaging in unreasonable activities (breaking the law, wearing inappropriate clothing such as revealing clothing, sagging pants below the hip line, wife beaters, or clothing with obscene language that offends others, being naked, enduring demeaning behaviors, etc.).

Such conduct is subject to disciplinary action up to and including suspension from the university, expulsion from the university and/or civil or criminal prosecution as deemed appropriate

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Possible Sanctions for Hazing Offense:

1. By an organization- Probation (Number of semesters; duration to depend on infraction); Restitution (if required) + Fine (\$1000- \$3,000); loss of privilege to be a campus sponsored organization; Counseling; Community Service; Discretionary Sanctions (working assignments or service to the Institution); Indefinite Suspension; Organization Suspension; Organization Expulsion; Educational Seminars, Educational Program/Workshop Participation.

2. By an individual or individuals- - Probation (Number of semesters; duration to depend on infraction); Restitution (if required) + Fine (\$50- \$250); loss of privilege to be a campus sponsored organization; Counseling; Indefinite Suspension; Suspension; Expulsion; Incarceration; Loss of Student Office/Leadership Position; Loss of privilege, Judicial Record Hold; Counseling; Community Service; Discretionary Sanctions; Educational Seminars, Educational Program/Workshop Participation.

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Albany, Georgia

Anti-Hazing Agreement

We have read and understand Albany State University's Hazing Policy and the State of Georgia's Hazing Law. We will ensure that all activities sponsored or required by our organization are in compliance with this policy. We assume the responsibility of informing all currently active members as well as prospective members of the policies. If we fail to comply with this policy it may result in a formal investigation of our membership intake process. Furthermore, appropriate actions will be taken as deemed necessary in accordance with the results of the investigation.

THIS FORM HAS BEEN READ BY ALL MEMBERS OF THE CHAPTER. WE UNDERSTAND AND AGREE TO ADHERE TO THE AFOREMENTIONED STATEMENTS.

Name of Organization: _____

Signatures:

President: _____ Date: _____

Intake Coordinator: _____ Date: _____

On Campus Advisor: _____ Date: _____

Off Campus Advisor: _____ Date: _____

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Albany, Georgia

Calendar of Activities for MIP

1. Please insert your organization’s membership intake calendar into this space.
 - a. This calendar should be in direct alignment with your national organization and the Office of Student Engagement. The Coordinator for Fraternity & Sorority Life reserves the right to verify any and all information submitted.
 - b. Deviation from this calendar without the approval and/or notification from the national governing body of your organization AND the Office of Student Engagement will result in termination of the MIP Process and the organization will face judicial sanctions.

EXAMPLE

Please list all events related to membership intake activities. The MIP Calendar must include the following: Name of event (program, informational, rush, meeting, induction, initiation, community service, etc.) date, time, and location)

Event	Date	Time (beginning and ending)	Location
Ex: Ritual Ceremony	August 21, 2019	5:00PM-7:00OPM	101 Brooklyn St. Albany, Ga. 31705

****Please note that if your organization’s MIP process requires out of town travel, please provide the necessary documents to the Office of Student Engagement (i.e. travel request, manifest, waivers, etc).**

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Greek Life Membership Intake Guidelines

Expectations of Chapters conducting intake

1. Chapters must submit a Membership Intake Request Form.
2. Chapters must have participated in Greek Leadership Training.
3. Chapters must complete all required paperwork by set deadline.
4. Chapters must submit the following: Hazing Compliance Form with all signatures, Updated Roster, Membership Eligibility Form, and an Officer's List to the office of Fraternity & Sorority Life.
5. Prospective members will be made aware of both university and state hazing policies and laws.
6. Chapter must submit a copy of all updates associated with Intake from your national/regional office to the Greek Life Coordinator.
7. A list of ALL selected candidates must be submitted to Student Engagement prior to the start of the Membership Intake Process. All interested students must be eligible at the time in which the organization submits the "Intake Eligibility Request Form"

All documents submitted to Student Engagement are kept confidential from students, student workers and student leaders, including the respective council officers. They may be shared with university officials and national organization staff as requested. In the event that any dates and times need to be changed on the intake calendar of events, the advisor, chapter president or intake chair must notify the Greek Life Coordinator via email.

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Albany, Georgia

New Member Presentation Expectations

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

- I. Guidelines for those who present new members using a “show” (i.e. “probate,” “rollout,” “neophyte 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, unless special permission is granted by the Office of Student Engagement.
 - B. A facility request email must be sent to Ms. Venessa N. McKinney in the Student Engagement **thirty (30) business days** prior to the event (Anthony.morman@asurams.edu). A copy of the **APPROVED** reservation form will then be submitted to the Assistant Vice-President for Student Engagement and the Vice-President for Student Affairs.
 - C. No explicit or revealing attire is to be worn by new members or other “show” participants.
 - D. No alcoholic beverages or drugs will be permitted.
 - E. No physical or mental abuse during shows will be tolerated. This includes, but is not limited to: yelling, screaming, slapping, kicking, spitting, punching, pushing, poking, caning, etc. (Canes, staffs, sticks, etc. may be used as a part of the performance but may not be used as a weapon to harm another individual). **ABSOLUTELY NO PROFANE LANGUAGE WILL BE TOLERATED. THIS IS INCLUSIVE OF MUSIC, CHANTS, ETC.**
 - F. No fighting will be tolerated.
 - G. Disruptions by other organizations will not be tolerated. This includes but is not limited to: walking through the presenters’ show, talking over the presenting organization, yelling out crude & rude statements to the participants, etc.

Albany State University
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Albany, Georgia

- H. The duration of the presentation show should be no longer than **ONE** hour total. Following the show, members and guests of the presenting organization must vacate the area within 30 minutes. (This will help with crowd disbursement). The presenting organization will be responsible for ensuring the site used is left in its original state after use. Clubs and organizations are responsible for the behavior, actions, activities, and/or conduct of its visiting members or guests, whether it be on-campus or off-campus.

- I. ALL presentations shall begin within **fifteen (15) mins.** of approved time on paperwork; otherwise, the organization risks their presentation event being cancelled. Please note that shows that do not begin and/or end on time **WILL** have to pay the assigned officers each an additional hour.

- J. A Chapter Advisor is **REQUIRED** to be in attendance at all New Member Presentations, from beginning to end.

THIS FORM HAS BEEN READ BY ALL MEMBERS OF THE CHAPTER. WE UNDERSTAND AND AGREE TO ADHERE TO THE AFOREMENTIONED STATEMENTS.

Name of Organization: _____

Signatures:

Undergraduate President: _____ Date: _____

Graduate/Alumni President: _____ Date: _____

Graduate/Alumni Advisor: _____ Date: _____

Intake Coordinator: _____ Date: _____

On Campus Advisor: _____ Date: _____