



Morris Brown College (MBC)
Office of Student Life
Membership Policy

National Pan-Hellenic Council/Orgs with New Member Presentations Intake Guidelines

Updated Fall 2024

National Pan-Hellenic Council/Greek Life Organizations New Member Presentations Intake Guidelines

Morris Brown College is committed to the support, safety, and prosperity of all fraternal organizations. Below are the requirements for intake all National Pan-Hellenic Council (NPHC) chapters recognized by the Office of Student Life at Morris Brown College. Morris Brown College maintains these policies and will publish updates as appropriate. The membership intake process is the prescribed process that students participate in; in conjunction with the respective organizations National Office, local chapter, and Morris Brown College; to gain membership into a NPHC organization. These membership intake processes must be consistent with federal and state law, Morris Brown College policies, and National Organizations standards.

Chapter Members, Chapter Advisors, and the Office of Student Life will work together to ensure a successful and positive experience for all involved. In order for MBC to assist chapters with the intake process and avoid potential problems, chapters must adhere to the following requirements outlined in this policy if they are to conduct intake at Morris Brown College.

National Pan-Hellenic Council (NPHC) Organizations

All chapters falling under the National Pan-Hellenic Council/*organizations that use a new member presentation to present members are subject to this section of the policy.

- Alpha Phi Alpha Fraternity (ΑΦΑ), Founded 1906, Cornell University (Iota Chapter- I)
- Alpha Kappa Alpha Sorority (ΑΚΑ), Founded 1908, Howard University (Gamma Gamma Chapter-ΓΓ)
- Kappa Alpha Psi Fraternity (ΚΑΨ), Founded 1911, Indiana University (Beta Delta Chapter-ΒΔ)
- Omega Psi Phi Fraternity (ΩΨΦ), Founded 1911, Howard University (Alpha Sigma Chapter-ΑΣ)
- Delta Sigma Theta Sorority (ΔΣΘ), Founded 1913, Howard University (Gamma Zeta Chapter-ΓΖ)
- Phi Beta Sigma Fraternity (ΦΒΣ), Founded 1914, Howard University (Zeta Chapter-Z)
- Zeta Phi Beta Sorority, (ΖΦΒ) Founded 1920, Howard University (Beta Chapter-B)
- Sigma Gamma Rho Sorority (ΣΓΡ), Founded 1922, Butler University (Beta Lambda Chapter- ΒΛ)
- Iota Phi Theta Fraternity (ΙΦΘ), Founded 1963, Morgan State University (Alpha Gamma Chapter-ΑΓ)

Eligibility: *To join, interested students must have a 3.0 Cumulative GPA, have 30 earned credits, and have completed one full-time semester at Morris Brown College; must be a current full-time student. **

Non-National Pan-Hellenic Council (NPHC) Organizations

- Phi Mu Alpha Sinfonia Fraternity of America, Founded 1898, New England Conservatory of Music (Kappa Beta Chapter-ΚΒ)
- Delta Omicron International Music Fraternity, Founded 1909, Cincinnati Conservatory of Music (Gamma Beta Chapter-ΓΒ)

Eligibility: *To join, interested students must have a 3.0 Cumulative GPA, have 12 earned credits, and have completed one full-time semester at Morris Brown College; must be a current full-time student.

All student organizations must have an approved advisor:

- *Preference* is that an advisor be a full- time or part-time member of the faculty or staff (this may be waived if approved by Vice President for Enrollment and Student Affairs).
- Be financially active and in good standing with their national organization.
- Be knowledgeable of the organization's constitution, bylaws, policies and procedures.
- Be aware of the expectations of the national body and the College.
- Be available to serve on appropriate disciplinary committee if needed.
- Be a liaison between the College and the organization.
- Possess an awareness of all current Morris Brown College policies governing students and organizations.
- Attend all activities, projects and programs of the organization as required/needed.
- Attend mandatory meetings, workshops, or sessions required by the College.
- Work with chapter leadership to approve activity and campus usage facilities forms.
- Sign all organizational paperwork as required by the College or organization.

Intake Process Requirements:

- I. All required items as outlined in this policy must be submitted and approved at least one week (7 days) prior to an interest meeting. If it is not you put your chapter in jeopardy of rescheduling your interest meeting.
- II. The intake process from the induction ceremony/first meeting to the initiation ceremony will not extend beyond ten (10) weeks (fall and spring break do not count in this time frame). This does not include new member presentations.
- III. The intake process and new member presentation must be completed one week (7 days) prior to final exam week.
- IV. All meetings must be held on the MBC campus or with the approved graduate chapter. For permission to hold a ritual ceremony (Induction or Initiation) off campus in a public venue, approval must be granted by the Vice President of Enrollment Management & Student Affairs.
- V. All intake meetings must conclude by 12:00 a.m. (midnight).
- VI. If an individual withdraws from the process, the chapter is responsible for notifying the Vice President of Enrollment Management & Student Affairs and the Director of Campus Life & Student Retention the following business day by email with the person's name, email, and reason for withdrawal.
- VII. All New Members are required to participate in the New Member Conference offered the semester following their intake process. It is the responsibility of the chapter to communicate the date of the New Member Conference to those just initiated and to ensure they attend. The date for the Conference will be given to the chapter at the beginning of the semester.

Meetings & Documentation:

- I. **Chapter Planning Meeting:** Prior to **any intake activities**, at least one chapter member, preferably the chapter president or intake coordinator will meet with the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention. Please note: The chapter must also consult/contact any other necessary parties (i.e., National Office and Regional Director) to discuss the status of the chapter including chapter size, calendar, academic standing, college events, etc. To schedule an appointment, contact (404) 458-6085 Ext. 2010 or 2011. At the Chapter Planning Meeting the chapter must submit/provide the following information in order to obtain approval:
 - A. Any national or regional paperwork that needs to be signed by the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention.
 - B. Copy of the chapter's National Intake Policy and Procedures (If a copy is already on file with the office, no need to resubmit, however, please provide any updates to the policy since the last time the chapter conducted intake). All steps of the process will be discussed at the meeting.
 - C. *Notice of Membership Intake Form*
 - D. *Fraternity & Sorority Affairs Hazing Compliance Form* (only valid if signed by current officers and advisors).

- E. Copy of materials and information that is given to those attending the interest meeting (if applicable)
- F. *Intake Plan*- Chapters must use the template provided by Student Affairs Office on the chapter resources page. The Intake Plan should include any intake activities/meetings with dates, times, and intended locations. All space requests entered for meetings must be reflective of the meeting or event (i.e., Interest Meeting, Intake Educational Meeting, New Member Presentation). Activities must be approved one week (7 days) before they commence. Activities to include on the calendar:
 1. Informational and/or interest meeting(s) (See Section II. for Interest Meeting Advertisement requirements)
 2. Selection date (s)
 3. Dates of notification
 4. Start date of the official process/education
 5. Date of when the Vice President of Enrollment Management & Student Affairs (or designee) will meet with the candidates to review Student Affairs Office resources and Hazing Policy. This needs to occur at the first meeting of the intake process.
 6. Dates of meetings (i.e. any time your intake coordinator will meet with those in the process)
 7. Final Test
 8. Initiation Date
 9. Projected date of Presentation of New Members (if applicable).
 - a. The finalized date of the New Member Presentation must be approved by the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention.
 10. Any additional dates pertinent to a specific organization
 11. *Copy of Interest Meeting Flyer* must be provided to the Vice President of Enrollment Management & Student Affairs/Director of Campus Life & Student Retention for approval. In some cases, MBC will create the marketing for the Interest meeting.
 - a. **The interest meeting/rush flyer/advertisement must include: date, time, location, dress code, any additional expectations of aspirants (grade requirements, provide transcript, etc.), contact information for the chapter president, and contact information for the Vice President of Enrollment Management & Student Affairs/Director of Campus Life & Student Retention.**

*Chapters **MAY NOT** conduct interest meetings until cleared to do so by the Student Affairs Office after the Chapter Planning Meeting occurs. The president, intake coordinator, and advisor will receive an email from the Vice President of Enrollment Management & Student Affairs/Director of Campus Life & Student Retention giving approval to move forward.*

II. Interest Meeting/Rush:

A. Advertisement

1. **Flyers/advertisements must be posted for a period of no less than one week (7 days) PRIOR to the meeting.**
2. Following the college posting guidelines chapters must:
 - a. Bring (4) copies of the interest meeting flyer to Director of Campus Life & Student Retention to be approved by the Vice President of Enrollment Management & Student Affairs/Director of Campus Life & Student Retention. Once approved they can be turned in to the Information Desk to be posted on the bulletin boards within the Dr. Gloria L. Anderson Multi-Purpose Complex. Moreover, the flyer must be emailed to appropriate MBC officials for publication to official MBC social media pages.
3. The Director of Campus Operations will add the interest meeting to the campus calendar at least 1 week (7 days) prior to the interest meeting.

B. *Interest Meeting Roster*: This must be filled out by every candidate attending the interest meeting/rush. This form is due back to the Office of Student Affairs the following business day.

C. Participant Eligibility

1. The Office of Student Life will verify that the candidates meet the minimum requirements to participate in intake and are on the eligibility list/Interest Meeting Roster. Minimum requirements to participate in intake of a fraternity or sorority are:

- a. Enrollment as an active full time Morris Brown College Student
- b. Sophomore (30 hours completed); Completion of 12 credit hours at Morris Brown College (AP courses do not count)
- c. 3.0 cumulative College GPA
- d. Register with Office of Student Life to be verified for aspirant eligibility.

2. No chapter shall offer membership to a student not listed as eligible by Office of Student Life as verified on the Interest Meeting Roster.

III. **Progress Meeting**: Upon approval or next phase of intake, the president/intake coordinator must schedule a meeting with the Vice President of Enrollment Management & Student Affairs prior to the notification to the candidates. *Chapters **MAY NOT** notify candidates until cleared to do so by the Office of Student Life after the Progress Meeting occurs.*

A. The following documentation must be submitted at this meeting:

1. *A copy of the intake approval letter* from your Regional Director or National Office
2. *Typed list of selected/rejected candidates* (all those in attendance at the Interest Meeting/Rush should be on one of these lists)
3. *A copy of the acceptance/rejection letter*
4. *Final/updated Intake Plan* Chapters must use the template provided by Student Affairs Office to include any intake activities/meetings with dates, times, locations, and brief descriptions for the intake process. Below are examples of brief descriptions:
 - a. Example: 2/14/23 5:00pm at the Friendship Baptist Church - Induction: The women/men will get inducted into our intake process. The individuals will receive their line numbers.
 - b. Example: 2/16/23 6:30pm-8:30pm in Dr. Gloria L. Anderson Multipurpose Building- First Meeting: Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention will come speak with the women/men about hazing policy and then the remainder of the meeting we will inform the candidates of the intake process timeline and begin to review the Founders and Purpose of our organization.

B. The following information will be discussed at the Progress Meeting:

1. Process of how acceptance/rejection will be communicated
2. Review of Intake Plan- Chapters need to be prepared to discuss each meeting and give a broad overview of what will occur.
3. Confirm date for when the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention (or designee) will meet with the candidates to review Student Life resources and Hazing Policy as well as complete the *Aspirant Anti-Hazing Compliance Form* (see page 11). This needs to occur at the first meeting of the intake process.
4. New Member Presentation date (if applicable): Bring a copy of the space request or reservation confirmation email for both primary and rain locations (if applicable).
 1. An additional meeting will need to be scheduled to review and discuss the show.

IV. **Verification of Aspirants**: All chapters conducting intake must submit a *Verification of Aspirants Form* (see page 12) **within 24 hours** following the start date of the official process/education of aspirants listed on the chapter's

Intake Plan. This form lists the individuals approved by your chapter that will be submitted to your regional or national representatives as aspirants for membership. This will be the list of names that is published on the Student Affairs website page in section for Fraternity & Sorority. 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 Assistant Director for Fraternity & Sorority Affairs. The verification form contains the following information:

- A. List of candidates for membership that will include each aspirant's:
 - 1. Name (please print)
 - 2. Student WID
 - 3. Signature: Academic Waiver
 - B. Total number of candidates
 - C. Original signature of the Chapter President
 - D. Signature of Faculty and Grad Chapter Advisor (chapter must bring in form with the original signature; **no faxes will be accepted unless prior approval is given by the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention.**)
 - E. A separate line for verification of date received. (Completed by the Student Affairs Office.)
- V. **Communication & Process Updates:** Chapters will keep candidates, the Office of Fraternity & Sorority Affairs, and their respective national/regional staff informed of the process of intake and any potential problems.
- A. **In the event that dates and times, and/or locations need to be changed on the Intake Plan, the chapter president or intake coordinator must notify the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention (in writing) no less than 2 business days prior to the new event time.**
 - B. If an individual withdraws from the process, the chapter is responsible for notifying the Assistant Director the following business day by email with the person's name, email, and reason for withdrawal.

All documents supplied to the Student Affairs Office of Fraternity & Sorority Affairs are kept confidential from students, student workers or student leaders, including respective council officers. They may be shared with College officials and national organization staff as needed.

Presentation of New Members: All organizations must adhere to the following guidelines when presenting new member to the campus community:

- I. Presentation of new member **MUST** take place within **2 weeks of the initiation** date listed on the chapter's Intake Plan (spring and fall breaks do not count in that two-week requirement), or at least one week (7 days) prior to "Final Exams," whichever comes first. Special permission to this guideline can be requested for chapters wanting to have the New Member Presentation as part of their Founder's Week.
- II. Chapters having a New Member Presentation Show will have to schedule a meeting with the Director of Campus Life & Student Retention or Vice President of Enrollment Management & Student Affairs to review the show as well as adhere to both the guidelines detailed below.
- III. **New Member Presentation Show Guidelines:**
 - A. The date of the New Member Presentation must be approved by the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention.
 - B. A space request for show must be submitted with the event title as New Member Presentation or something similar noting what the event is.
 - 1. Chapters assume the necessary responsibility to ensure the safety and security of event attendees

and the appropriate use of campus facilities by hiring one-two armed police officers which will be present at the event.

- C. A flyer for the show must be submitted and approved by the Vice President of Enrollment Management & Student Affairs and the Director of Campus Life & Student Retention.
 - D. A pre-identified list of individuals that will assist with the presentation as well as a list of line numbers and name for each new member must be submitted to the Vice President of Enrollment Management & Student Affairs and the Director of Campus Life & Student Retention at least one week (7 days) prior to the show. The President of the graduate chapter or an Executive representative approved by the President must be present at the new member presentation show.
 - E. No explicit or revealing attire is to be worn.
 - F. No profanity.
 - G. **No alcoholic beverages will be permitted.** This includes visiting chapters, alumni and/or graduate members.
 - H. 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)
 - I. In the event of an altercation during the presentation, those fighting will be arrested immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
 - J. **There will be no references to hazing and/or illegal activities.**
 - K. 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.
 - L. If a new member decides that they cannot or decides not to participate in the show (or cannot or decides not to participate in the show to the same extent as the others involved), a written and signed letter by the new member must be submitted to the Vice President of Enrollment Management & Student Affairs and the Director of Campus Life & Student Retention no more than 1 week before the show explaining why they cannot, or have decided not to participate.
 - M. No skipping of numbers will be allowed. (ex. 1,2,3,4,5)
 - N. The duration of the show should be no longer than 2 hours total. Shows may not be scheduled to begin after 9:00pm and must start within **15 minutes of scheduled time advertised**. Following the show, members of the presenting organization must vacate the areas within 30 minutes (this will help with crowd disbursement). The presenting organization will be responsible for paying for campus clean-up ensuring the site used is left in its original state after use.
 - O. The Director of Campus Life & Student Retention or Vice President of Enrollment Management & Student Affairs, along with the President of the advising graduate chapter or an Executive representative approved by the President of the graduate chapter must be present at the new member presentation show.
 - P. It is the chapter's responsibility to notify visiting and alumni members of all Morris Brown College New Member Presentation rules.
 - Q. If a New Member Presentation does not occur, new member must be presented in some formal way (social media, reception, Instagram, email, flyer, Twitter, etc.) acknowledging all new members.
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Hazing:

Morris Brown College, Policy Description

Hazing is a very serious offense and a violation of Georgia Law. Morris Brown College student organizations and individual students should not condone or engage in this activity. On July 11, 2022, at a student Informational Session held by the college administration, the administration adopted the following as a policy statement concerning hazing: The College administration considers the hazing of students by fellow students or anyone else to be contrary to the mission of the college and prohibits such activities. Morris Brown College affirms its support of Georgia Anti-Hazing Laws as seen below:

Georgia Anti-Hazing Law

The Max Gruver Act

§ 16-5-61. Hazing

(a) As used in this Code section, the term:

(1) "Haze" or "hazing" means to subject a student to an activity which endangers or is likely to endanger the physical health of a student or coerces the student through the use of social or physical pressure to consume any food, liquid, alcohol, drug, or other substance which subjects the student to a likely risk of vomiting, intoxication, or unconsciousness regardless of a student's willingness to participate in such activity.

(2) "School" means any unit of the University System of Georgia, any unit of the Technical College System of Georgia, or any private postsecondary school, college, or university in this state.

(3) "School organization" means any association, corporation, order, club, society, fraternity, sorority, athletic team, or a group living together which has students or alumni as its principal members, including local affiliate organizations.

(4) "Student" means any person enrolled or prospectively 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.

§ 20-1-30. Establishment of school policies on hazing; public disclosure of incidents; confidentiality of student information

(a) As used in this Code section, the term:

(1) "Hazing" shall have the same meaning as provided for under Code Section 16-5-61.

(2) "School" shall have the same meaning as provided for under Code Section 16-5-61.

(3) "School organization" shall have the same meaning as provided for under Code Section 16-5-61.

(4) "Student" shall have the same meaning as provided for under Code Section 16-5-61.

(b) Not later than July 1, 2021, each school shall establish policies to facilitate the:

(1) Reporting, investigation, provision of due process, and administrative adjudication of alleged incidents of hazing as related to students and student organizations; and

(2) Public disclosure of administrative adjudications of hazing or hazing-related convictions within 15 calendar days of final adjudication or public notice of criminal conviction.

(c) The public disclosure of each incident of hazing adjudicated pursuant to subsection (b) of this Code section, criminal convictions for hazing pursuant to Code Section 16-5-61, and other criminal convictions arising from any incident of hazing shall require the following minimum information be posted prominently on the school's website for a period of not less than five years after final adjudication or conviction:

(1) The name of any school organization involved;

(2) The date or dates on which the hazing occurred; and

(3) A description of the specific hazing-related findings, sanctions, adjudications, and convictions for any person or school organization.

(d) Public disclosure provided pursuant to subsection (c) of this Code section shall not include the personal identifying information of any individual student and shall be subject to the requirements of the Family Education Rights and Privacy Act (FERPA), 20 USC 1232g.

Code 1981, § 20-1-30, enacted by Ga. L. 2021, p. 206, § 3/SB 85.

Morris Brown College Hazing Policy

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Morris Brown College and otherwise isolate or create different standards for new members for the purpose of initiation or admission

into or affiliation with a chartered or non-chartered student organization.

Consistent with state law, it is a violation of the hazing policy for any person to knowingly permit or assist any person in committing hazing activities or failing to promptly report hazing activities to the appropriate college official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING

Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
3. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
6. Personal servitude (doing chores or errands for the group(s) or individual members).
7. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
8. Degrading, humiliating or embarrassing games or activities.
9. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing
10. Forced isolation from other members, friends, or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
11. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

The College prohibits any form of hazing of its students, or at any location on or off campus, including chapter houses, private residences, or public property. The College will respond swiftly to investigate reports of hazing received from any source and will promptly determine whether to proceed with campus disciplinary action, to forward a report to appropriate law enforcement officials for investigation as a criminal matter, or both. College students who voluntarily participate in hazing, as well as those who inflict it, are subject to such action.

Violations:

Violations of the intake policy may result in probation or suspension and referral to appropriate student conduct office/MBC Legal Office. Whether the chapter will be placed on probation or receive automatic suspension is based upon the infractions and is at the discretion of the conduct board. During the period of probation, if the chapter commits any violation of the intake guidelines or any other rules set forth by the Office of Student Affairs, the chapter will be placed on suspension. Suspension is noted by a period where in 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 Conduct Board.

Violations include:

1. Intentional submission of improper paperwork (i.e., changing of dates of forms, falsifying original signatures, incomplete paperwork, etc.)
2. Offering membership to any individual(s) that have not been verified as eligible.
3. Holding membership intake without adhering to the Intake Guidelines set forth.
4. Hazing: Any violations of the Morris Brown College Hazing Policy will result in a referral to the Vice President of Enrollment Management & Student Affairs.
5. Overt activity defined as any activity related to intake conducted in defiance of these guidelines or warnings by chapter advisors and/or the Office of Student Affairs.
6. Failure to adhere to Presentation of New Member Guidelines (included in this packet).

Guidelines for Review of Chapter Status for Suspension:

1. Executive Board: Chapter President and/or one representative must be present.
2. The Chapter Advisors must be present (both Faculty and Graduate Chapter advisor(s)).
3. Student Code of Conduct Board

All questions and concerns must be expressed by the Chapter President to the Vice President of Enrollment Management & Student Affairs. If any questions regarding the Guidelines arise, they may be discussed between the members of the chapter and the Assistant Director. Final jurisdiction and decision-making authority rests in the hands of Vice President of Enrollment Management & Student Affairs and/or the Administrative Board of the Student Code of Conduct.

Students found guilty of hazing will be subject to penalties outlined by the Morris Brown College Student Conduct Code, as well as any sanctions outlined by the national organization.

Intake: Things to Remember

1. All required items as outlined in this policy must be submitted and approved **at least one week (7 days) prior to an interest/informational/rush meeting**. If it is not you put your chapter in jeopardy of rescheduling your interest meeting.
2. Each chapter must submit an Intake Plan (calendar of events), a Notice of Membership Intake Form, and a Fraternity & Sorority Affairs Hazing Compliance Form at the Chapter Planning Meeting with Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention. The Intake Plan must be approved at least one week (7 days) before any intake related activities commence.
3. The Notice of Membership Intake Form and Fraternity & Sorority Affairs Hazing Compliance Form must contain the original signature (**no faxes or scans will be accepted**) of the Chapter President and Advisor(s).
4. Submit the proposed date of the new member presentation at the Chapter Planning Meeting and bring a copy of the space reservation confirmation to proceed at the Progress Meeting. Please note a meeting with the Vice President of Enrollment Management & Student Affairs and/or Director of Campus Life & Student Retention is required at least **two weeks prior** to review the show as well as adhere to both the **Presentation of New Member**

Guidelines detailed below and those regarding Special Events as outlined in the Student Organization Handbook.

5. Communication is a crucial part of this process as well as to ensure compliance with this policy. Chapters will keep new members, the Office of Student Fraternity Affairs, and their respective national/regional staff informed of the process of intake and any potential problems. This includes changes with any events, weekly process updates, and any withdrawals.

Without the submission of the required paperwork intake will not be approved. In the event that the intake activities begin without the knowledge and signed approval the Office of Student Affairs, 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 Vice President of Enrollment Management & Student Affairs and/or the Administrative Board of the Student Code of Conduct Board.



Date Received: _____

Notice of Intention **not to hold** Membership Intake

The officers and members of _____ (chapter) of _____ (organization) does not intend to conduct membership intake during the Fall or Spring (Circle one) semester of _____ (year). We understand that should that decision change, we must notify the Office of Student Life in writing, with approval from the Chapter Advisor. We understand that if we engage in pre-pledging activities not a part of the inter/national process, it will be reported to the Vice President of Enrollment Management & Student Affairs, and/or Police and the inter/national organization.

President's Name Printed

President's Signature

President's Phone Number

Grad Chapter Advisor Name Printed

Grad Chapter Advisor Signature

Grad Chapter Advisor Phone Number

Faculty Advisor Name Printed

Faculty Advisor Signature

Faculty Advisor Phone Number



Notice of Membership Intake

The officers and members of _____ (chapter) of _____ (organization) are proud to announce the intake of new members for the Fall or Spring (Circle one) of _____ (year).

Interest Meeting(s) will be held on _____

MBC/Inter/national Organization GPA/Credit Hour Requirement for Membership is 3.0 _____

Selection will conclude on _____

Education of aspirants/intake process begins on _____

Aspirants will be initiated on _____

New Members will be presented on _____

Person in charge of the intake for the chapter will be: Graduate chapter President supervising intake for the Chapter will be:

Name

Name

Title in Chapter

Title in Chapter

Email

Email

Phone Number

Phone Number

Regional Director Contact Information:

National Organization Intake Contact:

Name

Name

Email

Email

Phone Number

Phone Number

Address

Address

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

Undergraduate President's Name Printed

Undergraduate President's Signature

Undergraduate President's Phone Number

Graduate President's Name Printed

Graduate President's Signature

Graduate President's Phone Number

Graduate Chapter Advisor Name Printed

Graduate Chapter Advisor Signature

Graduate Chapter Advisor Phone Number

Staff Advisor Name Printed

Staff Advisor Signature

Staff Advisor Phone Number

Office Use Only: Date/Time of Chapter Planning Meeting

Morris Brown College Hazing Policy Compliance Form for Organization

All Morris Brown College fraternities and sororities must file this form with the Office of Student Affairs to certify compliance with this policy. The preceding document remains in effect until the new one is filed. The document filed must always have the most current officers and advisor sign.

Georgia Anti-Hazing Law/The Max Gruver Act/§ 16-5-61. Hazing

O.C.G.A. §16-5-61 states that hazing means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of the student's willingness to participate in such activity.

Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the administration considers appropriate.

Morris Brown College Hazing Policy

HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Morris Brown College and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization. Consistent with state law, it is a violation of the hazing policy for any person to 1) knowingly permit or assist any person in committing hazing activities or 2) failing to promptly report hazing activities to the appropriate College official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING: Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

1. Paddling in any form
2. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.
3. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).
4. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
5. Scavenger hunts that require or result in theft; forced or coerced road trips, dangerous activities, and/or kidnapping.
6. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.
7. Personal servitude (doing chores or errands for the group(s) or individual members).
8. Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.
9. Degrading, humiliating or embarrassing games or activities.
10. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing.
11. Forced isolation from other members, friends, or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
12. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.



Official Interest Meeting Roster

Organization: _____ Date of Interest Meeting: _____

I understand this is an interest form and that I am not obligated in any way to the Fraternity and Sorority community at Morris Brown College in filling out this form, nor do they have any obligation to me.

If you believe you or someone you know has been a victim of hazing, contact the Vice President of Enrollment Management & Student Affairs at 404-458-6085 or send an email to hazing@morrisbrown.edu

Print Name	MBC ID #	Direct Phone #	Signature	Office Use Only
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This roster is due to The Office of Student Life the following business day after the Interest Meeting

Morris Brown College Office of Student Affairs Aspirant Anti-Hazing Compliance Form (Student)

Hazing in any form is strictly prohibited. Hazing is a broad term that encompasses a multitude of actions or activities. The term hazing refers to any actions or activities that may negatively affect the development of a person or an organization; which cause mental or physical harm; or which subject individuals to harassment, embarrassment, ridicule, or distress. Morris Brown College prohibits any form of hazing of its students, at any time, or at any location on or off campus, including fraternity/sorority houses, private residences, or public property. 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. The College will respond swiftly to investigate reports of hazing received from any source and will promptly determine whether to proceed with campus disciplinary action, to forward a report to law enforcement officials for prosecution as a criminal matter, or both. Morris Brown College students who voluntarily consent to hazing, as well as those who inflict it, are subject to such action. If you believe you or someone you know has been a victim of hazing, contact the Vice President of Enrollment Management & Student Affairs at 404-458-6085 or send an email to hazing@morrisbrown.edu.

Georgia Anti-Hazing Law/The Max Gruver Act/§ 16-5-61:

O.C.G.A. §16-5-61 states that hazing means to subject a student to an activity which endangers or is likely to endanger the physical health of a student, regardless of the student's willingness to participate in such activity.

Hazing means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature. Hazing at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of hazing, the student may be dismissed, expelled, suspended, or punished as the administration considers appropriate.

Morris Brown College Hazing Policy: HAZING is defined as any action taken or situation created, which produces mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include assault in any form, creation of excessive fatigue; physical and psychological shocks, wearing apparel which is conspicuous and not normally in good taste, nudity; situations or tasks that interfere with scholastic activities, and any other activities which are not consistent with the regulations and policies of Morris Brown College and otherwise isolate or create different standards for new members for the purpose of initiation or admission into or affiliation with a chartered or non-chartered student organization. Consistent with state law, it is a violation of the hazing policy for any person to 1) Knowingly permit or assist any person in committing hazing activities or 2) Failing to promptly report hazing activities to the appropriate college official. The implied or express consent of a person to participate in hazing does not constitute a defense to violations of the hazing policy.

EXAMPLES OF HAZING: Depending upon circumstances, the following activities have, at one time or another, been construed by the courts and/or institutions of higher education as hazing. Such activities are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Hazing, therefore, may be perpetuated by individual(s) against individual(s), individual(s) against the group, the group against individual(s) or group against group.

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4. Harassment or bullying, whether verbal, mental or physical of individual(s) or group(s).
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9. Degrading, humiliating or embarrassing games or activities.
10. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing.
11. Forced isolation from other members, friends, or the rest of the campus. This includes any prohibition on speaking or social interaction (including public marching or walking in lines or "on line.")
12. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that inflicts mental stress by not revealing the requirements or basic timetable for joining.

Student Anti-Hazing Agreement

We, the undersigned, certify the following:

1. We have read AND understand Morris Brown College Hazing Policy
2. We have read and understand the Georgia Hazing Law
3. We have read and understand our National Hazing Policy
4. We verify that all we have received a copy of this policy
5. We verify that all activities sponsored or required by our chapter, in whole or part, comply with this policy.
6. Failure of my organization to uphold this policy, in whole or part, will result in the referral of my organization and any individual members involved for discipline.
7. **Furthermore, if a hazing incident occurs, the president and new member educator/intake coordinator may be referred to the Student Life Office for supplying false information to a College Official (if they knew of the hazing occurring and did not take steps to stop it.)**
8. **If I suspect, see, or know hazing activities are occurring, it is my responsibility to report these activities to the appropriate office.**

By signing this statement, I agree that I have read and understand the Morris Brown College Hazing Policy. I agree to comply with this policy, local and state laws, the policies of my fraternal organization and the local and national governing council to which my organization belongs.

If you believe you or someone you know has been a victim of hazing, contact the Vice President of Enrollment Management & Student Affairs at 404-458-6085 or send an email to hazing@morrisbrown.edu

Organization: _____

Date of Interest Meeting: _____

Print Name	MBC ID #	Direct Phone #	Signature	Office Use Only
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This roster is due to The Office of Student Life the following business day after the Interest Meeting

**Morris Brown College
Verification of Aspirants Form
from Organization**

Organization & Chapter Name: _____

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). If any of the individuals listed below withdrawal from the organization at any point after this date, the chapter is responsible for notifying the Director of Campus Life & Student Retention and Vice President of Enrollment Management & Student Affairs by email with the person's name, email, and reason for withdrawal.

Aspirant's Name (Printed)	MBC Student ID #	Signature: Please review Signing Agreement before signing.	Cumulative GPA (OFFICE USE ONLY)
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