

Morgan State University Membership Intake Guidelines

The purpose of these guidelines is to provide an official document on membership intake for fraternities, sororities, social fellowships, and all other student organizations of Morgan State University. Organization advisors and prospective members will also receive the guidelines. To be recognized by the University, organizations using intake processes must adhere to these guidelines. The aim is to ensure the safety and well being of students applying for membership.

Qualifications for Membership in a Fraternity, Sorority or Social Fellowship

A prospective candidate must have a cumulative grade point average of 2.5, on a 4.0 scale, and 24 earned credits from Morgan State University to be eligible for membership intake.

Prospective candidates who are transfer students must have attended Morgan State University for at least one semester, and also have earned the required minimum of 24 credit hours, twelve (12) of which must have been earned at Morgan State University. The 2.5 cumulative grade point average shall apply also for a transfer student to be eligible for intake.

Membership Intake Policy

National Pan-Hellenic Council

Organizations who are members of the National Pan-Hellenic Council (NPHC) will conduct membership intake only in the Fall semester of each academic year. Any NPHC member organization wishing to admit new members must do so only during the period specified by the University. A time period of ten (10) weeks, beginning the second week in September and ending the second week in November, will be permitted to conduct any and all membership intake activity. This period includes interest meetings and concludes with final initiation ceremonies.

Guideline procedures must be followed if an organization is to be allowed to participate in membership intake for the Fall semester. Failure to follow the procedures will result in postponement of the organization's intake process until the Fall semester of the following year.

Council of Independent Organizations

Council of Independent Organizations (CIO) member organizations will conduct membership intake only in the Spring semester of each academic year. Any CIO member organization wishing to admit new members must do so only during the period specified by the University. A time period of ten (10) weeks, beginning the second week in February and ending the second week in April, will be permitted to conduct any and all membership intake activity. This period includes interest meetings and concludes with final initiation ceremonies.

Guideline procedures must be followed if an organization is to be allowed to participate in membership intake for the Spring semester. Failure to follow the procedures will

result in postponement of the organization's intake process until the Spring semester of the following year.

Meetings and Documentation

- I. The Assistant Coordinator of Student Activities will disseminate a Membership Intake Schedule to the advisors of organizations that conduct a membership intake process at the beginning of each semester, as appropriate for CIO or NPHC organizations.
- II. A Membership Intake Intent Form (attached) must be submitted by the organization to the Director of the McKeldin Center and Student Activities at least two weeks prior to beginning any membership intake activities, including interest meeting,.
- III. Organizations must assure that all interest meetings are on record with the University Events Office.
- IV. Before a student is considered for membership intake, the Director of the McKeldin Center and Student Activities must:
 - Certify his/her eligibility with the Office of Records and Registration.
 - Request the Chief Judicial Officer review University disciplinary records for any violations of the University's Code of Conduct.
- V. All organizations conducting membership intake must submit a "Potential Candidates for Initiation into a Campus Organization Form" to the Director of the McKeldin Center and Student Activities. This form lists the names of membership aspirants approved by your chapter for submission to your regional or national representatives. If the national or regional intake team conducts the intake process all related correspondence forwarded to any regional or local representatives must also be forwarded to the Director of the McKeldin Center and Student Activities. The Form must be submitted promptly after the interest meeting and prior to the start of the official process/education of candidates.
- VI. Prior to beginning the membership intake process, at least one chapter official, preferably the chapter president or intake chair, in addition to an advisor and the aspirants will meet with the staff of the Office of Student Activities and the Office of Student Judicial Affairs to discuss and sign the Statement of Policy on Hazing and the Code of Student Conduct. To schedule an appointment, call the Office of the Director of the McKeldin Center and Student Activities at 443-885-3120.
- VII. At this meeting, the chapter will submit/provide:
 - Any national or regional paperwork that needs to be signed by an University official
 - Statement of Policy on Hazing (signed by appropriate organization officers and each aspirant)
 - A calendar of events that should include a timetable of any intake activities with dates and times (i.e. start date of the aspirants' educational sessions/intake process and initiation date).

- VIII. Not more than one week after the conclusion of the membership intake process (after initiation), an updated “Membership Roster Addition/Deletion Form” must be submitted to the Director of the McKeldin Center and Student Activities.

Guiding Principles

The safety and welfare of the student/membership aspirant is of paramount concern to all involved in organizational intake activity.

All documents supplied to the Director of the McKeldin Center and Student Activities are kept confidential from students, student leaders and other student officers. They may be shared with University officials and staff personnel, as needed.

Once an organization receives from the Director of McKeldin Center and Student Activities approval of its membership intake schedule then the organization’s advisor must notify the Director of the McKeldin Center and Student Activities of any desired changes (dates and times). The notification of proposed changes should be by phone and in writing, no less than 2 business days prior to the event.

Any evidence of intake activities occurring outside of the approved membership intake time period will result in the prompt suspension of the organization intake process, and/or suspension or expulsion of individuals or organizations determined to be violators after an appropriate hearing by Student Judicial Affairs.

All organizations must adhere to the University’s “Code of Student Conduct” and any other applicable University guidelines and procedures.

Organizations must accurately and truthfully provide all information requested by the University.

Contact Information

Vice President, Student Affairs

Location: Truth Hall, 205 Number: 443-885-3527

Assistant Vice-President, Student Affairs

Location: Truth Hall, 205 Number: 443-885-3527

Director, McKeldin Center and Student Activities

Location: McKeldin Center, 307 Number: 443-885-3120

Assistant Coordinator, Student Activities

Location: McKeldin Center, 111 Number: 443-885-1821

If you have any questions or concerns related to the membership intake policy, or if you would like to report any incidents of hazing, please contact the Director of the McKeldin Center and Student Activities.

Policy on Hazing for Student Organizations

Hazing is a violation of State of Maryland law, Article 27, 5268. As such, it is punishable by fine and/or imprisonment consistent with the provisions of the statute.

At Morgan State University, it is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility and respect for human dignity and to provide positive influence and constructive development for members and aspiring members. "Hazing" is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in University life, either on or off campus.

The Division of Student Affairs of Morgan State University defines hazing as:

"Any activity undertaken or situation created by an individual, group of individuals or organization, in which individuals are voluntarily or involuntarily subjected to activities which have the potential to harass, intimidate, impart pain, humiliate, invite ridicule of, cause undue mental or physical fatigue or distress, or to cause mutilation, laceration, or bodily injury."

The following are forms of hazing:

1. Paddling
2. Requiring or forcing exercises and calisthenics
3. Road trips (involuntary excursions)
4. Requiring or forcing exposure to uncomfortable elements
5. Requiring or forcing activities which impair academic efforts
6. Verbal or physical harassment
7. Requiring or forcing the wearing of apparel which is not in good taste
8. Requiring or forcing nudity
9. Requiring or forcing consumption of any liquid or solid substance
10. Any activity which would degrade or otherwise compromise the dignity and free will of the individual
11. Any activity that would reflect poorly in the fraternity/sorority system
12. Any action that would place the individual in immediate danger
13. Any activity involving mental abuse
14. Any illegal activities
15. Any action which prevents the individual from performing activities necessary to maintain normal bodily functions
16. Any activity contrary to an individual's genuine morals
17. Any deception designed to convince the individual that he will not be initiated
18. Throwing harmful substances (oil, syrup, flour, etc.)
19. Any type of personal servitude which may be demeaning
20. Forcing aspiring members to do any physical work without help from the brotherhood or sisterhood
21. Any kind of mental or physical disciplinary action against an aspiring member

Certification and Eligibility of Advisors

Each organization is required to have an advisor who meets the following two qualifications:

- A. Full-time employee (faculty or staff) of Morgan State University
- B. Member of the national body of the respective organization

Persons serving as advisor cannot be an undergraduate student nor within five years of his/her graduation from any college or university.

Fraternalities, sororities, and social fellowships that are sponsored by a graduate chapter and have a graduate chapter advisor, must also have an on-campus advisor. If the graduate chapter advisor is a full-time employee of Morgan State University, then they are able to serve as the on-campus advisor as well.

Each advisor must attend an Advisor's Council meeting conducted at the beginning of each fall and spring semester.

Advisor Responsibilities and Expectations

- Responsible for the overall conduct and deportment of the student organization and attending and supervising all sponsored events;
- Attending all scheduled meetings and those activities sponsored by his/her respective organization;
- Serving as a role model;
- Coordinating and ensuring that all persons leave the contracted facility at the conclusion of an event;
- Ensuring an orderly transition of officers at the end of his/her term;
- Becoming knowledgeable of University policies and procedures that impact student organizations;
- Negotiating contractual agreements entered into by the student organization;
- Providing assistance in the areas of budget development, major expenditures and financial record keeping;
- Providing positive direction and confronting behavior by members, which is deemed to be detrimental to the individual and/or other members of the organization;
- Encouraging the development of effective communication and interpersonal skills.

Revised on 8/10/2005