

**Texas State University
MGC Fraternity and Sorority
Membership Recruitment/Intake Procedures**

MIP Intake Activities

Intake activity(s): Any formal meeting or event conducted for bringing in new members i. e. Interest meetings and/or rush.

- Step 1
 - A letter from the chapter advisor, regional, or national officer approving the chapter's status i.e., *Good standing*.
- Step 2
 - Complete *Request for Membership Intake Form*. This document must be signed by chapter president, graduate chapter advisor, and Associate Director of Student Involvement & Engagement - Fraternity and Sorority Life prior to any formal meetings taking place.
 - Any changes to intake dates must be re-submitted in writing via the chapter advisor. ***Only when university, national, regional, or local offices hold up process or natural disaster**
 - New membership presentation dates and venues are on a first come first served basis. The organization that confirms their date first has the authority on whether they want to share that date. An event registration form for the Fraternity and Sorority Life office will need to be completed and submitted with the Request for Membership Intake Form.

A confirmation e-mail will be sent to the requesting chapter approving or denying the process to move forward and the new membership presentation event.

- Step 3
 - Immediately following the conclusion (same night) of the formal meeting the original sign-in sheet must be submitted to the MGC advisor. Along with the following forms:
 - ❖ Signed Texas State Hazing Policy Form from prospective candidates.
 - ❖ Signed Verification of Grades Form from prospective candidates.
 - ❖ New Member Induction Forms completed and signed for each new member.

A grade and conduct verification email will be sent to the host chapter from the MGC Advisor within one business day of receiving the above forms.

- Step 4
 - Chapters do not proceed with processing National paperwork or collecting fees until the verification email is received from the MGC advisor.
- Step 5
 - Once the MGC advisor approves prospective candidates it is the responsibility of the chapter president or chapter advisor to send an e-mail validating which members have been voted on by the chapter to move forward with the rest of the Membership Intake Process.
 - If at any time during the process, a prospective candidate drops out or is released, an updated roster must be provided to the Fraternity and Sorority Life staff within one business day.

IF YOU FAIL TO ADHERE TO THE ABOVE GUIDELINES YOUR PROCESS COULD GO INTO CEASE AND DESISTS STATUS

Membership Intake Chairperson/Date _____

President/Date _____

Chapter Advisor/Date _____

MGC Advisor/Date _____

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The officers of _____ are elated to announce the intake of new members for the Fall/Spring (circle one) semester of _____.
(year)

Event Type	Date, Time, Location
Quad Days	
Recruitment Events	
Informational Meeting	
Interest Meeting	
Interviews	
Education of Candidates/Rituals Begin	
Initiation Date/Final Ceremony	
New member Presentation	

*If you do not know the exact date at this time, please list the possible week that the event may take place.

Person in charge of intake

Chapter Advisor

(NAME)

(NAME)

(TITLE IN CHAPTER)

(PHONE NUMBER)

(PHONE NUMBER)

(EMAIL)

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

President's Name (Printed)	President's Signature	President's Phone Number
Advisor Name (Printed)	Advisor Signature	Advisor Phone Number
SI&E Assoc. Director's Name (Printed)	SI&E Assoc. Director's Signature	SI&E Assoc. Director's Phone Number

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Verification of Prospective Candidates

Organization & Chapter Name _____

We hereby declare that on _____ (date submitted); the following individuals are prospective candidates for membership in our chapter.

Total # of Candidates Signature: Chapter President Signatures: Grad Chapter /On-Campus Advisor

Prospective Candidates Name	Signature*	TX State Id#	Semester GPA	Cumulative GPA	Conduct Y/N
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
*Department Use Only			Date Received:		

*By signing above, I waive my rights granted to me by the Family Educational Rights and Privacy Act of 1974 and permit Texas State University to release academic information about me for membership/statistical data purposes to appointed fraternity/sorority members, graduate/campus advisors, regional and national offices. I understand that this waiver will be in effect until I notify Texas State University that I no longer wish to allow such information to be released.

*Semester and cumulative grades will be verified for intake by the MGC advisor and Fraternity and Sorority Life Staff.

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MGC Fraternity & Sorority New Member Presentation Guidelines

Presentation of New Members

All organizations must adhere to the following guidelines when presenting new members to the campus community. Organizations who do not conclude intake with a formal presentation "show" have the option to introduce their members using another method within the same timeline presented in the following guidelines. The "method" can vary from chapter to chapter and must be approved by the Associate Director of Student Involvement & Engagement - Fraternity and Sorority Life and the MGC Advisor.

Presentation of new members must be presented within the timeframe set by the university, organizations national, regional and/or local offices. New members must be presented to the campus no later than the Sunday of the week before finals.

- I. Guidelines for those who present new members using a "show" (i.e., "new member presentation", "probate", "neophyte show", etc.) ***Death marches are considered illegal activity and will not be approved.**
 - 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 without consent.

Implementation:

Said chapter will meet with MGC advisor to submit necessary paperwork to conduct membership intake. If there is, a conflict in date said chapter president must communicate request to utilize the date in conflict and have the organization submit an email release of the date and time.

- B. All space utilized for new member shows must be confirmed by LBJ Student Center Conference Services **512.245.2264** (reservations for space inside LBJ Student Center), Office of the University Registrar **512.245.2367** (reservations for space on campus), or Educational Technology Center **512.245.2319** (reservation of Alkek or Centennial rooms)
- C. No explicit or revealing attire is to be worn by the new members or other "show" participants.
- D. No alcoholic beverages
- E. No physical abuse will be tolerated. This includes but is not limited to high-five to the head, 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.)
- F. In the event of a fight during the presentation, those fighting will be disciplined immediately. If a member of the presenting organization is involved, the presentation show will be stopped immediately.
***host chapter will supply the MGC advisor with an estimation of guests and said host chapter will have to supply ample security for the event.... (for events occurring on campus, contact University Policy Department for information on security 512.245.8336).**
- G. 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, lewd or derogatory comments, etc.
- H. The duration of the presentation show should be no longer than 2 hours after the registered start time. The show should not extend past 12:00AM. If two chapters choose to present together, the show should not exceed 3 hours.
- I. Following the show, members of the presenting organization must vacate the area, along with all guests. The presenting organization will be responsible for ensuring the site is left in its original state after use.
- J. No degrading comments/language toward other organizations/individuals or foul language will be tolerated in the show.
- K. No mentioning of or reference to hazing will be tolerated. This includes but is not limited to mentioning or referring to being: "paper", "skating", etc.
- L. The organization's Chapter Advisor (*or their designee*) MUST attend all New Membership Presentations.

Any violation of said standards above or identified violation by Texas State University Fraternity & Sorority Life representatives will be handled on a case-by-case basis.