



UNIVERSITY OF
NORTHERN COLORADO

Fraternity & Sorority Life

**Multicultural Greek Council
Intake Policy & Procedure**



Fraternity & Sorority Life

Privacy Statement

To protect the interests, privacy and confidentiality of the member chapters of the Multicultural Greek Council all documents submitted will be kept confidential, filed in a locked cabinet. No one other than the Program Coordinator for Fraternity & Sorority Life will have access to these forms unless there is cause for concern.

All membership intake forms will be stored for a minimum period of twenty four (24) months. Access to these documents will be denied to all parties except chapter advisors, representatives from the (inter)national headquarters, and University of Northern Colorado Conduct Officers. All other inquiries about these documents are to be referred to the chapter president and/or chapter advisors.

Information regarding all chapter grade averages (including members on the line) and size of organizations will be included in each semester's Fraternity & Sorority Life Grade Report.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Ingraham".

Rebecca Ingraham
Program Coordinator for Fraternity & Sorority Life
Office of Student Life



Fraternity & Sorority Life

Membership Intake Procedures

To ensure that all member chapters are following proper membership intake procedure all forms must be completed in a timely manner. Here is an outline of the due dates for documents related to membership intake.

1. Before **ANY** Membership Intake Activities can be planned:
 - Complete form on membership intake plan and return it to the Program Coordinator for Fraternity & Sorority Life. This form must cover all proposed Informational Nights and other recruitment based activities. If no membership intake is planned then the proposed start and end dates can be left blank. No MGC member will be allowed to host intake or recruitment events without completing this form. **Both the Membership Coordinator Agreement and Membership Intake Plan must be submitted to the Coordinator of Fraternity & Sorority Life at least 1 week prior to the first event.**

2. During pledging/ intake events:
 - Return the Candidates for Membership Form along with signed Anti-Hazing and Grade Release forms to the Program Coordinator for Fraternity & Sorority Life. All Anti-Hazing and Grade Release forms must be submitted within one week of the start date of the pledging/intake process. These forms will be kept confidential and filed in a locked cabinet. All potential members who want to be considered for membership must complete the Anti-Hazing and Grade Release form **BEFORE** the beginning of their membership intake process.

 - Any changes to membership candidacy (students on the line) must be communicated to the Program Coordinator for Fraternity & Sorority Life. The final date for changes for all membership rosters is the Friday before final exams.

Non-adherence to these policies can lead to suspension or loss of organizational privileges.



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Membership Intake Coordinator Agreement

I certify that I have read in full ALL of the materials accompanying this document, pertinent University policies and other relevant information from my (inter)national organization regarding policies and procedures surrounding membership intake.

I will educate my chapter of all the regulations of membership intake a will keep the Fraternity & Sorority Life Office and Office of Student Life informed on all membership intake activities of my chapter.

Semester _____ Date form was completed _____

Chapter President Signature _____ Print Name _____

Chapter Recruitment/Intake Coordinator Signature _____ Print Name _____

Chapter Advisor Signature _____ Print Name _____

Program Coordinator for Fraternity & Sorority Life Signature _____ Print Name _____



Fraternity & Sorority Life

Membership Intake Plan

Chapter Information

Semester _____
Fraternity / Sorority _____
Chapter President _____
Chapter Advisor _____

Membership Intake Plan

Planned Informational Nights

Date _____ Time _____ Location _____
Date _____ Time _____ Location _____
Date _____ Time _____ Location _____

Anticipated Planned Dates for formal Membership Intake

Start Date _____ End Date _____

Membership Intake Coordinator

The Chapter has selected a Membership Intake Coordinator who has read and fully understands the UNC, Fraternity & Sorority Life Office, and MGC policies regarding hazing and membership intake. The Membership Intake Coordinator will be responsible to ensure that the Fraternity & Sorority Life Office has received the necessary forms for membership intake.

Date Submitted: _____

Signature Chapter President: _____

Signature Chapter Membership Intake Coordinator: _____

Signature Chapter Advisor: _____



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Candidates for Membership

Organization: _____

Students wishing to participate in Membership Intake at the University of Northern Colorado must be a currently enrolled student and complete the Anti-Hazing and Grade Release form.

Return the Candidates for Membership Form along with all signed Anti-Hazing and Grade Release forms to the Program Coordinator for Fraternity & Sorority Life within one week of the start date of the pledging/intake process. These forms will be kept confidential and filed in a locked cabinet. Any changes to membership candidacy (students on the line) must be communicated to the Program Coordinator for Fraternity & Sorority Life. The final date each semester for changes to all membership rosters is the Friday before final exams.

Candidates for Membership

Name	Bear #



Fraternity & Sorority Life

Anti-Hazing Agreement

The University of Northern Colorado prohibits recognized fraternities, sororities, athletic teams, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations, from hazing members, prospective members, or other persons seeking to obtain benefits for services from any of those organizations.

Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this rule. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests, and the University during initiation activities.

Violation of this regulation shall subject a group or individual to the full range of disciplinary sanctions pursuant to University disciplinary processes and/or debarment from use of University facilities. The Interfraternity Council, Panhellenic Council, Multicultural Greek Council, and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulation procedures with respect to complaints of violations of this regulation brought against their members. Such processes shall be in addition to University disciplinary processes.

A recognized National/International fraternity or sorority must also comply and adhere to all North-American Interfraternity Conference and National Panhellenic Conference resolutions on hazing. In addition, all prospective and initiated members must comply and adhere to regulations from their respective national/international organization, the Interfraternity Council, Panhellenic Council, and the Multicultural Greek Council. Each fraternity and sorority must submit their national/international organization's hazing policy to the Fraternity & Sorority Life Office.

I agree to abide by the University of Northern Colorado's policy on Hazing as presented in this document and as state in the Student Rights and Responsibilities Handbook.

Print Name: _____ Bear #: _____

Signature: _____ Date: _____

Fraternity/Sorority Name: _____



Fraternity & Sorority Life

Fraternity & Sorority Grade Point Average Release

I, _____ (full legal name), agree to release my individual cumulative and semester grade point average (GPA) to the Office of Student Life throughout my tenure as an undergraduate student. I understand that my individual grade point average will only be used for statistical purposes of compiling and reporting chapter averages. I agree that my cumulative and semester GPA can be released to my chapter scholarship chair and/or president and that this information can be shared with my inter/national organization. I understand it is my responsibility to be informed of how this release affects my standing in my chapter.

Full Legal Name (print legibly): _____ **Bear Number:** _____

Birthdate: _____ **Month & Year Membership Began:** _____

Signature: _____ **Date:** _____