



2026 – 2027 Membership Intake Guidelines

National Pan-Hellenic Council (NPHC) Organizations

Acknowledgment: *These guidelines have been adapted from the Fraternity and Sorority Life Membership Intake Guidelines of the University of North Carolina at Charlotte and Southern Illinois University Edwardsville.*

University Expectations

All membership intake activities must comply with Missouri State University policies, the organization's national policies, and all applicable federal, state, and local laws. Chapters are responsible for communicating any changes to approved schedules in advance.

Purpose

The purpose of these guidelines is to provide chapters affiliated with the National Pan-Hellenic Council (NPHC), Multicultural Greek Council (MGC), chapter advisors, and prospective members with a clear understanding of Missouri State University's expectations for membership intake. The Office of Student Engagement and Fraternity & Sorority Life partners with each chapter to ensure membership intake is conducted safely, responsibly, and in accordance with university policies and organizational standards.

Meeting and Documentation:

Prior to Membership Intake, the chapter president and chapter member responsible for membership intake will meet with the Assistant Director of Fraternity and Sorority Life or designee. It is recommended that you consult your alumni advisor prior to this meeting to ensure you have all the proper documentation in place. At this meeting, a review of the following documents will take place:

- A. Any national or regional paperwork that needs to be signed by the Office of Student Engagement and/or the Assistant Director of Fraternity and Sorority Life, or their designee.
- B. Notice of Membership Intake- This should include the letter from the national organization to conduct membership intake.
- C. Calendar of events- This should include a timeline of any intake activities with dates, times, and locations. Activities must be approved **one week before** they commence. The activities to include on the calendar, if applicable:
 - a. Selection/Voting Meeting(s)
 - b. Cluster date(s)
 - c. Initiation date (if applicable)
 - d. New Member Presentation Date, Location, and Time



Notice of Membership Intake

The officers and members of _____ are proud to announce the membership intake of new candidate(s) for the ☐ Fall ☐ Spring (check one) of _____ (year).

Interest meeting(s) will be / were held on _____

Selection/Voting will conclude on _____

Cluster Date(s) are as follows _____

Candidates will be initiated on (if applicable) _____

New Member Presentations will be held on _____

The person in charge of intake for the chapter is:

The chapter advisor supervising intake is:

Name

Name

Title in Chapter

Title in Chapter

Missouri State Email

Email Address

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

Chapter President's Printed Name

Chapter President's Signature

Chapter President's MSU Email Address

Members Responsible for
Membership Intake Printed Name

Members Responsible for
Membership Intake Signature

Chapter Advisor's Printed Name

Chapter Advisor's Signature

Chapter Advisor's Email Address



Verification of Candidate(s) Form

All chapters conducting membership intake must submit a verification form with all the candidate(s) information. The form must be submitted prior to the start of the official membership intake process. These forms list the individuals approved by your chapter, alumni advisor, regional representatives, and/or national representatives as candidate(s) for membership. In cases where the national membership intake team conducts the intake process, all correspondence forwarded to any regional or local representatives should also be forwarded to the Assistant Director of Fraternity and Sorority Life or their designee.

In addition to the completed form, chapters must have each candidate attend a hazing prevention session with the Assistant Director of Fraternity and Sorority Life or their designee prior to initiation.

Candidate Full Legal Name

Candidate M - Number

Chapter President's Signature



All documents supplied to the Office of Student Engagement are kept confidential from students, student workers, student leaders (including respective governing council officers). They may be shared, at times, with university officials and regional/national staff as needed. In the event any dates and times need to be changed on the intake calendar of events, the chapter president or chapter member responsible for intake must **notify the Assistant Director of Fraternity and Sorority Life (in writing) no less than 2 business days prior to the new event time.**

Statement on Hazing

Throughout the membership intake process, chapters are expected to uphold the highest standards of conduct and professionalism. Hazing, as well as the use of alcohol or illegal drugs during any membership intake activity, is strictly prohibited. All activities must support students' academic success, comply with university policies and facility regulations, and reflect the values and expectations of both Missouri State University and the organization's national headquarters. Members are expected to treat all aspirants with dignity and respect while maintaining the confidentiality of membership information until its official release by the chapter and organization.

Step By Step Process for Membership Intake

(This packet must be submitted prior to the start of the membership intake)

- ✓ Set up a meeting with the Assistant Director of Fraternity and Sorority Life to gain approval for membership intake and to review the form process.
- ✓ Submit any organization specific forms that need to be signed by the Office of Student Engagement or Fraternity and Sorority Life
- ✓ Submit a calendar of events that includes activities related to membership intake
 - Events must be approved at least one week before any intake related activities commence
- ✓ Submit the Notice of Membership Intake
- ✓ Submit the Verification of Candidate(s) Form

Please review **Article VI -4.6 in the Code of Student Rights and Responsibilities Failure to Comply**. Failure to comply with directives of university officials or law enforcement officers acting in performance of their duties (including, without limitation, failure to comply with a no-contact directive) and/or failure to identify oneself to these persons when requested to do so. If the chapter is found to be in violation of the Code of Student Rights and Responsibilities, consequences will be administered at the discretion of the Office of Student Conduct in partnership with the organization's headquarters and the Fraternity & Sorority Life Staff.