



UNC  
**GREENSBORO**

Division of Student Affairs  
**Fraternity & Sorority Life**

# **Expansion Procedure**

Updated September 2018

## **Introduction:**

At UNC Greensboro, Fraternity & Sorority Life operate as registered student organizations, sponsored by Campus Activities and Programs. UNC Greensboro is responsible for the fraternity and sorority life system, including the use of a managed growth philosophy. Campus Activities and Programs considers the following strategic points as a guide to expansion:

- The fraternal experience must be one which benefits individual students, organizations and groups, and the University community.
- Expansion of the fraternal community should benefit the student population and increase overall numbers of students who benefit from a fraternal experience.
- The University should look to support current organizations and their members before bringing on additional organizations

**College Panhellenic Council:** The National Panhellenic Conference has a set of “Unanimous Agreements” used to invite a new sorority, known as extension. Upon considering extension, the College Panhellenic Council convenes a committee that examines the community, utilizing data from chapters and recent recruitments, to ultimately determine, by chapter vote, if it is appropriate for the community to open for extension. If the decision is made to extend, UNCG will invite the 22 Panhellenic sororities not presently on campus via the National Panhellenic Conference bulletin. Sororities may apply, and the committee will determine which organizations to invite to campus to make a presentation for selection to join the campus community. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

**InterFraternity Council:** The Office of Campus Activities & Programs, in conjunction with the IFC Executive Board, determines if conditions are ideal for expanding the IFC fraternity community. Upon deciding such, UNCG will invite North American Interfraternity Council fraternities to apply, and after reviewing applications, a committee will determine which organizations to invite to campus to make a presentation for ultimate selection to join our campus community. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

**Multicultural Greek Council:** Because of the culturally-based nature of these groups, the catalyst for examining expansion must come from the student body. Interest may be expressed by a group of students with interest either in a specific fraternity or sorority or a fraternal organization related to their culture. Campus Activities & Programs, in conjunction with MGC’s member organizations, will determine if conditions are ideal for expanding the council. If accepted, a fraternity or sorority may seek recognition as an interest group. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

**National Pan-Hellenic Council:** Currently, Iota Phi Theta Fraternity, Inc. is the only one of nine NPHC organizations that does not currently have a relationship with UNCG. Adding them to campus would need to be the result of a student-driven desire for their presence. Decisions regarding the registration and recognition of student organizations remain with the University; the prospective organizations must be approved by Campus Activities and Programs.

The requirements remain for all councils that member organizations be national organizations affiliated with a national governing council. For CPC, IFC, and NPHC, the pool of potential targets for expansion is coterminous with their respective national councils. Potential MGC candidates are likely to come from the National Association of Latino Fraternal Organizations, National American Greek Council, National APIA Panhellenic Association, National Multicultural Greek Council, and the United Council of Christian Fraternities and Sororities.

## **I. Establishment Phase**

### **A. Requests Generated by Students**

Students that are seeking to form their own fraternity or sorority chapter are encouraged to contact the national office for which they prefer. Students are required to contact either the Associate Director or Assistant Director for Fraternity and Sorority Life during this process. Our staff will support students throughout this process. The initial phase of making contact does not require a specific number of students involved in the process but once the interested group of students begins to petition as a recognized student association, there is a requirement of five enrolled students. The pace of the expansion process is driven by the number of interested students, so it is essential to have as many as possible.

Extension of a National Panhellenic Conference chapter is a different process. This process is initiated by the College Panhellenic Council utilizing a National Panhellenic Conference assessment researching the viability of a new chapter. With guidance from campus professionals, students (not advisors or national organizations) discuss, debate, and ultimately vote.

### **B. Requests Generated by Alumni**

Alumni of either UNCG or another university should reach out to their inter/national office regarding the foundation of a chapter at UNCG. It is essential to have alumni involved with the process of founding and supporting fraternity and sorority chapters so it is encouraged to contact the Office of Campus Activities and Programs. The Office of Campus Activities and Programs will consult with the inter/national office to determine whether it is an optimal time for the national organization to found a new chapter at UNCG.

### **C. Requests Made by Inter/national Offices**

Inter/national organizations seeking expansion at UNCG are encouraged to contact the Associate Director for Fraternity and Sorority Life. This communication can be in the form of a phone call, email, or letter. Once this communication occurs, the Associate Director or their designee will apprise the organization of the status of expansion at that time, and if appropriate, begin the process of making contact with campus stakeholders regarding the interest. The formal request to expand will be conducted with an expansion petition and packet that will be submitted to the Office of Campus Activities and Programs for review. An informal and exploratory campus visit should occur prior to this submission where the organization's staff can gain a better perspective of the fraternity and sorority life community. The inter/national office should contact

the Associate Director for Fraternity and Sorority Life to schedule and coordinate the visit.

## **II. University Expansion Committee**

### **A. Composition of Committee**

The UNCG Fraternity and Sorority Life Expansion Committee will be comprised of the Director of Campus Activities and Programs, Associate Director for CAP/Fraternity and Sorority Life, and the Assistant Director for Fraternity and Sorority Life. Recommended actions may include but are not limited to inviting other campus stakeholders including:

1. Council presidents
2. Chapter presidents
3. Other UNCG staff members
4. Alumni
5. Advisors

The committee will review all materials provided and also attend a presentation made by the interested inter/national organization. This committee will then make final recommendations to determine if a new chapter at UNCG would benefit the community. The final decision rests with Campus Activities and Programs, at the delegation of the Vice Chancellor for Student Affairs.

## **III. Campus Visit**

### **A. Expectations**

The inter/national expansion team will come to campus for a one (1) day visit to meet campus stakeholders, to provide more information regarding the intent to expand to UNCG, and to address the viability of the organization at UNCG. The expansion team will meet with the council with which they affiliate. There will also be an on-campus presentation to chapter presidents, council officers, advisors, and community members. The presentation will be 60 minutes in length, with an additional 30 minutes for questions. The applicant group will make the presentation, and will involve the expansion team, volunteers, and members of the interested group (if available). The presentation should focus on the following areas:

1. Community service/philanthropy
2. Accountability of members
3. New member and membership education
4. National reporting requirements
5. Risk management policies
6. Expectations of colony/associate chapter and then fully recognized chapter
7. National educational/leadership programming
8. National requirements for chartering/colonization
9. Financial support from headquarters
10. National standards of conduct
11. A demonstrated commitment to working with UNCG Division of Student Affairs in the commitment of creating an impactful co-curricular experience.

12. Overall general support from the inter/national organization
13. Overall general support from the local, regional, and national alumni(ae) volunteers.
14. Organizational “brand”, values, vision, mission.
15. Detailed information on current chapter configuration inter/nationally, and specifically in the mid-Atlantic and Southern areas, including:
  - A. Details of all chapters currently expanding, colonizing, or re-colonizing for the past five years: location, size, status, support
  - B. Details of all chapters which have closed in the past five years, including location and detailed reasons for closure.
  - C. Any current legal suits brought against the national organization within the last three (3) years.

The Office of Campus Activities and Programs will provide the following information in advance of the expansion teams visit to campus:

1. University enrollment statistics
2. Fraternity and Sorority life community membership statistics
3. Chapter and council academic rankings
4. Community-wide report card
5. Fraternity and Sorority Life Task Force Recommendations and Progress report
6. Student Code of Conduct
7. Division of Student Affairs Strategic Plan (if available)
8. Governing council constitution/bylaws

#### **IV. Decision Process and Timeline**

Within seven (7) business days of the final expansion team presentation, the Expansion Committee will meet and determine whether the organization is permitted to establish a colony/ associate chapter at UNCG. This information will be communicated in the form of a letter which will be sent to the Executive Director of the inter/national organization.

If the organization is not selected, a follow-up conference call can be scheduled with the Associate Director of CAP/Fraternity and Sorority Life to provide rationale for the decision. The possibility of returning in the future will also be discussed.

If the organization is selected, a meeting must be scheduled with the expansion team, volunteers/alumni (if available), and members of the interest group (if available) to discuss the timeline for becoming a recognized fraternity or sorority at UNCG. At this time, the expansion agreement must be signed by the members of the inter/national organization.

#### **V. Recognition Timeline**

The newly recognized colony/associate chapter will have no more than two (2) years to establish themselves as a fully recognized chapter of the inter/national organization. If the group is unable to reach the requirements set forth by the inter/national organization within that time, the colony/associate chapter will lose its recognition as a registered student organization. An exemption to this process can occur only on a case-by-case

basis where the inter/national organization and volunteers submit a formal letter requesting an extension and ways the group will reach its stated goal.

**NOTE:** Social-Greek Letter Organizations or those who serve as fraternal organizations are not permitted to exist at UNCG unless they are a registered student organization and within a governing council.

### **Fraternity And Sorority Required Documentation**

All groups seeking recognition as a social fraternity or sorority at UNCG are required to provide the following materials:

1. Documentation of a 501(c)(7) tax status by the internal revenue service. This is commonly known as your “tax exempt form”. The letter providing your national organization with exempt status is sufficient.
2. Contact information for any alumni residing in the immediate area. This should include: full name, email address, year and school of graduation, and telephone number.
3. At least one (1) alumni/volunteer advisor must reside or work within 35 miles of campus. The local advisor must serve as a primary contact and have all contact information provided by the chapter to the University.
4. Letter of commitment from a person or group of individuals willing to serve as chapter advisor (s). One letter from a full time faculty or staff member at UNCG and one letter from an off campus individual who will serve as your chapter advisor.
5. Documentation of support from (inter) national office for the person(s) serving as chapter advisor(s).
6. List of undergraduate collegiate chapters nationwide including total membership size for each chapter. This can be printed from your (inter) national web site, or part of promotional materials from the headquarters.
7. National risk management policies related to alcohol, drugs, and hazing, and a signed statement from officers and advisors regarding local commitment to meet all national policy requirements for alcohol, drugs, and hazing.
8. Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation. This must be a full syllabus of curriculum, goals, activities, duration, and details. A one-page outline will not suffice.
9. Information about leadership development programs provided at the local, state, regional, and/or national level(s), including the commitment of which events the local group will attend.
10. List of other institutions where the organization expanded within the past 3 years and permission to contact those campus to inquire about the experience. Office of Fraternity and Sorority Life will contact advisors and campus staff at the institutions.
11. Plan of action and timeline for the expansion. Include: support for the organization by the headquarters and alumni; identification of length of time headquarters staff and alumni will be present; functions to be performed by

national, regional, and/or state staff in support of the process; and the level of support and planned for ongoing consultation and supervision for the colony/chapter. This plan of action should include a detailed five year plan that includes chartering and the timeline for continued support with recruitment and retention.

12. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or any other responsibilities incurred by the organization in the event that the expansion is not successful
13. A copy of the (inter) national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of and criteria for a social fraternity or sorority.
14. Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations. This must include officer job descriptions, advisor job descriptions, constitution and bylaws information, operating procedures and policies, and any other materials guiding the operation of the organization, excluding ritual initiation.
15. Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that are currently registered.
16. UNCG requires all social fraternities and sororities to have membership in one of the four governing councils (CPC, IFC, MGC, NPHC). Identify the governing council to which you wish to belong, and describe the reasons why the organization will be a good fit in the selected governing council.

### **Information Regarding Interest Groups**

If an interest group currently exists at the time of the request submitted, additional information should be provided about the group:

1. Membership roster
2. FSL New Member Academic Waivers completed and meeting the UNCG requirements for the membership.
3. Alumni Involvement
4. Projected financial responsibility
5. Letter of intent outlining the aims/goals of the interested group
  - a. This letter must also provide information regarding the desire to start a new fraternity or sorority rather than joining a current chapter
6. Campus involvement of the members within other student organizations