

University of Southern Indiana
Office of Student Development Programs
Procedures and Requirements for the Expansion
of Social Fraternities and Sororities

A. INTRODUCTION & PURPOSE

1. In order to allow for an environment in which all fraternities and sororities at the University of Southern Indiana can thrive and grow and one in which students can affiliate with a group that best fits their needs; the following policy regarding the establishment of social fraternities and sororities has been established.
2. The University understands and recognizes the right of students to freely affiliate with organizations of their choice, however, the University also understands the importance of a strong, unified, stable Fraternity & Sorority Life community.
3. Per the *University of Southern Indiana's Student Rights and Responsibilities C.1.2*: "... In order to be a recognized fraternity or sorority at USI, the organization must be affiliated with a national Greek organization and have received approval for inclusion in the fraternal system from one of the Greek governing boards."
 - i. In the event that the (inter)national organization does not currently have a respective governing council on campus, then the Office of Student Development Programs will serve this capacity.
4. The purpose of this policy is to ensure that the expansion of fraternities and sororities occurs in a manner which includes a carefully developed plan that aligns with the educational mission of the University of Southern Indiana and provides the maximum opportunity for a successful colonization.

B. PROCEDURE FOR EXPANSION

1. Expansion/Extension for (inter)national fraternities or sororities can occur in three ways:
 - i. Through a formal expansion/extension approved by a governing council (i.e. Interfraternity Council, Panhellenic Council) and/or the Office of Student Development Programs
 - ii. Through receiving a formal petition from the (inter)national organization for recognition to the Office of Student Development Programs which shall be reviewed and forwarded to the respective governing council
 - iii. Through receiving a petition from an interest group of students to a respective council and the Office of Student Development Programs
2. Upon approval by appropriate stakeholders as outlined in Section C, D or E, the organization shall begin their recruitment/intake process following the guidelines as stated in Section F.
3. All organization establishing at the University of Southern Indiana must adhere to all university policies and expectations. In order to charter, the organization must meet the requirements for chartering as outlined in Section G.

C. PROCEDURE FOR EXPANSION BY COUNCIL

1. The council determines the need for expansion by reviewing recruitment statistics and community needs.
2. The council gains approval from the voting membership of the respective council and the University for Expansion.
3. The council shall form an expansion committee
 - i. The committee shall be appointed by the voting membership of the respective council. It shall consist of, but not be limited to the following:

- a. The council President
 - b. The council Vice President responsible for Recruitment/Intake
 - c. A minimum of three undergraduate chapter representatives
 - d. A minimum of two alumni chapter representatives
 - e. A designated staff member from the Office of Student Development Programs
 - ii. It is recommended, but not required, that the committee include alumni from chapters of the respective council, additional university administration, and a representative from each peer governing council.
 - iii. If the expansion committee is active during change in administration of the respective council, the past council president and past vice president of recruitment shall remain on the committee as active members. The newly elected officers shall serve on the committee as ex-officio members.
4. The expansion committee develops a timeline and process the council will follow for expansion. This process should follow all policies and guidelines from their respective association (i.e. National Panhellenic Conference) to guide their work. The following is a general guide to follow:
 - i. The committee requests information from (inter)national organizations. This information should mirror the information required within the procedure for expansion by petition or by an interest group, plus additional information that is needed
 - ii. The committee reviews submitted materials.
 - iii. The committee invites the organization to give a formal presentation.
 - iv. The committee presents a recommendation to the council to invite a group to colonize.
 - v. The council votes to approve the recommendation
 5. If the council's vote for approval fails, feedback on their concerns shall be presented to the committee who will reevaluate their recommendation. The committee will create a second recommendation which will be the final recommendation and final decision of the council as to which group shall be invited.
 6. All formal invitations to expand to the University of Southern Indiana shall receive final approval by the Office of Student Development Programs.

D. PROCEDURE FOR EXPANSION BY PETITION

1. Prior to initiating contact with potential new student members, any (inter)national organization seeking to expand to the University of Southern Indiana must petition the Office of Student Development Programs which will forward the petition to the respective governing council once all materials have been received, reviewed, and approved.
2. The petition should include the following
 - i. A brief letter of intent from a representative of the (inter)national organization explaining how the organization upholds and furthers the values of the University of Southern Indiana's community. This letter should also outline the goals (short term and long term) of the colonization.
 - ii. A copy of the organizations national constitution/bylaws
 - iii. A copy of the following (inter)national policies
 - a. Risk Management policy and programs
 - b. Hazing policy and prevention programs
 - c. Scholarship policies and programs
 - d. Recruitment/Membership Education/Intake policies and procedures
 - iv. A report of the financial obligation of the members, including but not limited to dues, insurance costs, initiation fees, active member fees, and installation fees
 - v. An outline of leadership development and officer training programs
 - vi. A copy of (inter)national standards and procedures for chartering a chapter, which must include the following specific information

- a. Minimal expectations of colony for existence and chartering
 - b. Expectations of the colony
 - c. Anticipated timeline for the colonization
 - vii. Alumni Information.
 - a. Total number of alumni in good standing currently residing in the tri-state area.
 - b. A letter from each alumni/ae in the area who will be serving on an alumni advisory board stating their commitment to the group.
 - c. Detailed information about alumni/ae, volunteer and advisor training
 - viii. An outline of support the (inter)national organization plans to provide the colony on a local, regional, and/or national level
3. Upon Student Development Programs the review and approval of the petition, the (inter)national organization (or their designee) will schedule a meeting with the Program Advisor for Fraternity/Sorority Life and a representative of the governing council. This meeting will be used to clarify information within the petition and develop a timeline and process the (inter)national organization will follow for expansion.
 4. The (inter)national organization will make a formal presentation for the general body of the council open to chapter president, chapter advisor, chapter senior and junior delegates and up to three additional representatives. Post the presentation, the group will be given an opportunity to provide feedback for consideration of the organization's invitation to expand.
 5. The university reserves the right to waive any of the required petition materials and/or processes listed above for any reason.
 6. All formal invitations to expand to the University of Southern Indiana shall receive final approval by the Office of Student Development Programs

E. PROCEDURE FOR EXPANSION BY AN INTEREST GROUP

1. Prior to initiating contact with any (inter)national organization, the interest group shall contact the Office of Student Development Programs who will provide assistance in navigating the procedure for expansion by the respective governing council.
2. The interest group, with assistance from the Program Advisor of Fraternity/Sorority Life, shall formally contact the (inter)national organization to inquire about expanding to the University of Southern Indiana. If an (inter)national organization is interested, working with the interest group, an expansion petition as listed in Section D.2 shall be submitted for review.
3. Upon Student Development Programs review and approval of the documents within the petition, the (inter)national organization (or their designee) will schedule a meeting with the Program Advisor for Fraternity/Sorority Life and a representative of the governing council. This meeting will be used to clarify information and develop a timeline and process the (inter)national organization will follow for expansion.
4. The university reserves the right to waive any of the required petition materials and/or processes listed above for any reason.
5. All formal invitations to expand to the University of Southern Indiana shall receive final approval by the Office of Student Development Programs

F. GUIDELINES FOR RECRUITMENT/INTAKE

1. Upon the approval of an organization expansion to the University of Southern Indiana, the colony is responsible for adhering to all requirements of student organizations as well as the Policies and Guidelines for Fraternity & Sorority Life.
2. The following guidelines have been established for holding informational/recruitment events
 - iv. The organization must contact Special Events' Student Scheduler to reserve locations on campus to hold interest meetings following normal procedures for student organizations.

- v. Any flyers or advertisements for the organization should be approved through the Student Scheduler and the Program Advisor for Fraternity/Sorority Life.
 - vi. The organization must collect names, university identification numbers, and signatures (written or electronic) for all interested students using the Potential New Member Grade Release form from the Office of Student Development Programs.
 - vii. The organization must have the Office of Student Development Programs verify all grades prior to extending a bid/invitation for membership to any student. The names of potential new members will only be shared with approved/certified representatives of the organizations.
 - viii. All students must meet the university, appropriate governing board, and national organizations' academic standard for membership.
3. It is the responsibility of chapter leadership, upon a potential member's acceptance of a bid/invitation for membership to submit to the Office of Student Development Programs a signed Greek Grade Release and Non-Hazing Agreement Statement Card prior to participation in any new member education or within three (3) business days, whichever comes first.

G. UNIVERSITY EXPECTATIONS AND CHARTERING REQUIREMENTS

1. It is the responsibility of the newly formed group once four or more members have been selected for membership to complete the New Student Organization Registration Form from the Office of Student Development Programs.
2. The newly formed group will have 90 days to complete the following
 - i. Local constitution and bylaws
 - ii. Advisor agreement form
 - iii. Submit a list of organization officers
3. The University of Southern Indiana requires all social fraternities and sororities to have membership in a Greek governing body (i.e. Interfraternity Council, Panhellenic Council) as well as regular interaction and participation with other Fraternal organizations on campus.
 - i. Upon establishment of the interest group, that group will be given associate membership status within their appropriate governing body.
 - ii. Once the interest group receives charter status from the (inter)national organization, the group will then receive regular membership status within the council.
 - iii. If the interest group's respective council does not currently exist on campus (ie. NPHC, Multicultural Greek Council), then the group shall be given membership in the most appropriate council in existence until a second group of that respective council is established. At that time a new council will be created to govern the chapters.
4. It is also expected that a representative from the Inter/National organization will be actively involved with the colonization and chartering of the chapter. The following guidelines for chapter visits have been established. The Inter/National organization will supply the following:
 - ix. one person or a team of people from the Inter/National organization to work with the group
 - x. The "team" may include, but is not limited to national headquarters staff, leadership consultants, regional/district representatives, and certified graduate chapter members.
 - xi. A minimum of five visits from a member of the above mentioned team during the colonization process. (If the colonization process takes longer than 1 year, a minimum of 5 visits per year.)
 - xii. A minimum of 3 visits per year from the above mentioned team during the first year after chartering.
 - xiii. A minimum of 1 visit per semester by the above mentioned team every year thereafter.
5. It is expected that there will be local alumni and advisors to work with the group

6. All members and the chapter must meet the academic standards set by the University and the appropriate governing council.
7. The chapter must file appropriate paperwork with the Office of Student Development Programs each semester in order to be included in the Greek membership and academic reports. These documents include the *Non-Hazing/Grade Release* form, the *Chapter Officer Roster*, the *Student Organization Renewal* form and any other paperwork deemed necessary by the office.
8. If a chapter is established as a city-wide chapter, there must be representation by University of Southern Indiana students on the executive board. The University will only recognize USI students as being members of the organization.
9. The chapter officers will be expected to have regular meetings to discuss the groups progress with the Office of Student Development Programs and the Program Advisor for Fraternity/Sorority Life
10. The chapter will have proof of insurance and will supply the Office of Student Development with a copy of their policy.
11. The chapter will follow all university policies and procedures.
12. The chapter will understand and support the University of Southern Indiana Greek Relationship Statement.
13. It is the expectation of the colony, that before they apply for a charter from their (inter)national organization, the following University Chartering Requirements must be met:
 - i. While taking into consideration the (inter)national organization's timeline for chartering the organization, chapter academic expectations for chartering will be established prior to the start of the colonization. It is the expectation that chapter's semester academic performance is equivalent to or greater than that of the academic requirements of members to join said organization.
 - ii. The colony's total membership at the time of chartering required will be determined by the Office of Student Development Programs taking into consideration the requirements of the (inter)national organization as well as the average chapter size of similar chapter's membership (for example, NPC chapters will be compared to other NPC chapters and NPHC, NALFO, and other minority Greek organizations will be compared to others of the same type). This number will be determined at time of colonization.
 - iii. The colony must show proof of membership retention within the chapter.
 - iv. The colony must be actively involved with their respective governing council and have a regular representative present at all meetings.
 - v. The colony members must contribute to the life of the campus through involvement in activities outside of fraternity and sorority life. Each member must be active in one other club or organization on campus.
 - vi. The colony must give back to the community through service and philanthropy projects. The colony must plan and execute one service project or one philanthropy project each semester during their colony status.
 - vii. The colony must be financial stable. Financial stability is defined as all members up to date with payments, a working chapter treasury, and no outstanding chapter debts.
 - viii. The colony must show proof of strong chapter management and self-governance.
7. The university reserves the right to waive any of the above requirements. When the chapter is ready to apply for their charter, documentation of the above requirements must be submitted to the Office of Student Development Programs. Upon achieving the University Chartering Requirements, the Office of Student Development Programs will submit a letter of support to be submitted to the (inter)national organization.
8. The university reserves the right to revoke university recognition of the organization if the chapter is chartered by the (inter)national organization before receiving approval from the university.