

Fraternity & Sorority Life
Dean of Students Office, Division of Student Affairs
Illinois State University

I. NAME

This document shall be called the Fraternity and Sorority Life Expansion and Extension Procedure.

II. PURPOSE

The purpose of this document is to provide guidelines, procedures, and support for an effective expansion and extension process that strengthens the fraternity and sorority community. This will ensure expansion of fraternities and sororities occurs in a carefully developed manner conducive to the educational mission of Illinois State University and provide specific guidance and support for new fraternities and sororities. This provides maximum opportunity for successful colonization and a meaningful and rewarding experience for the students within the fraternal community.

III. DATE OF EFFECTIVENESS

This procedure shall be effective upon the approval of Fraternity and Sorority Life and reported to the Dean of Students Office. All organizations going through the process of expansion prior to this documents approval shall continue to expand based on the past procedures.

IV. PROCEDURE

All (Inter)national men's and women's fraternal organizations seeking to colonize/expand to the Illinois State University campus shall be required to follow the procedures set forth. All fraternities, sororities, interest groups and colonies must be recognized by Fraternity and Sorority Life and one of the four governing councils (IFC, NPHC, CPC, and MGC). Fraternity and Sorority Life will only grant recognition to (Inter) National fraternities or sororities. However, an interest group, local, regional, or start-up fraternity or sorority may be considered as long as the group is actively working towards affiliating with a (inter)national organization and agrees to follow these procedures.

V. FREEDOM OF ASSOCIATION AND AGREEMENTS

The Dean of Students, Fraternity and Sorority Life, and Illinois State University understand student's right to freely associate with organizations as protected by the Constitution of the United States. This allows the formation of fraternities and sororities for the purpose of affiliating with a (inter)national fraternity or sorority. The criteria for the formation of fraternities and sororities are laid out in this document. No organization shall be considered or granted the right to form as a fraternity or sorority if the following is in place:

- A. If agreements are already in place between expanding (inter)national fraternities or sororities and Illinois State University.
 - 1. This can be overturned if all required documents are submitted in accordance with Fraternity and Sorority Life Expansion and Extension Procedures, 3/4 vote of the governing council in favor of the organization occurs, and written permission among all (inter)national fraternities or sororities that an organization would be getting in front of is submitted to Fraternity and Sorority Life. For more information contact Fraternity and Sorority Life.

- B. The council for which the organization wishes to associate is currently undergoing expansion the academic year for which they are petitioning.
 - 1. This can be overturned if all required documents are submitted in accordance with Fraternity and Sorority Life Expansion and Extension Procedures, 3/4 vote of the governing council in favor of the organization occurs, and written permission among all (inter)national fraternities or sororities that an organization would be getting in front of is submitted to Fraternity and Sorority Life. For more information contact Fraternity and Sorority Life.
- C. The organizations for which students wish to affiliate are currently dismissed or suspended from campus.

VI. TITLE IX

"Title IX" prohibits discrimination on the basis of sex in educational institutions. A special exemption is granted through the Education Act of 1972 that allows fraternities and sororities to form as single sex entities. For clarification regarding these federal regulations, consult Fraternity and Sorority Life.

VII. PROCEDURES FOR EXPANSION

Expansion/extension for (Inter)national fraternities or sororities can occur in the following ways:

- A. Through a formal expansion/extension approved by IFC, NPHC, MGC, CPC, and/or Fraternity and Sorority Life, or
- B. Through receiving a formal petition for recognition by an interest group to a respective governing council and Fraternity and Sorority Life, or
- C. Through reviewing a formal petition for recognition to respective governing council and Fraternity and Sorority Life by a group coming off of a disciplinary loss of University recognition.

VIII. PROCEDURES FOR EXPANSION/EXTENSION COMMITTEE

- A. Purpose: An Expansion/Extension Committee will be formed by a governing council to deal with all matters pertaining to the expansion/extension of the respective council. All action in the areas of expansion/extension must be approved and sanctioned by this committee or appropriate governing council.
- B. Membership:
 - 1. An Expansion/Extension Committee is appointed by the general membership of each respective governing council. It shall include, but not be limited to: the Council President, the chapter presidents from each chapter within the respective council or designee, at least one representative from each other governing council, and a designated advisor from Fraternity and Sorority Life.
 - 2. The Coordinator for Fraternity and Sorority Life or designee shall serve as an ex-officio member of each committee.
 - 3. This committee shall be charged with submitting recommendations to the respective governing council in support of opening a council-driven expansion, acceptance/denial of a petitioning organization, and acceptance/denial of a petitioning interest group.

IX. PROCEDURES FOR PETITIONING AS A STUDENT

- A. The student wishing to start a new fraternity or sorority on campus contacts Fraternity and Sorority Life.
 - 1. Students are asked to contact Fraternity and Sorority Life prior to contacting organizations so that they can better understand expansion procedures and the work this can entail.
- B. Fraternity and Sorority Life assists students with contacting the (inter)national organization about the possibility of expansion and explains the expansion procedures.
- C. The (inter)national organization submits all required materials to Fraternity and Sorority Life.
- D. An expansion/extension committee is formed per this document to review the information.
- E. A presentation is made to the appropriate council general body. Each chapter president, chapter advisor and faculty/staff advisor will receive an invitation to attend the presentation. Chapters will be encouraged to send up to three (3) representatives not including the president and advisors to the presentation.
- F. The expansion/extension committee recommends to expand or not to expand to the governing council.
- G. The governing council votes to expand/extend to organization.
- H. If approved the organization will receive a letter from the president of the council and Fraternity and Sorority Life stating when the organization may officially expand/extend to campus.

X. PROCEDURES FOR PETITIONING AS AN ORGANIZATION

Fraternities and sororities seeking to expand to Illinois State University must petition Fraternity and Sorority Life and the governing council in which they seek to affiliate as outlined below:

- A. Prior to initiating contact with potential new student members, the fraternity or sorority must gain approval from the IFC, NPHC, MGC or CPC executive council and Fraternity and Sorority Life for expansion/extension.
- B. The organization submits information requested in this document to Fraternity and Sorority Life.
- C. The organization schedules a meeting with the Coordinator of Fraternity and Sorority Life and the IFC, NPHC, MGC, or CPC executive committee or designee.
- D. The organization makes a presentation to the council general body. Each chapter president, chapter advisor and faculty/staff advisor will receive an invitation to attend the presentation. Chapters will be encouraged to send up to three (3) representatives not including the president and advisors to the presentation.
- E. The expansion/extension committee recommends to expand or not to expand to the governing council.
- F. The governing council votes to expand/extend to organization.
- G. If approved the organization will send a letter to Fraternity and Sorority Life stating the council approves the expansion/affiliation of the organization to their council.
- H. The Dean of Students Office in conjunction with the Fraternity and Sorority Life Unit will review the organizations material and grant final approval or denial for offering expansion to campus.

XI. PROCEDURES FOR COUNCIL INITATED EXPANSION

Procedures for formal expansion/extension by the IFC, NPHC, MGC or CPC Executive Committee:

- A. Determine the need for expansion.
- B. Gain approval from the general membership of the respective council and the University for expansion/extension.
- C. Determine number of organizations to be involved in the expansion/extension effort based on needs and resources. Consideration may be given to fraternities or sororities who previously had a chapter on Illinois State University campus.
- D. Form an expansion/extension committee as deemed appropriate.
- E. Follow procedures for Section X of this document.

XII. PROCEDURES FOR RETURNING ORGANIZATIONS

Organizations which have lost recognition on campus must adhere to this document in addition to the following before being considered for return to Illinois State University as a recognized fraternity or sorority:

- A. If removed from campus through campus disciplinary action then a letter showing that all sanctions have been completed and a plan of action submitted to prevent the same actions from occurring must be submitted to Fraternity and Sorority Life. The time designated for removal must have also been completed. The organization must also gain a favorable recommendation from the Dean of Students prior to petition moving forward through the above procedures.
- B. If the organization was removed by the (inter)national fraternity or sorority then a letter of support for return must be submitted by that organization's leadership.

XIII. CITY WIDE CHAPTERS

Illinois State University is no longer accepting for expansion "city-wide" chapters of fraternities and sororities. A City-wide organization is defined as an organization that extends membership into a fraternity or sorority beyond registered students at Illinois State University.

XIV. UNDERGROUND ORGANIZATIONS

- A. Any recognized fraternity or sorority who holds events, functions, or takes place in any action that can be perceived as organizational with a non-recognized fraternity or sorority shall be subject to the student conduct process. This procedure excludes recognized student organizations that are not a fraternity or sorority but will include any fraternities or sororities who have not gained recognition by Fraternity and Sorority Life but are operating in which they can be perceived as fraternities and sororities.
- B. Any organization operating in an unrecognized manner shall be considered an underground organization and runs the risk of not being considered for expansion until the group ceases to exist and all members of the underground group have left the University.

XV. MATERIALS FOR PETITION OR COLONIZATION

- A. Provide a current, written request expressing the desire to establish a group at Illinois State University, accompanied by documentation and supporting materials by the inter/national organization. The Expansion/Extension Committee reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided.

Also, the committee reserves the right to waive any of the following aspects of the documentation for any reason.

- B. Provide the following materials to the Expansion/Extension Committee, for review and possible invitation to make a presentation. Unless otherwise noted, all of the following must also be included in the expansion presentations:
1. A brief explanation detailing how the organization upholds and furthers the values of the Illinois State University Fraternity and Sorority Community: academic & scholarship, brotherhood/sisterhood, service & philanthropy, and leadership.
 2. Alumni Information:
 - i. Total number of alumni in Bloomington/ Normal, IL area (100 mile radius).
 - ii. Explained interest and support of the Bloomington/Normal alumni in establishing a chapter.
 - iii. A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity.
 - iv. Nearest alumni club/organization/graduate chapter.
 - v. Verified documentation that 3 alumni are willing and able to serve on the alumni advisory board.
 3. A copy of the fraternity constitution/bylaws, both national and local. ^*
 4. A copy of the following inter/national policies: ^
 - i. Hazing procedure and prevention program
 - ii. Risk Management Procedure and program
 - iii. Sexual Assault procedure and program
 - iv. Alcohol and Substance Abuse procedure and program
 - v. Scholarship policies and program
 - vi. Financial obligation of members including but not limited to dues, insurance costs, initiation fees, active member fees, and installation fees.
 - vii. Membership Education/Intake procedure and program
 - viii. Recruitment/Rush procedure and program
 - ix. Organization non-discrimination procedure
 - x. Leadership Development and Officer Transition programs
 5. A description of the policies, procedures, and plans for housing (including temporary and permanent plans within the next five years). ^
 6. A copy of the inter/national magazine/publication. ^*
 7. Colonization/establishment procedures and standards for chartering a chapter, including the following specific information:
 - i. Minimal expectations of colony for existence and chartering.
 - ii. Expectations of the colony at Illinois State University for chartering.
 - iii. Anticipated timeline for Illinois State University colony.
 8. Involvement and membership details with NPHC, NPC, NMGC, NIC, NAPA or NALFO.
 9. Statistical information on inter/national strength:
 - i. Total number of chapters nationwide and distribution area.
 - ii. Total number of chapters and colonies in Illinois and Midwest regions, specifically listing each.
 - iii. Total number of colonizations during the past five (5) years, including location, number chartered, number failed and reasons behind closures. Include the number of members started and the size of the chapter today where applicable.
 - iv. Total number of initiated members.

- v. Total number of colonization's anticipated this year and location, including timeline for colonization and chartering for each.
 - vi. The number of chapters lost during the last three (3) years, including location, when, why and number of years the chapter was functioning.
 - vii. The number of active chapters not recognized by a college or university.
 - viii. Average size of chapters on campuses similar to Illinois State University.
10. Information on inter/national support and assistance:
- i. Number of traveling consultants, description of program, and commitment of time for Illinois State University group. ^
 - ii. Advisor program, specific to Illinois State University group.
 - iii. Description of inter/national staff assistance to colonies and established chapters (i.e., while a colony, after chartering, etc.).
 - iv. Description of conventions, leadership schools, or programs available to colony members.
11. A summary of the organizational structure of the fraternity at the chapter and inter/national levels.
12. Local purposes and goals, including a description of how these goals were formulated:
- i. Short term goals (while still a colony/new group).
 - ii. Goals for within two years of chartering.
 - iii. Long term goals, within five to ten years.
13. If a group is returning to campus or from a disciplinary action, describe the following:
- i. Reasons why the chapter left campus, and when.
 - ii. How the group plans to avoid this from happening again.
 - iii. How the group has cleared up any debts or circumstances still left incomplete from when previously on campus. ^

^ If applicable

* Denotes that the above is not necessary to include in the expansion presentations but is still required as part of the expansion materials to be submitted for consideration.

XVI. COLONIZATION PROCEDURES

- A. The inter/national organization must consult with the Expansion/Extension Committee and Coordinator of Fraternity and Sorority Life regarding all colonization plans and procedures.
- B. The Expansion/Extension Committee and the Coordinator of Fraternity and Sorority Life will specify any guidelines to the (inter)national organization for beginning and completing colonization.
- C. The Expansion/Extension Committee and the Coordinator of Fraternity and Sorority Life will help provide any necessary service and information to the (inter)national organization regarding colonization, University, Fraternity and Sorority Life and council guidelines, policies, procedures, and rules.

XVII. COLONY & NEW CHAPTER REQUIREMENTS

If necessary, the Expansion/Extension Committee, governing council or the University can waive any of the following requirements:

- A. The colony is responsible for adhering to all requirements as outlined for Registered Student Organizations according to the Dean of Students.
- B. Representatives of the colony must attend all governing council meetings and are encouraged to participate in all fraternity and sorority community activities.
- C. The colony shall maintain an active Advisory Committee, consisting of at least four alumni or volunteers, with one being designated as the chapter advisor and a faculty advisor. The Advisory Committee shall be trained by the (inter)national fraternity. The chapter advisor needs to attend all meetings as scheduled for advisors by Fraternity and Sorority Life, the respective governing council, or the University.
- D. During the colony period, the colony should develop programming in the following areas, with copies provided to the Coordinator for Fraternity and Sorority Life:
 - 1. Fraternity/Sorority Education
 - 2. Recruitment/Membership Intake
 - 3. Scholarship
 - 4. Officer Training and Transition
 - 5. Financial Responsibilities
 - 6. Alumni Relations
 - 7. Social Programming (to include substance abuse and risk management education)
 - 8. Community Service
 - 9. Sexual Assault and Harassment
 - 10. New Member Education and Hazing
 - 11. Local council involvement
 - 12. Human Dignity
 - 13. Other activities as outlined by the organization and the University
- E. The colony shall have an (inter)national or regional representative visit at least once each semester for as long as the colony exists. This representative shall meet with the Coordinator for Fraternity and Sorority Life each semester.
- F. The officers of the colony shall be responsible for keeping all records current and complete each semester.
- G. The colony must file with Fraternity and Sorority Life a current certificate of insurance verifying liability and social host insurance coverage at the required amount.
- H. Failure to meet any of the above requirements within one year of colonization shall result in a review by the Expansion/Extension Committee, council Executive Officers, and the Coordinator for Fraternity and Sorority Life to determine status of recognition.

XVIII. AMENDMENTS

This set of procedures may be amended by Fraternity and Sorority Life and/or the Dean of Students Office as necessary.

Implemented:

Revised: