



Stetson University Fraternity & Sorority Expansion Policies & Procedures

Introduction

Stetson University recognizes the social, academic and developmental benefits of fraternity and sorority membership. Student Development and Campus Vibrancy, in consultation with the Stetson fraternity and sorority governing councils, supports regulated expansion through a policy that is fair and reasonable. These policies and procedures serve as a guide to the expansion process and ensure that the addition of new or returning fraternities and sororities occurs in a manner which can provide for maximum success.

For the purposes of expansion, a “inter/national” fraternity or sorority is defined to be one that: has a headquarters or office space and staff; has non-profit status with the IRS; is a member of one of the seven national “umbrella” agencies: North-American Interfraternity Conference (NIC), National Asian Pacific Islander American Panhellenic Association (NAPA), National Association of Latino Fraternal Organizations (NALFO), United Council of Christian Fraternities and Sororities (UCCFS), National Multicultural Greek Council (NMGC), National Pan-Hellenic Council (NPHC), or National Panhellenic Conference (NPC); has a National Executive Board and governance documents; and, has proof of insurance.

Any national fraternity, sorority or interest group wishing to establish a chapter at Stetson University should file a letter of intent with Student Development and Campus Vibrancy. The Assistant Director of Fraternity and Sorority Involvement shall notify the Fraternity/Sorority Expansion Committee upon receipt of the letter. No expansion initiatives will begin during winter or summer breaks and all expansion processes will occur during the fall and spring semesters. If we are not currently open for expansion within a specific council. We will file away their information and notify the organizations interested. Priority will be given to national chapters in the following order; those who have been previously represented at the University, those who have filed letters of interest in colonization at Stetson within the last three years, then those who have filed letters within the last six months or less. All new organization membership must be limited to Stetson University students with all chapter operations being run by Stetson University students.

Criteria for Expansion Consideration

- Interest as shown through the number of prospective members.
- Campus trends for fraternities and sororities in each respective council.
- Number of new fraternity and sorority chapters on campus.
- University enrollment trends.
- Institutional Resources.

Stetson Panhellenic Council Extension

When a number of female students are unable to affiliate with the existing chapters on campus, the Stetson Panhellenic Council may wish to raise chapter total or add another NPC organization. The Stetson Panhellenic Council should consult with the NPC Area Advisor and the NPC Extension Committee Chairman regarding its options. If, in accordance with the recommendations of the NPC Area Advisor and the NPC Extension Committee, extension is chosen, the Stetson Panhellenic Council will follow all NPC extension guidelines including consulting University administrators, appointing an Panhellenic Extension Committee and appropriate notification of all NPC member organization. The Stetson Panhellenic Council will follow the process for Extension as outlined in the National Panhellenic Conference's *Manual of Information*.

Expansion Procedures for All Other Organizations

Non-Panhellenic organizations have a specific timeline and framework outlined by Stetson University in congruence with other inter/national organizations expansion policies.

Step 1: Expansion Documentation

To become a member of the Stetson Greek Community, an organization must be a part of the expansion process as outlined within this document. Each organization must submit a letter of intent. All letters of intent submitted by interest groups must be accompanied by a letter of support from a national fraternity or sorority. **Letters of intent shall include:**

- **History of the organization**
 - A description of the organization's values and founding principles.
 - An outline of the current administrative structure (local and national level).
 - A copy of the national organization's constitution, by-laws and other rules and policies.
 - Acknowledgement of any previous relationship with Stetson University.
- **Information on inter/national strength**
 - The total number of chapters worldwide and their respective locations.
 - Please highlight the chapters that are located within a sixty (60) mile radius of the Stetson University, DeLand campus and specifically mention those that would be designated to assist in the colonization/chartering process.
 - The total number of colonization attempts anticipated in the next calendar year, including a timeline for founding each colony.
 - The total number and location of colonization attempts during the past five (5) years that were successfully chartered and those that were not chartered. Please include the reasons why a process failed.
 - The number of chapters closed and/or suspended during the last three (3) years, including where, when and why.
 - The average size of chapters preferably of small private liberal arts institutions (2,000-3500)
 - The total number of collegiate undergraduate members worldwide.
 - The current average size of chapters and costs to both new members and active members.
 - The percentage of new members initiated/inducted worldwide on an annual basis.

- **Ongoing support**
 - The number of traveling consultants and description of the organization's consultant program including any information about the opportunity for having a live on consultant.
 - The nearest regional, provincial or district support person (paid or volunteer).
 - A listing of academic and leadership scholarships offered by the national organizations.
 - A copy of the policies and procedures for disciplining colonies/chapters.
 - Information on additional resources for programming, leadership and scholarship provided by the national organization.
- **Membership and Education**
 - An overview of the member education program including goals and objectives, length of program, and the expected supervision of the program.
 - An overview of leadership development and officer transition programs.
 - An overview of materials covering the national convention, leadership school, and regional meetings, as well as the expectations for the members' participation in such events.
 - A sample of literature and publications of the national organization.
- **Alumni Information**
 - The total number of living alumni in the South East area (Florida, Georgia, Alabama).
 - An outline of training programs for faculty advisors, chapter advisors, alumni boards and other volunteers assisting the chapter.
 - Information on the nearest active alumni club/association or graduate chapter.
- **Additional Policies**
 - Anti-hazing policy or statement.
 - Risk management policy.
 - Policy and/or statement on alcohol and substance abuse, health education and sexual assault/relationship violence.
- **Summary of Colonization Plan**
 - A summary of the financial assistance the national office and the alumni are prepared to provide the colony/chapter.
 - An outline of the national support for the new colony, in terms on on-site supervision both during the colonization process and after the first year and beyond.
 - A listing of the scholarship and programming requirements expected of the colony.
 - A listing of the social issues programs and philanthropy and community service programs expected of the colony.
 - An outline of membership qualifications, intake/new member program policies and techniques.
 - An outline of the colony recruitment programs and policies.

All items listed in the previous bullets, plus any additional information, should be sent via email to rmanning@stetson.edu or post office to:

Assistant Director of Fraternity and Sorority Involvement
Stetson University, Unit 8416
421 N. Woodland Blvd.
DeLand, FL 32723

Step 2: Packet Review

After the expansion packets have been submitted, the Assistant Director of Fraternity & Sorority Involvement will review it for completeness and accuracy, and when it has been determined that the packet is complete, a date and time will be scheduled for the petitioning organization to come to campus and present their organization to the appropriate council and the Greek Life Expansion Committee.

Step 3: Presentation Information

Presentations will last for no longer than sixty (60) minutes and should include the following information:

- A brief history of the national organization.
- Goals and objectives of the organization.
- Any unique programs that offer something currently not available in Greek life at Stetson University.
- Recruitment and retention plan for Stetson University.

Following the presentation, a brief question and answer session shall take place. After all presentations have taken place, the Expansion Committee will discuss petitioning organizations and vote.

Step 4: Discussion and Approval

A petitioning organization must be approved by a two-thirds (2/3) vote the Expansion Committee. The Director of Student Development and Campus Vibrancy reserves the right to further limit and/or regulate expansion if necessary. Before extended an invitation to colonize, the Expansion Committee will request a letter of endorsement from the umbrella organization to which the organization belongs to. Said letter should outline the umbrella organization's support for the organization to colonize on the Stetson University campus. Once an organization is approved, they will work with the Assistant Director of Fraternity and Sorority Involvement to determine an appropriate semester for colonization activities.

Fraternity/Sorority Expansion Committee

- Assistant Director of Fraternity and Sorority Involvement (Chair)
- Director of Student Development and Campus Vibrancy (ex-officio)
- Graduate Intern for Fraternity and Sorority Involvement
- President of the Interfraternity Council
- President of the Panhellenic Council
- President of Sigma Gamma Rho Sorority, Inc.
- Assistant Director of Student Governance and Organizations

The letters of intent and expansion materials outlined in this packet will be reviewed by the Expansion Committee. If the materials submitted are deemed sufficient, the committee will offer an invitation for the organization to make a formal on campus presentation. The committee will make one of the following decisions based on the materials submitted and the organization's presentation:

- The organization will not be accepted for expansion at this time and is welcome to petition for expansion in the future.
 - If the committee chooses not to accept the organization for expansion, they must provide documentation stating specific reasons for declining colonization.
- The Expansion Committee is requesting additional information to aid them in making a final decision.
- The organization is extended an invitation to colonize.

In the event that more than one expansion application is being reviewed, at the same time, and accepted for expansion, the organization must work with the Assistant Director of Fraternity and Sorority Involvement to establish an appropriate timeframe for expansion.

Pre-Colonization Requirements

Additional criteria may be established in the case of organizations seeking re-colonization on campus. Failure to abide by any of these criteria may result in the premature conclusion of the colonization process. Any organization or student that chooses not to follow these expansion policies may risk losing any opportunity of expanding at Stetson University in the future.

Stetson University Student Organization Requirements

All new fraternities and sororities must meet the following qualifications:

- Have a mission that compliments Stetson University's goals and values
- Your organization and its mission should be unique and should differ from other active and registered student organizations
- Have at least three currently enrolled Stetson University student members
- A faculty or staff advisor (must be a full-time employee of Stetson University)
- A constitution for the proposed organization.

Statement on Interest Groups and Colonies:

If a national organization is eligible and approved* to begin the expansion process it may form an official interest group or colony in order to recruit members to assist in its establishment on campus. This interest group will be able to attend council meetings** and have limited participation in certain council and Greek events as approved. The interest group may not engage in any activities restricted to recognized fraternities/sororities, and if the group presents itself as a fully recognized Greek organization at any time, it may affect its eligibility for expansion to the campus.

*** No previous judicial incidents or restrictions from policy breaches**

**** Voting privileges for associate members are designated by each council**