



## **FRATERNITY AND SORORITY LIFE EXPANSION FOR NEW OR RETURNING ORGANIZATIONS**

### **PURPOSE**

The University of Memphis (U of M) recognizes that a strong fraternity and sorority community is a constructive element of campus life. In overseeing the process of an orderly expansion, there must be substantial evidence for the proposed organization to contribute positively to the campus fraternity/sorority community; show potential for recruiting, growth and success; and conduct itself in a manner consistent with state laws, University policies, Council, and Fraternity and Sorority Life guidelines and expectations.

### **DEFINITION OF TERMS**

1. Provisional chapter: a group of U of M students who have been organized in collaboration with an inter/national fraternity or sorority to be established as one of its undergraduate chapters
2. Charter: Documentation that an individual chapter is recognized and operates according to the inter/national organization.
3. Fraternity/Sorority: a group of U of M students organized for social, professional, academic, or extracurricular activities. These groups engage in membership selection, conduct ceremonies or rituals that are closed to non-members, and offer lifetime affiliation to their membership.
4. Fraternity and Sorority Life (FSL): An administrative office within the Department of Student Leadership and Involvement that supports all recognized fraternities, sororities, and the governing councils.
5. Inter/National Fraternity or Sorority: an organization associated with the NAPA, NPC, NIC, NMGC, NPHC, or NALFO – or an organization that can show proof of ten consecutive years of business operations and has undergraduate chapters at ten or more colleges/universities.
6. Recognized Fraternity/Sorority: a fraternity or sorority which conducts its affairs according to the policies of the University and Fraternity and Sorority Life. This chapter has been officially recognized as a U of M registered student organization by Student Leadership and Involvement.

## **POLICIES**

1. Fraternities and sororities recognized by the University are expected to comply with all institutional policies and procedures.
2. Only degree seeking, undergraduate students enrolled at the University may affiliate with recognized fraternities and sororities.
3. Per the Student Organization Handbook, newly recognized student organizations must have at least ten (10) undergraduate members. Following the first year, all recognized student organizations, including fraternities and sororities must have at least four (4) full-time, active undergraduate members (initiates/new members) on the roster at all times.
4. Organizations must be chartered no later than two years after the original approval date. Extensions may be granted for unique circumstances and require a mutually agreed-upon action plan to include target dates.
5. A provisional chapter will remain on a probationary status for the first two years until the chartering process is completed. During the probationary period, the University has the right to remove recognition if deemed necessary. Organizational performance, sustainability, membership size, alumni/advisor support, and overall contribution to the campus community. etc., could result in loss of recognition

## **REGISTRATION CRITERIA**

Fraternities/sororities wishing to become a newly recognized student organization at the U of M and a member of the Greek governing councils must meet the following criteria:

1. The organization must have policies and procedures congruent with the University and Fraternity and Sorority Life including but not limited to:
  - a. Member Code of Conduct
  - b. Member Accountability/Standards Procedures
  - c. Alcohol and Drug Policy
2. To become a student organization, the organization must follow all University policies and Student Leadership and Involvement procedures and guidelines.
3. General Liability Insurance: The policy must name the University of Memphis as an additional insured, and the certificate must state that the coverage is primary over other collectible insurance. The organization must show proof of General Liability insurance in the following minimum amounts:
  - a. Each Occurrence: 1M
  - b. Personal & ADV Injury: 1M
  - c. General Aggregate: 2M

## **APPLICATION DEADLINES**

1. March 1 – application deadline for organizations requesting to begin in the fall semester.
2. September 1 – application deadline for organizations wishing to begin in the spring semester.

Application to include all qualification materials and should be addressed to the director of Student Leadership and Involvement.

## **APPLICATION PROCEDURES**

1. Organizations wishing to establish a recognized chapter must complete the application by addressing the specific items outlined in this document.
2. Upon receipt of an application, the director of Student Leadership and Involvement, designee, or the Review Committee will conduct an initial review. The organizing contacts may be asked to provide additional documentation to support the request for recognition.
3. Once the application has been reviewed, a recommendation will be made, and the director of Student Leadership and Involvement or designee will decide to move forward with the process or end considerations. Notification of the decision will be communicated to the organizing contacts.
4. Official start dates will coincide with the beginning of either the fall or spring semester.

## **APPLICATION AND QUALIFICATION SPECIFICS**

Each of the following must be documented within the application.

1. Declaration of Intent: Submit a written letter from the inter/national President or Executive Director requesting to form an undergraduate chapter at the U of M.
2. List three (3) expansions that have successfully completed the chartering process within the past five (5) years.
3. The following information should be included:
  - a. Institution Name
  - b. Contact Name
  - c. Email Address
4. Constitution and by-laws of the inter/national organization
5. General Liability Insurance Policy Information

6. Organization Contact Information to include the following:

- a. Inter/national Fraternity or Sorority Headquarters mailing address
- b. Headquarters phone number
- c. Headquarters email
- d. Indicate the category of registration (Interfraternity Council, National Pan-Hellenic Council, or Panhellenic Council)
- e. Provisional Chapter Primary Point of Contact
- f. Provide the name, email, and phone number of the organizing individuals (headquarters staff, regional volunteer, and/or alumni/ae member) who will coordinate the new/returning organization as the official representative of the project.

Chapter Advisory Board. Provide the names, emails, and phone numbers of three alumni/ae who will serve on the chapter advisory board.

7. Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.).
8. Outline the requirements and timeline that must be met before the provisional chapter will be chartered, as well as the resources provided by the inter/national organization to aid the provisional chapter in meeting such requirements.

9. Interest Group Roster (if applicable)

- a. Student Last Name, First Name
- b. Student ID
- c. University Email

10. Provide copies of the following organization policies, procedures, and programs:

- a. Academic Policy (GPA and programming requirements)
- b. Financial Policies (dues, new member fees, initiation fees, chapter budget)
- c. Leadership Development Program
- d. Inter/National Intake Process
- e. Officer Training Program
- f. Recruitment/Intake Program and Schedule
- g. Member Code of Conduct and Accountability Procedures
- h. Risk Management Policies and Procedures to include Alcohol/Illegal Drugs/Sexual Assault/Hazing
- i. Health and safety education, member resources, and support provided by the inter/national organization