

Lehigh University

Office of Fraternity & Sorority Affairs

Expansion/Extension Policies

All fraternity or sorority expansion/extension at Lehigh University must first be approved through the System-Wide Assessment Committee (SWAC) which convenes on a yearly basis. SWAC is composed of: the Dean of Students (Co-Chair), the Associate Dean of Students for Campus Living (Co-Chair), the Director of Fraternity and Sorority Affairs, the Director of Residential Services, the Greek Alumni Council President, the Interfraternity Council President, the Multicultural Greek Council President, and the Panhellenic Council President.

Once an organization has been granted the approval to begin the process of expansion at Lehigh University, they will be instructed to follow one of the three council-specific expansion procedures: Interfraternity Council (IFC) Expansion Procedure, Multicultural Greek Council (MGC) Procedure, or Panhellenic Council Procedure. These procedures are council specific and are designed to fit the needs of the organization wishing to expand at Lehigh University. Approved organizations will be assigned a Greek Life Coordinator from the Office of Fraternity and Sorority Affairs (OFSA) who will guide the organization through the expansion procedure.

The OFSA has a “no local organization” expansion policy. Any organization wishing to expand to Lehigh University must have an established Inter/National Headquarters; an active minimum \$1,000,000 liability insurance policy for non-residential organizations or a \$5,000,000 liability insurance policy for residential organizations; and working governing documents, among other requirements as outlined in the council specific procedure. If an organization is not affiliated with an umbrella organization, such as the National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), North-American Inter-Fraternity Conference (NIC), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), or the National Asian Pacific American Panhellenic Association (NAPA), that organization must show reasoning as to why they are not affiliated and show evidence of a working inter/national organization.

For organizations wishing to expand to Lehigh University which would be affiliated with a city-wide charter or graduate chapter, please refer to the Lehigh University Office of Fraternity and Sorority Affairs City-Wide Chapter Relationship Statement in the Appendix.

Interfraternity Council Expansion Procedure

All social fraternities seeking to colonize and/or reactivate to Lehigh will be required to follow the standards and practices set forth in this policy.

Section 1: Lehigh University reserves the right, to accept, approve, or reject any social fraternity seeking recognition and/or colonization at Lehigh University. This model for controlled expansion respects the NIC open expansion directive stating that, “The North-American Interfraternity Conference, states its support for open, unrestricted expansion for all college and university fraternity systems, and charges Interfraternity Councils and member fraternities to move toward such a program”, while maintaining campus based authority over the process to ensure success for all parties involved.

Section 2: The University Committee on Greek Expansion will be charged by, and report to, the Vice Provost for Student Affairs. The Expansion Committee is comprised of the Associate Vice Provost and Dean of Students or designee, Director of Residential Services or designee, VP for Finance and Administration or designee, staff member from the OFSA, Executive Director of Alumni Association or designee, and Presidents of IFC, MGC and Panhellenic or designees.

Section 3: The Expansion Committee will be responsible for reviewing all applications submitted by inter/national organization and alumni corporations.

Section 4: The expansion process and timeframe fall solely under the discretion of the University Committee on Greek Expansion for the best interest of the existing fraternal community and the university.

Section 5: The University Committee on Greek Expansion will work with the North American Interfraternity Conference to contact organizations interested in expansion. This communication will request specific information, such as national support in order to establish a chapter, area alumni support, number of alumni in area, risk management and alcohol policies, leadership and new member educational programs, etc. The Expansion Committee will review all materials and select a number of organizations at their discretion to invite to campus to make presentations to the University community.

Section 6: A formal request for colonization must be submitted by the inter/national organization to the OFSA, which will forward it to the Expansion Committee. Six copies of the request must be submitted electronically, via compact disk.

Section 7: Each organization that expresses interest must receive approval of the Expansion Committee before being allowed to make an on-campus presentation.

Section 8: Presentations are organized and scheduled by the Expansion Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni.

Section 9: The presentations made by the inter/national organization must include the following information. It is an expectation of the Committee on Greek Expansion that all criteria meet the standards and policies set by Lehigh University, the OFSA and the Interfraternity Council listed below:

- An Official Letter of intent from the inter/national organization outlining the strategy for colonization at Lehigh as well as support and resource strategies the inter/national organization will provide a new colony.
- Logistical Information:
 1. Name of Fraternity.
 2. Founding date and location.
 3. Current number of colonies.
 4. Current number of undergraduate members and current number of alumni.
 5. Average chapter size.
 6. Number of chapters closed in the last five years and their reasons for closing.
 7. Membership Costs: new member, initiation fees, insurance, regular dues.
 8. Verification of appropriate liability coverage for the colony by the inter/national organization
- Program Policies:

1. Position on risk management.
 2. Position on hazing prevention awareness resources
 3. Length/focus of new member education.
 4. Minimum standards for potential new members.
 5. Scholarship/ academic support programs.
 6. Community service and philanthropy programs.
 7. Constitution and by-law highlights.
 8. Leadership/member development programs.
 9. How the organization plans to be successful utilizing the Accreditation process of Lehigh University.
 10. How the organization intends to operate as a non-residential chapter at Lehigh University (if applicable).
- Colonization:
 1. List and status of colonies established in the last five years.
 2. Procedures for colonization (potential time-line if plausible).
 3. Ongoing support for colony.
 - Organizational Support:
 1. List of all chapters and locations
 2. Volunteer support at the district and local level
 - Resources:
 1. Inter/national organization
 2. Foundation scholarship/loans
 3. Leadership schools or conventions
 4. Publications
 5. Nearest chapter(s)
 6. Number of alumni in the Lehigh Valley area
 7. Contact information of committed alumni.
 - Strengthening Greek Life: As a key part of the Fraternity and Sorority Community at Lehigh, inter/national organizations will need to articulate their commitment to understanding and working in partnership with the university by utilizing the Strengthening Greek Life Process (more information can be found at: <http://www.lehigh.edu/~indost/greek/strengthening.html>).

Section 10: After reviewing all applications for recognition, the Expansion Committee can recommend to the Vice Provost for Student Affairs that a particular applicant group(s) be granted recognition, suggest adjustments to the applicant's proposal, or recommend that no current applicant group warrants an offer of recognition. The Vice Provost for Student Affairs makes the final decision.

Section 11: Upon acceptance by the Vice Provost for Student Affairs of a recommendation to grant recognition, the national organizations participating in the presentations are notified of the outcome. An invitation and preferred timeline for colonization is sent to the organizations selected.

Section 12: Upon arrival at Lehigh University the potential colony(ies) must follow the procedures set forth for colonization and full integration into the Lehigh Fraternity and Sorority Community. In addition to the information requested above that should comprise the expansion packet, all applicants should be aware of the following:

- Priority will be given to groups who have a historical tie to the university over inter/national fraternities or sororities that have never had a chapter at Lehigh.

- The primary factor the Expansion Committee will utilize in its recommendations is potential for long term success. The Expansion Committee will also take into account the history/legacy of groups. The most important variable in the decision to invite a group to colonize is the quality of their proposal and the chances of success in the future.

Multicultural Greek Council Expansion Procedure

The Multicultural Greek Council consists of organizations that are historically oriented, founded, or based in a specific culture. This can include, but is not limited to, organizations affiliated with the National Pan-Hellenic Council (NPHC), the National Association for Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), or the National Asian Pacific American Panhellenic Association (NAPA). All culturally-based organizations wishing to expand to Lehigh University must follow the following procedures:

- Individuals interested in starting a culturally-based Greek Letter-Fraternal Organization must contact the Lehigh University OFSA, in writing, expressing their interest in forming a culturally-based, Greek Letter Fraternal Organization.
 1. If an organization is classified under a city-wide status with its inter/national organization, they must reference the Office of Fraternity and Sorority Affairs City-wide Relationship Statement, which is listed in Appendix A.
 2. A city-wide fraternity or sorority is defined as a collegiate and/or graduate chapter consisting of membership that can be generated from two or more colleges and/or universities.
- Once the group has submitted a letter of interest, and has been approved by the System Wide Assessment Committee, it is eligible to host informational meetings, scholarship events, or community service projects on campus in order to determine interest in the proposed organization, not to exceed four consecutive semesters. Interest groups must reserve university facilities through the OFSA. Recruitment Event Sign-In Sheets must be submitted to the OFSA within 72 hours of each informational event. No other events may be run by the interest groups, or on behalf of the interest groups, either on or off-campus, without permission from OFSA.
- If five or more students are interested in forming a specific culturally-based Greek organization the following must be submitted to OFSA to initiate the recognition process.
 1. A letter of petition explaining the purpose and intent of the organization and interest in affiliation with Lehigh University, and a mission statement outlining the group's goals, outstanding characteristics, and potential benefits to the campus community.
 2. A list, in alphabetical order, of each individual's name, phone number, social Lehigh University ID number, year in school, major, and any leadership positions held at Lehigh University. All members must have a minimum of a 2.5 GPA, and 12 earned Lehigh Credits, or 12 Transfer Credits and proof of a 2.5 from the student's previous institution.
 3. Interest group members must be in good standing with the University, as well as any of the Greek Governing bodies currently represented on campus. Any interest group member that has been previously initiated into any Greek organization at the University, whether currently affiliated or disaffiliated, shall be deemed ineligible to participate in the new member orientation process of any Greek organization.

4. Proof of \$ 1,000,000 liability insurance.
5. An Official Letter of intent on letterhead from the inter/national organization stating that the inter/national organization has knowledge of the interest group and outlining the support the inter/national organization will give the group, along with the inter/national organization's requirements for chartering.
6. Verification that the inter/national organization is affiliated with any of the following:
 - National Pan-Hellenic Council (NPHC)
 - North-American Inter-Fraternity Conference (NIC)
 - National Association of Latino Fraternal Organizations (NALFO)
 - National Multicultural Greek Council (NMGC)
 - National Asian Pacific American Panhellenic Association (NAPA)
 - If the organization is not a member of one of these organizations, documentation must be given as to the reasoning for this.
7. The name, address, telephone number and e-mail address of a faculty/staff advisor from Lehigh University must be provided, as well as a signed, written statement from the person of a willingness to serve.
8. The name, address, telephone number and e-mail address of a chapter alumni/ae, as well as a signed, written statement from the person of a willingness to serve.
9. Copies of the following inter/national organization policies, procedures, and programs:
 - Logistical Information:
 - a. Name of organization
 - b. Founding date and location
 - c. Membership statistics:
 - Current number of chapters and colonies
 - Current number of undergraduate members and alumni/ae
 - Average chapter size
 - Number of chapters closed in the last five years and their reasons for closing (if applicable)
 - d. Membership costs: new member, initiation fees, insurance, regular dues
 - Program Policies:
 - a. Position on hazing prevention/hazing policy and risk management
 - b. Intake policies and guidelines
 - c. Complete new member program
 - d. Minimum standards for potential new members
 - e. Scholarship/ academic support programs
 - f. Community service and philanthropy programs/requirements
 - g. Constitution and by-laws
 - h. Leadership/member development programs
 - i. Code of Conduct/Standards/Judicial Procedures
 - Colonization:
 - a. Procedures for colonization (potential time-line if plausible)
 - b. Ongoing support for colony
 - Organizational Support:
 - a. List of all chapters and locations
 - b. Volunteer support at the district and local level
 - c. Nearest chapter(s)
 - d. Number of alumni/ae in the Lehigh Valley area

- e. Contact information of committed alumni/ae
- Resources:
 - a. Inter/national organization
 - b. Foundation scholarship/loans
 - c. Leadership schools or conventions
 - d. Publications
- The petitioning group will meet with a representative from OFSA to review the application utilizing the “Criteria to Evaluate Applications to Form a Greek letter Fraternal Organizations.” Should a negative review be rendered, the decision will outline the reasons for the negative review and provide an opportunity for the organizer of the petitioning group to meet with the OFSA staff to discuss ways to improve the application.
- Once the application is approved by OFSA staff, it will be turned over to the Expansion Committee for discussion and preparation for an expansion presentation.
 1. Presentations are organized and scheduled by the Expansion Committee, per recommendation of the System Wide Assessment Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni.
 2. The presentations made by the inter/national organization must include the following information, in addition to the information called for the in the application.
 - It is an expectation of the Committee on Greek Expansion that all criteria meet the standards and policies set by Lehigh University, the OFSA and the Multicultural Greek Council.
 - How the organization plans to be successful in utilizing the Accreditation process of Lehigh University
 - Strengthening Greek Life: As a key part of the Fraternity and Sorority Community at Lehigh, inter/national organizations will need to articulate their commitment to understanding and working in partnership with the university by utilizing the Strengthening Greek Life Process (more information can be found at: <http://www.lehigh.edu/~indost/greek/strengthening.html>).
- If approved, the organization must petition for membership into the Multicultural Greek Council, and once accepted, will be expected to abide by all policies outlined by Lehigh University, the OFSA, and the Multicultural Greek Council.

Panhellenic Council Extension Procedure

All Panhellenic Extension Procedures follow the National Panhellenic Conference (NPC) Manual of Information, Section E on Extension.

When a number of female students are unable to affiliate with the existing chapters, the College Panhellenic may wish to (a) raise chapter Total or (b) add another NPC group. The College Panhellenic should consult with the NPC Area Advisor and the NPC Extension Committee Chairman regarding the options. Whether the College Panhellenic decides to raise Total or add another chapter may depend on the desire of the existing chapters to remain at a manageable size and the requirements of chapter housing. An extension research/exploration committee can be formed to recommend to the Panhellenic whether extension should or should not be considered (National Panhellenic Conference Manual of Information, Extension, E-3).

Extension, in this case, is defined as the addition of an NPC chapter to the Panhellenic community on the Lehigh University campus. As defined on page E-1, Article V, # 2.A of the Extension procedures of the NPC.

When there are two or more NPC fraternities present on campus, then a vote of those NPC fraternities as evidenced in written minutes of the College Panhellenic Council (if organized) shall constitute the Proper Authority or if there is no College Panhellenic Council, then a separate vote of the NPC Chapters present on campus shall constitute the proper authority.

Proper Authority on Lehigh University's campus is defined as the Lehigh University Panhellenic Council.

Official Extension Procedures are as follows:

If the College Panhellenic makes the decision to research adding a chapter to the campus the following steps should be taken:

- The College Panhellenic consults the System Wide Assessment Committee(SWAC) regarding the addition of another NPC organization.
- If SWAC supports the decision, the College Panhellenic votes to open the campus for expansion and appoints an Extension Committee.
- The College Panhellenic contacts the NPC Area Advisor and the NPC Extension Committee chairman with the decision.
- Considerations should be given to NPC organizations that:
 1. Previously have had a chapter on campus.
 2. Have letters of interest on file with the administration and/or Panhellenic.
 3. Have been suggested by a local sorority if applicable.
- Panhellenic asks chairman of the Extension Committee to notify all NPC organizations of the extension opportunity and/or can send a letter of introduction to NPC organizations to solicit interest in extension. The letters should include:
 1. University Information:
 - Campus statistics for past five years: undergraduate enrollment, number of female students, percentage living on campus, percentage commuting, percentage of in-state and out-of-state students
 - University regulations regarding recognition of student groups
 2. Panhellenic information:
 - Reasons for desiring additional group(s)
 - List of chapters on campus, with dates of establishment and current size of each
 - Membership recruitment data: Total , Quota, dates of membership recruitment, statistics for past five years, current membership recruitment regulations, release figure procedures used
 - List of chapters that have left the campus, with the date.
 3. Housing information:
 - Current housing arrangement
 - a. Ownership – university, fraternity/sorority, private
 - b. Capacity of existing houses
 - c. Current costs estimates for comparable housing

- Housing required of new group and time limit for providing same
- Provision for temporary housing of new group
- Copy of NPC Housing Agreement if one exists
- 4. Information requested from NPC organization
 - An Official Letter of intent from the inter/national organization outlining the strategy for colonization at Lehigh as well as support and resource strategies the inter/national organization will provide a new colony.
 - Logistical Information:
 - a. Name of Fraternity/Sorority.
 - b. Founding date and location.
 - c. Current number of chapters and colonies.
 - d. Current number of undergraduate members and current number of alumnae.
 - e. Average chapter size.
 - f. Number of chapters closed in the last five years and their reasons for closing.
 - g. Membership Costs: new member, initiation fees, insurance, regular dues.
 - h. Verification of appropriate liability coverage for the colony by the national headquarters
 - Program Policies:
 - a. Position on risk management.
 - b. Position on hazing prevention awareness resources
 - c. Length/focus of new member education.
 - d. Minimum standards for potential new members.
 - e. Scholarship/ academic support programs.
 - f. Community service and philanthropy programs.
 - g. Constitution and by-law highlights.
 - h. Leadership/member development programs.
 - i. How the organization plans to be successful in the Accreditation process of Lehigh University.
 - Colonization:
 - a. List and status of colonies established in the last five years.
 - b. Procedures for colonization (potential time-line if plausible).
 - c. Ongoing support for colony.
 - Organizational Support:
 - a. List of all chapters and locations
 - b. Volunteer support at the district and local level
 - Resources:
 - a. Inter/national organization
 - b. Foundation scholarship/loans
 - c. Leadership schools or conventions
 - d. Publications
 - e. Nearest chapter(s)
 - f. Number of alumnae in the Lehigh Valley area
 - g. Contact information of committed alumnae.
 - Strengthening Greek Life: As a key part of the Fraternity and Sorority Community at Lehigh, inter/national organizations will need to articulate their commitment to understanding and working in partnership with the university by utilizing the

Strengthening Greek Life Process (more information can be found at: <http://www.lehigh.edu/~indost/greek/strengthening.html>).

- Only organization information material will be presented during the extension process to the College Panhellenic. All gifts and favors shall be eliminated until an NPC member fraternity has been invited to colonize.

5. An extension timeline including dates of each phase of the extension process

- From the NPC organizations returning a letter of interest and the requested information, the College Panhellenic selects those it wishes to make presentations.
- Arrangements are made with each selected group for a campus presentation. Presentations are scheduled for separate days.
- Those groups not selected are notified.
- After all presentations have been made, the College Panhellenic decides which group meets the needs of the campus and issues an invitation.
- The College Panhellenic notifies the other groups of the selection and thanks them for their participation.
- The College Panhellenic immediately begins work with the selected organization to prepare a schedule of colonization.

Exploratory Visits

A College Panhellenic may decide to allow optional exploratory visits by member groups to their campus prior to the submission of extension materials. If the College Panhellenic decides to allow these, the optional visits by member groups are for information gathering purposes only. Exploratory visits are not to include contact with any collegiate students. Participation in an exploratory visit should not be a factor or consideration in determining which member groups to invite to campus to make an extension presentation.

Panhellenic Assistance to Colonizing Group

Upon arrival at Lehigh University the potential colony must follow the procedures set forth for colonization and full integration into the Lehigh Fraternity and Sorority Community. In reciprocation, the College Panhellenic will supply positive support for the colonization and furnish ongoing assistance to the colony (new chapter) until it is at, or very near, Total. Lehigh University's College Panhellenic and OFSA will provide the following:

Membership

- Promote campus interest in the new group's colonization through posters, fliers, distribution of promotional materials furnished by the national fraternity, newspaper announcements, talks in residence halls and notification in the membership recruitment brochure of the coming colonization.
- Give the colonizing group a list of the Panhellenic rules, a student handbook and access to campus phones.
- Provide the new group with a list of names and contact information for unaffiliated women, particularly those who registered for membership recruitment but did not pledge.
- Sponsor an open house for interested female students to meet the representatives of the colonizing fraternity and to register for the colony membership recruitment.

- Exempt all women registering for colony membership recruitment from paying a membership recruitment fee.
- Provide sign-up tables for colony membership recruitment in strategic campus locations.
- Allows the colonizing group to use college members from another campus to perform membership recruitment skits, new member ceremonies, etc.

Facilities

- Provide the colonizing fraternity with work space on campus for use during the day and evening, with a desk, phone and Internet access.
- Help secure sites for membership recruitment events and new member ceremonies, such as the student center, fraternity or sorority housing and alumnae homes.
- Work with the administration to secure a meeting place for the new colony members.
- Help find temporary lodging for collegians from other campuses who are present to help with colony membership recruitment and pledging activities.
- Provide a colony bulletin board in the Panhellenic office as a central location for colony news.

Special Courtesies

- To accommodate the colonization of a chapter or to allow a chapter to build its membership, the College Panhellenic may vote to suspend COB for a period not to exceed three weeks.
- Consider delaying further extension for a specified period to allow the colony to stabilize.

Panhellenic Membership

Until it is officially installed as a chapter, the colony is a non-voting member of the College Panhellenic. After it has been chartered by its inter/national organization, the new chapter becomes a voting member of the College Panhellenic.

APPENDIX A

Lehigh University Office of Fraternity and Sorority Affairs City-Wide Chapter Relationship Statement

A city-wide fraternity or sorority is defined as a collegiate and/or graduate chapter consisting of membership that can be generated from two or more colleges and/or universities. Each city-wide chapter operates under one constitution/bylaws, one set of elected officers (or campus representatives), one initiation, and is chartered and recognized by the organization's inter/national headquarters.

Lehigh University will assist any city-wide chapter (collegiate or graduate) of a fraternity or sorority with the official recognition process granted the organization has been approved to proceed with expansion through the System-Wide Assessment Committee. During this time, up until being officially recognized as a registered fraternity or sorority, the progress of the establishment of the organization at Lehigh University will be reviewed yearly by the System Wide Assessment Committee. The steps for recognition can be found in the Lehigh University Expansion Policy.

Once recognized, the established chapter must abide by all constitutional bylaws and intake policies of the Multicultural Greek Council, Office of Fraternity and Sorority Affairs, and Lehigh University. Members of the chapters may be enrolled at other institutions in the Lehigh Valley per organization charter. If the chapter wishes to host an event on the Lehigh University Campus, the chapter must abide by all planning policies. If at any time, a conduct issue arises which involves a Lehigh student and/or their guests, which include members of the chapter from other universities, these individuals will be held responsible for their actions through the Lehigh Student Conduct policy.