



POLICY STATEMENT

Fraternity and Sorority Recognition and Expansion Approval and Process

SU Policy Number:

ORIGINATING OFFICE

Office of Fraternity and Sorority Life

PURPOSE

This policy defines the recognition and expansion approval and process for social and cultural Greek-letter organizations at Shippensburg University.

SCOPE

This policy applies to 1) any Shippensburg University students seeking to establish or reactivate an inter/national fraternity or sorority on campus and 2) any inter/national fraternity or sorority headquarters seeking to establish or reactivate a recognized chapter at Shippensburg University.

OBJECTIVE

1. To clearly define how and when a group can be approved by the University to expand or become recognized.
2. To clearly define the relationship between the University, local chapters of fraternities and sororities, and the inter/national organizations so that all parties understand the rights and responsibilities of university-recognized fraternities and sororities.

DEFINITIONS

1. "Fraternity" refers to a social or cultural Greek-letter men's organization.
2. "Sorority" refers to a social or cultural Greek-letter women's organization.
3. "Governing Council" refers to the student organization that serves as a governing body of a select group of social or cultural fraternities or sororities. Examples include Panhellenic Council (PHC), Interfraternity Council (IFC), and National Pan-Hellenic Council (NPHC).
4. "Inter/National Headquarters" (HQ) refers to the central body overseeing all local chapters of a particular organization.
5. "Umbrella Organization" refers to the coordinating body of a group of inter/national headquarters with similar purpose and activities. Examples of umbrella organizations include

National Association of Latino Fraternal Organizations (NALFO), National APIDA Panhellenic Association (NAPA), North American Interfraternity Conference (NIC), National Multicultural Greek Council (NMGC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), or Professional Fraternity Association (PFA).

6. “Recognition” is the permission to operate in university-sponsored activities and have access to the privileges afforded to all recognized student organizations. Organizations must adhere to the requirements outlined in this policy to obtain and maintain recognition.
7. “Expansion” or “Extension” is the process of establishing a new chapter of an organization at the university. “Extension” is terminology specific to NPC sororities.
8. “Interest Group” refers to a group of students interested in establishing a local chapter of a fraternity or sorority. Interest groups are not recognized as student organizations until approved for expansion at which time they become a colony.
9. “Colony” refers to a local chapter that is in the process of expansion, typically with additional oversight from inter/national headquarters, but has not yet met the requirements for chartering.
10. “Chartering” refers to the final phase of expansion when a colony has met the outlined requirements to become a fully functional fraternity or sorority chapter.
11. “Dormant” means a previously recognized organization that is no longer active due to member attrition or graduation.
12. “Revoked Recognition” refers to previously active organizations who lost university recognition because of organizational misconduct or whose charter was revoked by inter/national headquarters.
13. “Reactivation” refers to the process of previously active organizations re-establishing their chapter at the university.
14. “Re-establishment Agreement” refers to a signed agreement between the Panhellenic Council and the inter/national headquarters of an NPC sorority to annually discuss an anticipated date of return for a previously recognized organization.

POLICY

A. Rights of Recognition

Recognition as a social fraternity or sorority is granted by Shippensburg University in conjunction with the Office of Fraternity & Sorority Life. University recognition is a privilege and thus involves certain rights and responsibilities. Recognition grants organizations the following rights:

- a. To utilize the University name along with the organization’s name.
- b. The privilege of self-governing internal organizational affairs.
- c. To use University facilities
- d. To participate in new member recruitment and intake programs and processes

- e. To participate as an organization in university-sponsored activities including, but not limited to, intramural sports, Homecoming, and Greek Week
 - f. To receive assistance and support from university personnel and access to university resources.
- B. Criteria for Continued Recognition For an organization to retain full recognition by the University, fraternities and sororities must abide by the following expectations:
- a. Maintain and pursue goals that are in support of the mission of Shippensburg University and their Inter/National Headquarters and are consistent with policies established by the Shippensburg University Office of Fraternity & Sorority Life.
 - b. Maintain charter with an inter/national fraternity or sorority headquarters.
 - c. Maintain appropriate group liability insurance as determined by Shippensburg University.
 - d. Adhere to the minimum requirements for membership as outlined by the Office of Fraternity and Sorority Life when extending invitations to interested students.
 - e. Adhere to additional procedures and guidelines of the Office of Fraternity and Sorority Life.
 - f. Adhere to all University organizational policies and procedures as outlined in the Student Code of Conduct.
 - g. Comply with all National, State, Local, University, governing council, and Inter/National Headquarters standards.
- C. Qualifications for Expansion
To be considered for expansion by Shippensburg University, organizations must meet the expectations outlined above for continued recognition in addition to the following:
- a. Be affiliated with an inter/national fraternity or sorority that has at least 20 chapters nationally or are officially recognized members of an umbrella organization (NALFO, NAPA, NIC, NMGC, NPC, NPHC, PFA). For organizations that do not meet this requirement but previously had a recognized chapter at the university, an exception may be considered.
 - b. Have two or more interested students that are eligible to join a fraternity or sorority as defined by Shippensburg University and the governing council with which they will affiliate.
 - c. Organizations must also refer to appropriate governing council documents for additional expansion requirements or restrictions.
 - d. Follow the Expansion Procedures as outlined on Page 4.
- D. Loss of Recognition
The University may suspend or withdraw recognition of a Recognized Chapter for failure to comply with the expectations as set forth in Section IV: Criteria for Continued Recognition. A change in recognition would take place through the student conduct process. Suspension or withdrawal of recognition will go into effect at the conclusion of the related disciplinary process. The terms of the suspension or withdrawal of recognition are as follows:
- a. Suspension of Recognition is a loss of university recognition for a prescribed period of time during which certain activities and privileges may be suspended. Suspension of Recognition will involve the imposition of a schedule of corrective action or a judicial sanction. Should recognition be restored, the chapters will be granted Probational Recognition for one year prior to the reinstatement of Full Recognition.
 - b. Withdrawal of Recognition revokes the recognition granted by Shippensburg University and requires the chapter to immediately cease all operations. Upon Withdrawal of Recognition

the chapter shall be ineligible to apply for university recognition for a period of time based on a determination by the University and the Inter/National Headquarters.

After the specified period has elapsed, the organization must meet the requirements for starting a new fraternity or sorority as specified in the Expansion Procedure on Page 4.

Chapters whose recognition has been withdrawn by the University or were never granted recognition through a University-sanctioned expansion process but exist and operate as an unrecognized organization, shall not be eligible for recognition.

PROCESS

Before an organization may colonize and receive official recognition as a member of the fraternity and sorority community, it must meet the requirements set forth by the Office of Fraternity & Sorority Life. Groups wishing to start a fraternity or sorority begin as an interest group, move to colony status, and then finally become a chartered organization. These steps may be adjusted as necessary by the university in conversation with the inter/national organization to account for differences in processes or unforeseen circumstances.

A. Applying for Expansion

Inter/national organizations or interest groups seeking colony status from Shippensburg University must submit the following to the Office of Fraternity and Sorority Life:

- a. A written letter from an inter/national headquarters representative expressing desire to establish or reactivate an undergraduate chapter at Shippensburg University.
- b. Constitution, bylaws, and additional policies of the organization.
- c. A list of nearby undergraduate chapters and alumni/graduate chapters.
- d. Contact information for any regional volunteers and colony/chapter advisors that will be supporting the organization through the expansion process and beyond
- e. The philanthropic causes the organization supports.
- f. Detailed description of the requirements for membership, the new member education/intake process, and additional training for members.
- g. The inter/national organization process for colonization and chartering, including proposed campus visits from staff or volunteers.
- h. Proof of insurance that meets Shippensburg University's requirements.
- i. Submit a signed University Policy, Guidelines, and Procedures Acknowledgement Agreement available on request from the Office of Fraternity and Sorority Life.
- j. Information on any inter/national headquarters accreditation or evaluation process and other requirements for good standing.
- k. If there is an existing interest group, provide a roster with student names, SUID Number (if known), and contact information.
- l. Other information the organization feels is pertinent and demonstrates why the organization would be a value add to campus.
- m. Submitted proposals will be reviewed by the Fraternity and Sorority Advisory Board for consideration and approved or denied. Consideration will account for recent recruitment and membership retention trends, the health of the overall fraternity and sorority community, and the capacity of the Office of Fraternity and Sorority Life. If approved by the Fraternity and Sorority Advisory Board, the inter/national organization will be invited to campus for a formal presentation.

The inter/national organization will present to the Fraternity and Sorority Advisory Board and the appropriate governing council. These parties will then vote on whether the organization may colonize. In the event of a split vote, the Vice President for Student Affairs or their designee will hear justification from both sides and make a final decision. Invitations for official recognition at Shippensburg University will be extended by the Office of Fraternity and Sorority Life.

B. Extension through the National Panhellenic Conference (NPC)

When it is determined that there is interest in establishing a new NPC organization, Panhellenic Council will follow the NPC Extension procedures as outlined in the NPC Manual of Information. Preference will be given to any NPC organizations with an active Re-establishment Agreement.

C. Phases of Expansion

- a. Interest Groups are a common starting point for (re-)establishing a fraternity or sorority. In that scenario, the interest group must meet with the Office of Fraternity and Sorority Life and be in contact with the inter/national organization. Interest groups are not recognized as student organizations, nor should they use the name or other identifying information of the inter/national organization without explicit permission. The Office of Fraternity and Sorority Life can aid an interest group in reserving rooms or identifying other interests. To move forward in the expansion process, interest groups must follow the previously outlined steps.
- b. A colony is formed once an approved inter/national headquarters identifies eligible students to join the organization. A colony has two years to become a chartered chapter. Extensions to this timeline may be granted by request from the Office of Fraternity and Sorority Life. During this time, the colony will receive the same access to resources and support from Shippensburg University as all existing chartered chapters. To remain a recognized colony, the organization must adhere to the expectations of all recognized organizations as outlined in this document as well as the requirements outlined by the inter/national headquarters.

Failure to comply with any of the expectations above may result in the revocation of recognition. Colonies whose recognition is revoked must cease all operations and are ineligible to reapply for a period of time determined by the Office of Fraternity and Sorority Life and the inter/national headquarters.

- c. Chartering will be approved when a colony has complied with the expectations above and met all the requirements for the inter/national organization's expansion process. Upon successful chartering, the organization will continue to be held to the same standards as all other recognized fraternities and sororities.

D. Formerly Recognized Groups

Expansion procedures may differ for previously chartered organizations at Shippensburg University. There are two scenarios in which an organization may lose recognition.

- a. Dormant refers to a previously active chapter that no longer has undergraduate members due to attrition or graduation. Dormant organizations may reactivate within two years without having to reapply through the Expansion Procedure outlined above. The inter/national headquarters should work in partnership with the Office of Fraternity and

Sorority Affairs to garner student interest and formally reactivate. After two years, organizations will need to re-submit expansion application materials to be reviewed by the Fraternity and Sorority Advisory Board.

- b. Revoked Recognition refers to fraternities and sororities whose recognition had previously been revoked as the result of organizational misconduct or loss of recognition from the inter/national headquarters. Groups whose recognition was revoked must wait for a minimum of five years before reapplying for recognition unless otherwise stated in the organization's Student Conduct Outcome letter, approved Re-establishment Agreement, or other official documentation.

RECISSION

APPROVALS

FILENAME:

DATE:

DISTRIBUTION: