



JAMES B. CHAVIS STUDENT CENTER

EXPANSION PROCESS & PROCEDURE

Starting a new FSL organization at UNC Pembroke is a partnership between inter/national organizations and the University. UNC Pembroke seeks organizations whose ideals are consistent with the University and that are willing to commit the resources necessary to cultivate a strong, sustainable organization. UNC Pembroke recognizes that fraternities and sororities are a valuable component of the undergraduate experience and the growth of fraternity/sorority life serves to advance the University's mission and goals.

The Expansion Process outlines the required steps for an organization to expand at UNC Pembroke. To ensure responsible growth and to effectively support new chapters, the University, in consultation with the governing Councils and other stakeholders, will evaluate current campus conditions to determine if/which Council(s) will accept proposals for recognition annually. Each year each Council will be invited to explore the desirability, necessity, and feasibility of expansion or National Panhellenic Conference (NPC) extension. New and previously recognized organizations must be approved through the expansion process.

- NOTE: The University will not recognize local fraternities or sororities as members of the Fraternity & Sorority community.
- NOTE: Expansion for a fraternity/sorority is not automatic, "campus crashing" or forming a group of interested students without the approval of Fraternity & Sorority Life Office **AND** by the inter/national headquarters will not be tolerated.

Community Readiness for Growth

The James B. Chavis Center professional staff, in collaboration with the Vice Chancellor for Student Affairs, will determine the fraternity & sorority community's readiness for growth. The University will review and assess readiness for growth annually. Consideration will be given to campus climate and needs of the fraternity and sorority community, as well as the following:

1. Fraternity & Sorority recruitment trends for the past 5 years at UNC Pembroke.
2. Current total undergraduate population.
3. Demand for alternative organization options.
4. Current health of the Fraternity & Sorority organizations currently at UNC Pembroke.

5. Capability and resources of UNC Pembroke to support the expansion of another organization.
6. If it is determined that the campus is ready to expand, F&SL will have a call for expansion proposals. If it is determined that the campus is not ready for expansion, F&SL will work with the community to prepare for the next review. Readiness will be communicated via the fraternity and sorority section of the [CEL website](#).

Council Membership

All recognized fraternities and sororities must maintain membership in good standing with one of the following governing councils as determined by national organization affiliation, history, and purpose.

1. **College Panhellenic Association (CPA):** Organizations affiliated with the National Panhellenic Conference can only be considered for membership after fully participating in the NPC Extension Process.
2. **Diversified Greek Council (DGC):** Organizations affiliated with the National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Islander Desi American Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC), and other inter/national cultural-based and identity-focused fraternal organizations, can be considered for UNCP Diversified Greek Council membership.
3. **Hok Nosai Council:** Any Greek letter organization shall be eligible for membership in The Council provided that such organization shall be nominated for membership by the delegation of a member organization and seconded by the delegation of another member organization. The focus is to come together as one to promote unity, cooperation, and friendship among the historically Native American fraternities and sororities.
4. **Interfraternity Council (IFC):** Organizations affiliated with the North-American Interfraternity Conference (NIC), and other men's inter/national fraternities, can be considered for Interfraternity Council (IFC) membership.
5. **National Pan-Hellenic Council (NPHC):** National Pan-Hellenic Council, Inc. (Divine Nine) fraternities and sororities may be eligible to (re)activate their membership with the UNCP National Pan-Hellenic Council. Other historically Black/African American fraternities and sororities, not affiliated with the NPHC, can be considered for membership in the DGC.

Expansion Preference

UNC Pembroke will lead all expansion efforts with the following preferential order

1. **Student Generated Interest:** A group of enrolled students at UNC Pembroke communicating an interest in starting a fraternity or sorority that is affiliated with a inter/national organization.
2. **Formal Call to Expand:** In the event the governing council wishes to seek expansion opportunities, or the F&SL staff sees a need for new organizations, a formal call for expansion proposals for interested groups to submit will go out.
3. **Inter/National Fraternity or Sorority Generated Expansion:** If an inter/national fraternity or sorority wishes to expand to UNC Pembroke, they may indicate interest by submitting the application for expansion.

EXPANSION PROCESS

1. Call Expansion Proposals - No Later than December 15

Any student(s) or organization seeking to establish a chapter should contact the Assistant Director for Fraternities and Sororities in The James B. Chavis Center Staff before conducting any activities on campus. After contact has been established, the Assistant Director will provide information on the university's expansion efforts and timeline.

If a decision is made to open for expansion, a call for proposals will be announced by December 15. The opportunity to submit a proposal will be publicly disseminated and shared via multiple channels including, but not limited to, the Association of Fraternity/Sorority Advisors (AFA), appropriate national umbrella associations (NALFO, NAPA, NIC, NPC, NPHC, etc.), and with any eligible national fraternal organization that has expressed interest in UNC Pembroke since the last consideration period.

2. Submission of Expansion Proposals - Due

All proposals are to be submitted electronically via Google Forms by the inter/national headquarters of the social fraternal organization. Students interested in starting an organization are encouraged to communicate with the headquarters to help ensure the organization is aware of the opportunity to apply and submit all materials by the February 1 deadline. A complete proposal will include the following:

- A. Letter of Intent (Open Format) – Should answer the following questions:
 - a. Why does the inter/national organization wish to pursue a chapter at UNC Pembroke now?
 - b. What is the history of the organization at UNC Pembroke? (if any)
 - c. If there is an organizational history at UNC Pembroke, how has the organization addressed any issues/concerns that resulted in the closure, suspension, institutional unrecognized status, etc. of the chapter?
- B. Inter/National Values and Policies
 - a. A description of the organizational values and founding principles.
 - b. Membership anti-discrimination policies.
 - c. A summary of the organizational structure at the chapter and inter/national levels.
 - d. Minimal expectations of the colony for chartering.
 - e. Risk management policies including alcohol/drug, hazing, and sexual misconduct.
 - f. Scholastic policies.

- C. Third-party documentation that demonstrates that the inter/national organization is a registered 501(c) organization in the United States.
- D. Third-party documentation that demonstrates that the inter/national organization holds an active general liability insurance policy (\$1 million minimum) and will agree to list UNC Pembroke as additional insured upon complete recognition.
- E. Chapter Establishment and Sustainability Plan: A 5-year, year-by-year strategic, comprehensive, concrete, and measurable plan for inter/national support of the chapter addressing the following areas:
 - a. Intake/New Member Education Program – should address the following areas: learning objectives, developmental goals, and new/associate member expectations.
 - b. Officer Training and Development.
 - c. Member Development Program – should address details of continuous education and development opportunities provided for all members (not just first semester members).
 - d. Member academic policies, support and scholastic resources.
 - e. Risk Management Policy & Crisis Response Plan.
 - f. General chapter sustainability and other areas.
- F. Inter/national and Chapter Constitution and Bylaws..
- G. Contact information for two or more advisory team members who live within a 50 mile radius of campus.
- H. On Campus Advisor: Identify a one full-time faculty or staff member to serve as the on-campus advisor for the organization.
- I. List and contact information of interested/possible ‘founding’ students (if applicable)
 - a. Note: As a condition of University recognition, the inter/national organization will need to submit the names and contact information of enrolled students with either a total greater than or equal to ten (10) **OR** half the average chapter size for the respective council, whichever is greater as determined by CEL. This list of ‘founding’ members must be submitted and verified by the University.
 - b. Note: The University does not recognize citywide/metropolitan chapters and therefore, all members, prospective and future, must be students enrolled at the University.
- J. Demonstrate an understanding of and commitment to meet all University expectations including, but not limited to:
 - a. Minimum standards of student organization registration process outlined by the UNC Pembroke Student Organization Handbook.

- b. Willingness to uphold all University policies and procedures
- K. Information on Inter/National Strengths
 - a. Total number of inter/nationally or regionally recognized chapters, including the total number of successful expansions in the region over the past three (3) years and locations.
 - b. Total number of inter/nationally or regionally initiated members.
 - c. Total number of chapters in North Carolina.
 - d. Total number of chapters closed and/or suspended during the last three (3) years, including where, when, and why.
- L. Additional Information/Material:
 - a. Any submitting inter/national organization, including all its member chapters across the country, must not have been found legally responsible for any alcohol/other drug or hazing related incidents within five (5) years of the date of application.
 - b. Any inter/national organization or its member chapters that has been found responsible for a death within the last ten (10) years must provide full details of national interventions and prevention initiatives for review by the University.
 - c. If any organization was previously established at the University but had its recognition revoked, the organization must have completed any outcomes/sanctions or other requirements as required by the University at the time of separation.

3. **Presentation Expansion Proposal - March**

The Expansion Committee will invite up to three (3) organizations to present to their respective governing council and members of the community (administration, faculty, staff, and students). The presentation will be 45 minutes in length, with an additional 20 minutes for questions. The applying group will make the presentation, and should involve the expansion team, volunteers, and members of the interested group (if available). The presentation should highlight the components of the proposal, and address how the organization will not just establish but sustain a new and healthy chapter at the University. More specifically, the presentation should include details on how the organization will provide a meaningful membership experience, meet University expectations, uphold policies and standards, and cultivate and maintain a positive partnership with the University stakeholders. Feedback secured from those attending the presentation and/or reviewing application materials will be used in decision making.

NOTE: Being invited to present should not be interpreted as having been invited to be recognized.

4. Invitation to Expand - Late March to Mid April

Within ten (10) business days of the final expansion proposal presentation, the Expansion Committee will meet and determine which organization(s) will be recommended to establish an associate chapter at UNC Pembroke. The Assistant Director for Fraternities and Sororities in collaboration with the Assistant Dean of Students/Director of The James B. Chavis Center will make the final decision. This decision will be based on the current campus climate, community needs, and the capacity of The James B. Chavis Center to support a new organization. It is possible, even at this stage, that the University may decide not to invite any organizations to continue in the expansion process during a given year. Additionally, it is possible for an organization's expansion proposal to be accepted and slated for expansion up to three (3) academic years out from the initial submission of proposal.

The decision will be communicated in the form of a letter which will be sent to the Executive Director and the Expansion Coordinator of the inter/national organization. All organizations will be notified via email regarding the outcome of their expansion proposal. Organizations that were not selected may be eligible to reapply in the future.

The organization(s) selected must schedule a meeting with available persons from the expansion team, volunteers/alumni, and members of the interest group to discuss the timeline for becoming a recognized fraternity or sorority at UNC Pembroke. At this time, the expansion agreement must be signed by the members of the inter/national organization.

5. Next Steps/Timeline - Late April to Mid May

Following the acceptance of an invitation to expand, F&SL staff and representatives from the inter/national organization will work together to determine an appropriate timeline for chapter establishment and details regarding the provision of mutual support. Invited inter/national organizations will receive F&SL and governing council support for up to three semesters. Support may include access to meeting spaces, marketing/promotion assistance, as well as other agreed upon support measures.

The newly recognized associate chapter will have no more than three (3) semesters to establish themselves as a fully recognized chapter of the inter/national organization. If the group is unable to reach the requirements set forth by the inter/national

organization within that time, the associate chapter will lose its recognition as a registered student organization. An exemption to this process can occur only on a case-by-case basis where the inter/national organization and volunteers submit a formal letter requesting an extension and ways the group will reach its stated goal.

NOTE: Social-Greek Letter Organizations or those who serve as fraternal organizations are not permitted to exist at UNC Pembroke unless they are a registered student organization and within a governing council.

6. Recognition and Registration - Typically the Fall semester

Once there are the required number of prospective student members (see Sec 2.1.a), students will be able to register the organization through the registration process. If, after three semesters, the inter/national organization is unable to identify the required number of eligible students (see Sec 2.1.a) the university will discontinue support and the expansion effort will be halted without full recognition being granted and without any guarantee of restarting.