EXPANSION PROCEDURES FOR GREEK-LETTER ORGANIZATIONS
INTRODUCTION

Loyola University New Orleans supports its students’ right to assemble and form groups based on a shared mission. To that end, the area of Student Involvement creates opportunities for learning, involvement, and development. Further, the Office of Fraternity and Sorority Life (OFSL) provide resources and support to any group of students interested in forming a recognized student organization.

Separate recognition guidelines have been developed for Greek-letter organizations due to their complex and unique nature. The Expansion Procedures for Greek-letter Organizations allows Loyola University New Orleans to carefully manage the growth of its Greek community and help to ensure a healthy, safe, thriving fraternity/sorority community.

Loyola University New Orleans recognizes that the expansion of Greek-letter organizations involves several parties: the inter/national fraternity or sorority, Governing Council, the University, and in some cases, a student interest group and/or Parent Governing Council. The expansion process, whenever possible, will take into consideration the interests of all parties. It should be noted, however, that the University reserves the right to deny recognition to any group that expresses interest.

This expansion process is intended for organizations affiliated with an Inter/ National Organization and is a current member of one of the following governing bodies: National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council, Inc. (NMGC), National Association of Latino Fraternal Organization (NALFO), National Asian Pacific Panhellenic Association (NAPA), or North American Interfraternity Conference (NIC). Inter/ National Fraternity and Sorority Headquarters may not solicit or recruit Loyola University New Orleans students to establish interest groups without being approved through the outlined Fraternity/ Sorority Expansion Policy.
Expansion Process

1. The University’s expansion policy/procedure for national fraternities and sororities is administered by Office of Fraternity and Sorority Life (OFSL) in conjunction with one of the four student governing bodies (the Inter-Fraternity Council [IFC], the National Pan-Hellenic Council [NPHC], the Panhellenic Association [PHA], or the Independent Greek Council [IGC]).

2. Students at Loyola University New Orleans cannot begin or start a chapter on their own and no “local” organizations may exist. All recognized social fraternal organizations must be affiliated with an inter/national office.

3. Before any expansion or re-activation may occur the following are needed:
   - (1) a letter of intent to expand or to re-activate must be written by the respective national office to Chris McQueen Assistant Director of Fraternity and Sorority Life by the interested Inter/national fraternal organization
   - (2) at least a $1 million of social liability insurance coverage with Loyola University New Orleans named on it, as the certificate holder
   - (3) a completed expansion packet.

This letter cannot be written by a student or graduate/alumni chapter. This letter must be sent to the OFSL, c/o Chris McQueen, Assistant Director of Fraternity and Sorority Life, 6363 St. Charles Ave. Campus Box 1, New Orleans, LA 70118. This letter must include the reasons for the need to expand to Loyola University New Orleans, intentions of the respective national office, and if there is an interest group involved in the expansion.

4. In addition to the letter of intent and insurance, organizations must include a completed Expansion Packet which includes the following documentation:
   - **Inter/National Organization Information**
     - Name of fraternity or sorority
     - Founding date
     - Organization's inter/national constitution and by-laws
     - Current number of undergraduate chapters and distribution area
     - Current number of colonies and active chapters in Louisiana and/or southeast region, specifically listing each
     - Current number of undergraduate members
     - Total number of initiated members
     - Number of colonies and active chapters on campuses of 2000 - 5000 students, specifically listing each
     - Average chapter size on campuses of 2000 - 5000 students
     - Total number of colonizations in the last five years, specifically listing each
     - Total number of colonizations anticipated this year and where
     - Number of chapters closed in the last five years including where, when, and reasons for closing
     - Summary of organizational structure of the Inter/National
organization at the chapter and national levels

- Inter/National determined fees such as: new member fee, initiation fee, insurance, badge fee, and others specific to the organization
- Proof of liability insurance (minimum $1 million)
- A copy of the national magazine and publication

**Policies and Programs**

- Hazing policy and educational/prevention program
- Risk management policy
- Sexual assault policy and educational program
- Alcohol and substance abuse policy and educational program
- Scholarship policy and program
- Documentation of an internal judicial process
- Membership education policy and program
- Recruitment and membership intake policy and program
- Leadership development and officer transition programs
- Chapter accreditation process/standards for chartered chapters

**Colonization and Chartering**

- Colonization/establishment procedures
- Standards for chartering a chapter
- Anticipated timeline for the University colony chartering
- Detailed description of the organization’s recruitment plan for the next four semesters
- Plan for maintaining regular contact with the Office of Co-Curricular Programs during the chartering process
- Experience with colonization at institutions similar in mission and purpose of Loyola University New Orleans

**Alumni**

- Total number of alumni in Greater New Orleans area (maximum 50 mile radius)
- Explained interest and support of the Greater New Orleans alumni in establishing a chapter
- Nearest alumni club, organization, or graduate chapter
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**Inter/National Support and Assistance**

- Number of traveling consultants, description of consultant program, and expected time allotted to Loyola University New Orleans colony
- Description of education and support for local advisors
- Description of national staff assistance to colonies and established chapters
- Description of conventions, leadership schools, or programs available to colony members
• National expansion budget and estimated percentage allotted to the Loyola University New Orleans colony
• Two campus-based letters of reference from expansions within the last five years
• Detailed explanation of organization's philosophy around contact and partnership with the host institution
• Detailed explanation of how the colony will support and further the mission of Loyola University New Orleans

○ Reactivation of Inter/National Organization
If the applying Inter/ National organization is returning to campus including returning from a disciplinary action, describe the following:
• Name of fraternity or sorority
• Founding date
• Organization's inter/national constitution and by-laws
• Reason why the chapter left and when
• How the group plans to avoid this from happening again
• How the group has cleared up any debts or circumstances left incomplete from when previously on campus (if applicable)
• Inter/ National determined fees such as: new member fee, initiation fee, insurance, badge fee, and others specific to the organization
• Proof of liability insurance (minimum $1 million)
• A copy of the national magazine and publication
• Hazing policy and educational/ prevention program
• Risk management policy
• Sexual assault policy and educational program
• Alcohol and substance abuse policy and educational program
• Scholarship policy and program
• Documentation of an internal judicial process
• Membership education policy and program
• Recruitment and membership intake policy and program
• Leadership development and officer transition programs
• Chapter accreditation process/ standards for chartered chapters
• Total number of alumni in Greater New Orleans area (maximum 50 mile radius)
• Explained interest and support of the Greater New Orleans alumni in establishing a chapter
• Nearest alumni club, organization, or graduate chapter Alumni
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The University will provide the following information to the Inter/ National organization of interested groups upon written request via email to the Director of Co-Curricular Programs.
• University enrollment statistics
• Fraternity and sorority membership statistics and academic report
• Standards of Excellence program
• Constitution and by-laws of the respective Greek governing council
• Chartered student organization policies and procedures
• Guidelines for Events with Alcohol
• Recruitment/ membership intake dates and information
• Student Code of Conduct
• Co-Curricular Programs calendar of events

5. After the letter of intent to expand and completed expansion packet is received, the OFSL will review all documents prior to sending them to council expansion committee:
   o The review process of all application will first be approved by the Assistant Director of Fraternity and Sorority Life and Director of Student Involvement.
   o Once the pre-screening process takes place all approved application will be review by the respected council executive board member, chapter delegates, and a representative from Alumni relations (if applicable).

6. Organizations selected for a campus interview and presentation will be notified and their visit to take place within 2-3 weeks following notification, the interested organization must plan and schedule a formal presentation for the University and the council it will be under the auspices of. Details to be covered in the presentation can be obtained from the assistant director of Fraternity and Sorority Life.

7. Once a presentation date is agreed upon, the inter/national organization must send a request for their technological needs to the Director of Fraternity and Sorority Life. This request must be received no later than ten (10) business days prior to the presentation date. The sponsoring inter/national fraternity/sorority is expected to pay for any expenses, in full, within thirty (30) days of the presentation. If a chapter is a chapter that falls under the auspices of the National Panhellenic Conference all rules regarding extension will be followed according to the extension policies outlined in the NPC manual for extension. No deviation will occur. Please go to www.npcwomen.org and click on “extension Information”. If extension has been voted on by the local Panhellenic delegates and occurs, the sorority that has been chosen must have at least $1 million of social liability insurance coverage with Loyola University New Orleans named on it, as the certificate holder, for the chapter to be recognized.

8. For chapters that fall under the auspices of the IFC, the NPHC, and IGC, expansion or re-activation may occur in conjunction with an already established interest group or an expansion without an interest group by a inter/national organization.

9. In order to assure success in the recognition process, each council may only expand by one new chapter a year (as opposed to returning from judicial sanctioning) because of University and Council resources, if approved by the council.

10. If the inter/national organization satisfies the criteria outlined above, the appropriate council will schedule meetings to begin the process of expansion, extension, or re-activation if and only after the Office of Fraternity and Sorority Life approves the
respective council’s decision.

11. If the outcome of a presentation to one of the four recognized governing councils results in denial by the council of expansion, extension, or re-activation to Loyola University New Orleans the inter/national office may submit a letter of appeal to the Director of Student Involvement. This letter must be received within ten (10) business days of the notification of denial.

12. If a letter of appeal is denied, the group will not be recognized by Loyola University New Orleans. In other words, no further appeal; the decision of the Vice President for Student Affairs is final.

13. All recognized fraternities and sororities must participate in the the revised Standards of Excellence for Spring Semester 2018. Please go to http://studentaffairs.loyno.edu/involvement/greek-life for the PDF document. Failure to do so will result in a loss of recognition. If the chapter fails to meet or exceed a “Bronze” status in the program during their probationary period the chapter’s recognition will be immediately terminated for no less than one year. The supporting inter/national organization must re-apply, after a year, if this situation occurs.

POST-EXPANSION GUIDELINES
All newly recognized Greek-letter organizations will assume probationary Fraternity & Sorority Life membership status for two (2) full academic semesters. The following guidelines must be followed during the probationary period:

• The local president must meet with the Assistant Director of Fraternity & Sorority Life weekly.
• Groups must adhere to all Loyola University New Orleans Fraternity & Sorority Life policies and procedures http://studentaffairs.loyno.edu/involvement/greek-life including but not limited to the Relationship Statement for Greek-letter Organizations at Loyola University New Orleans, and participation in the Standards of Excellence.
• Groups must have a faculty/staff advisor and alumni advisor
• Groups must comply with all governing laws, policies, and requirements of their Governing Council
• Groups must adhere to the Loyola University New Orleans Code of Conduct and all applicable federal, state, and local laws
• Groups must have more than 5 members to gain recognized status at Loyola University New Orleans within their first year of colonization/activation
• Groups must score a “Bronze” level or better in the assessment program each semester during their probationary period. (Not including the first semester the national office will be recruiting. That semester will be a semester of education about the program) If the group does not meet or exceed a “Bronze” level in the SOE, immediate termination of recognition will occur.

After the probationary period expires, a group becomes eligible for full Fraternity & Sorority Life recognition.
POST-PROBATIONARY PERIOD PROCEDURES
The following guidelines must be followed once the probationary period has expired: The Governing Council of the probationary group will forward a letter or email of recommendation to the Assistant Director of Fraternity and Sorority Life to express support for, or rejection of, Loyola University New Orleans granting of full Greek Life membership to the group. This letter or email will include specific reasoning for either position.

NOTE: Full Loyola University New Orleans Greek Life membership status shall not be confused with the classes of membership outlined in the constitution and bylaws of any Governing Council. “Full Loyola University New Orleans Greek Life membership status” simply means that the group will no longer be on probationary status with the University.

• The staff of Fraternity and Sorority Life in conjunction with the Director of Student Involvement and the Office of Student Conduct will determine if it will or will not recommend that the newly recognized group be granted full Loyola University New Orleans Greek Life membership. Immediate termination of recognition will occur with the chapter in question if found in this situation.

NOTE: If a newly recognized group is not granted full membership at the expiration of four (4) academic semesters, said group must meet with the Assistant Director for Fraternity and Sorority Life and the Director for Student Involvement to determine if Greek Life recognition will or will not be revoked. The group at hand will be placed on an agreed action plan for a period of one semester. If the organization does not fulfill all criteria immediate suspension of recognition will occur.