

## ATTACHMENT A

### **Fraternity & Sorority Life Expansion Committee (9 Members)**

Four council presidents (4)

Interfraternity Council

National Pan-Hellenic Council

Panhellenic Council

Cultural Greek Council

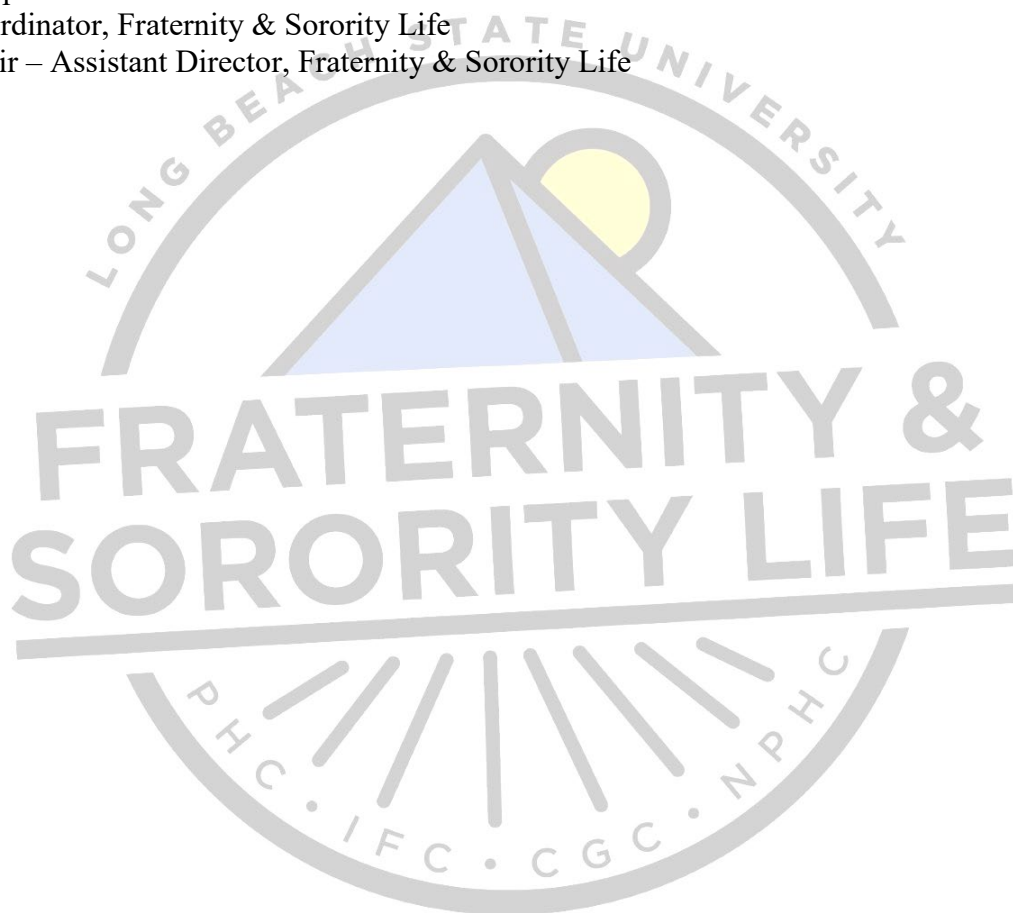
A representative from the Office of Conduct & Ethical Development,

A member of ASI Senate

A representative from Residential Life

Coordinator, Fraternity & Sorority Life

Chair – Assistant Director, Fraternity & Sorority Life



# **Fraternity & Sorority Life**

## **EXPANSION PROCESS \***

### **CSULB Office of Student Life and Development**

California State University, Long Beach (CSULB) is open for expansion when there is an agreement between Student Life & Development and the respective social Fraternity & Sorority Inter/National organization. The University's recognition of fraternities and sororities is a privilege. Those organizations seeking recognition, which entitles groups to conduct membership recruitment and to access other privileges as defined in Campus Regulations (*CSULB Regulations for Campus Activities, Student Organizations, and the University Community*), must follow the process outlined in this document. Expansion opportunities will not be offered to a prospective fraternity or sorority before at least two calendar years has passed since the establishment of the newest fraternity or sorority colony.

A new social sorority or fraternity may register with the University only after a formal invitation has been granted by Director of Student Life & Development. In order to receive a formal invitation, the petitioning organization must meet all the documentation and certification requirements as set forth by this policy. Following the submission of all documentation and certification requirements, an Expansion Committee which will consist of the four council presidents (4), a representative from the Office of Conduct & Ethical Development, member of ASI Senate, representative from Residential Life, Coordinator, Fraternity & Sorority Life, and the committee will be chaired by the Assistant Director, Fraternity & Sorority Life. If a Council President is unable to serve, the Council Vice-President will serve in that absence. The committee will be convened once each academic year to review applications for new chapter/colonies and make a recommendation to the Director of Student Life & Development/Dean of Students.

All social fraternity/sorority organizations at CSULB must affiliate with one of the four existing councils: Interfraternity Council, National Pan-Hellenic Council, Panhellenic Council, and Cultural Greek Council. CSULB does not recognize interest groups of Inter/National organizations. All alumni support for re-chartering or chartering new chapters must go through the Inter/National Headquarters. All recognized chapters must be chartered at CSULB, and the chapter membership must be exclusive to students at CSULB. "Metro, city-wide, or area chapters" are prohibited. CSULB reserves the right to withhold, revoke, or suspend the registration of any social sorority or fraternity when University rules, policies, and/or guidelines have not adhered. Violation of guidelines will result in the organization's suspension or expulsion. Organizations operating "underground" will not be considered for expansion for at least four years after the underground group ceases to exist.

## Proposal & Timeline

- The Expansion Chair will send out the Expansion Guidelines to any organization that expresses interest in establishing a chapter at CSULB each academic year. To receive the information for the upcoming academic year, the inter/national organization must contact CSULB before **September 1<sup>st</sup>** of that year. Any requests after **September 1<sup>st</sup>** will be grouped into the next academic year.
- Once the materials are received, the interested parties will have **sixty (60) calendar** days to submit their formal responses and any supporting materials to the Expansion Committee Chair. The committee will review the articles after the deadline. All portions of the documents will be carefully considered, and supplementary materials may be reviewed at the committees' discretion.
- The Expansion Committee will develop recommendations. Recommended actions may include, but are not limited to, extending invitations to one or more organizations to come to campus to formally present proposals to the Expansion Committee. The Expansion Committee shall host no more than four on-campus presentations from inter/national organizations in any academic year. All organizations will receive notification by **January 30<sup>th</sup>** as to what the Expansion Committee has recommended.
- Selected Organizations will be invited to campus to present in **March** of the academic year. Following any presentations, the Expansion Committee will provide the Chair with a final recommendation.
- If the Expansion Committee chooses to accept an organizations' proposal, the Expansion Committee will provide Colony Requirements and Provisional Privileges to the organization. Depending on the needs of the respective council, the Expansion Committee will recommend the earliest date that the organization can begin colonization efforts.

## CSULB Greek Expansion Application

Organization: \_\_\_\_\_

Council Applying to: \_\_\_\_\_

National Headquarters Address: \_\_\_\_\_

National Headquarters Phone number: \_\_\_\_\_

National Website: \_\_\_\_\_

Year and campus of organization founding: \_\_\_\_\_

Name of Person Completing this Application: \_\_\_\_\_

Position within Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail: \_\_\_\_\_

My signature attests that I have reviewed the CSULB Fraternity & Sorority Life Expansion process and agree that my organization will abide by CSULB Campus Regulations.

Signature of Person Completing Application: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

## SECTION I

### **Documentation:**

The sorority or fraternity shall provide the Office of Student Life & Development – Fraternity & Sorority Life with the following information along with its letter of intent:

1. Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that currently are registered.
2. Letter from the National office stating their interest in supporting a charter at CSULB.
3. Letter of commitment from a person or group of individuals willing to serve as chapter advisor(s)
4. Documentation of support from (inter)national office for the person(s) serving as chapter advisor(s)
5. Letter of commitment from a faculty or staff person who has agreed to serve as your faculty advisor
6. The total number for alumni residing in the immediate area (50-mile radius of Long Beach) and give the contact information for five (5) alumni who would be willing to provide support and advisement to the chapter.
7. List of all active alumni residing within a 15-mile radius of CSULB
8. List of other institutions where the organization expanded within the past three (3) years.
9. The number of undergraduate chapters closed and/or suspended during the last three (3) academic years, including when, where, and why.
10. Total number and contact information of all active undergraduate chapters of your organization in California
11. Contact information and Student ID numbers for any CSULB students currently interested in affiliating with the organization.
12. Documentation of a 501(c)(7) tax status by the Internal Revenue Service.
13. Copy of the organization's insurance certificate (minimum \$1,000,000 coverage).

14. National risk management policies related to alcohol, drugs, hazing and facility management (if applicable).
15. Copy of the new member education/intake curriculum, including the length of time the new member education/intake program, spans before initiation.
16. Information about leadership development programs provided at the local, state, regional, and/or national level(s).
17. Plan of action and timeline for the expansion including support for the organization by the headquarters and alumni; identification of, length of time to be present, and functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and plan for ongoing consultations and supervision for the colony/chapter.
18. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or other legal responsibilities incurred by the organization if the expansion is not successful.
19. A copy of the (inter)national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of and criteria for a social sorority or fraternity.
20. Rules, regulations, policies, and related information about the colony/chapter and its operations.
21. Further clarification and explanation on the reasons why the organization will be a good fit in the selected governing council, as stated in the letter of intent.
22. Provide written explanation of minimum requirements needed for the organization to obtain colony and chapter status from inter/national headquarters.
23. Please note additional pertinent information may be requested

## **SECTION II**

### **Statement of commitment to University policies and guidelines**

The petitioning sorority or fraternity must also submit a letter that specifically articulates agreement to the following:

1. The Fraternity and Sorority Recognition and Governance Guidelines, Fraternity and Sorority Relationship Agreement, and Fraternity and Sorority Advisor Relationship Agreement.
2. All CSULB guidelines including but not limited to those related to alcohol, hazing, and facility operations
3. The University's seven (10) week initiation requirement.
4. General support for and compliance with the constitution and any other rules of the respective governing council with which the organization will affiliate.
5. Please note additional pertinent information may be requested.

Petitioning organizations shall provide one PDF copy and one hard copy of information and materials listed above under section headings "Documentation" and "Statement of commitment to University policies and guidelines." The information submitted in hardcopy format must be tabbed to correspond with the requirements as listed. Failure to provide information as requested may delay the process or are grounds for termination of consideration for expansion.

The Office of Student Life & Development - Fraternity & Sorority Life shall respond electronically or in writing to each organization's letter of intent to confirm receipt. Information will be included in the Office of Student Life & Development - Fraternity & Sorority Life letter to provide an overview of the CSULB Fraternity & Sorority Life community, and policies and procedures governing social sororities and fraternities. Petitioning organizations are encouraged to use this information to evaluate and determine the organization's continued desire to affiliate and the potential for success at the CSULB.

## **RE-ACTIVATION**

For organizations that once had a chapter at the CSULB, in addition to submitting the materials mentioned above, these organizations must also provide the following:

1. When the chapter was deemed inactive or de-recognized
2. Reasons why the chapter was deemed inactive or de-recognized
3. How the issue(s) surrounding the inactivation or de-recognition have been addressed

## **SECTION III**

### **Statement on Interest Groups**

If an Inter/National organization is eligible for expansion (no previous restrictions from policy breaches), it may hold two general meetings to build interest on campus, as well as see which students may want to be a part of their organization if they expand to the University. Any meetings of this kind **MUST** be coordinated by a designated national officer and **NOT** an interested student on campus. Also, it must be clearly stated at the meeting that there is no guarantee that because there is an interest that the organization will be approved to expand on campus. This designated group of interest is prohibited from acting as an organization affiliated with the national fraternity or sorority, and will not be recognized as a student organization at CSULB or engage in any activities restricted to recognized fraternities/sororities. There are to be no officers of the group or events held in the group's name. Any initiation or new member education of members of the group interests violates the expansion policy and subjects the national organizations to a minimum of two years of ineligibility to expand at CSULB. Organizations may not use CSULB's name or facilities unless permission has been granted by the Office of Student Life & Development – Fraternity & Sorority Life.

## **Section IV**

### **RECOGNITION PROCESS**

Recognition is the formal process by which CSULB agrees that a fraternity or sorority may function on the campus as any recognized student organization by enrolling members and by identifying its chapter with the university. The University seeks to recognize and support those fraternities and sororities whose purpose and practices are consistent with those of the University.

Through this support, the University acknowledges the value of fraternity and sorority life and the benefits of participation in their respective organization. In instances where a chapter or its members operate in a manner that is found to be contrary to the mission of the University and its students, the University reserves the right to revoke or suspend recognition of the chapter and to expel the chapter from the University. Recognition of a student organization does not imply the University's sponsorship of, control over, or responsibility for the activities of the organization, nor does recognition authorize the organization to act on behalf of the University.

### **Chartering**

1. Follow all inter/national organization policies, requirements, and expectations for the chartering process.
2. All recognized chapters must be chartered at CSULB, and the chapter membership must be exclusive to students at CSULB. "Metro, city-wide, or area chapters" are prohibited.
3. Organizations selected to expand or reorganize must also meet the following criteria:
  - a. Representatives must attend all Governing Council meetings, and all members are strongly encouraged to participate in every facet of the Fraternity/Sorority community (Fraternity & Sorority Week, community service, etc.).
  - b. Secure the support of a faculty/staff advisor.
  - c. The chapter advisor should attend all meetings of the group and scheduled meetings for advisors by FSL.
  - d. The group must abide by all Governing Council, National and University policies, regulations, and guidelines.
4. All fraternities and sororities will be expected to maintain Minimum Standards for student organizations at California State University, Long Beach.
5. If a fraternity or sorority does not receive its charter within two (2) years of colonization on campus, their status as a colony and viable organization at California State University, Long Beach will be reviewed by the Office of Student Life & Development.. If found not to be sustainable, the colony may be required to disband.

## Fraternity & Sorority Life University Advisor

**Name of Organization:** \_\_\_\_\_

*Each fraternity and sorority shall have at least one University Advisor who must be a full-time member of the college's faculty and staff selected by the organization membership. The University Advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.*

### Responsibilities of a University Advisor:

- Meet with the new members at the beginning of each new member period.
- Meet individually with each executive board officer and the chapter advisor (if applicable) once per semester. It is recommended that these meetings be scheduled early in the fall and spring semester.
- Meet individually with members who are having academic difficulty.
- Read correspondence sent from Office of Fraternity and Sorority Life and the Inter/National Headquarters. Share with the chapter, as appropriate.
- Watch for chapter patterns that appear in the Fraternity and Sorority Life reports on academic achievement, service hours completed and membership numbers and be prepared to address these issues, both positive and negative, with chapter leadership.
- Be available to meet confidentially with members upon request.
- Upon appointment as an advisor, meet with the chapter officers to establish mutual understanding and expectations.
- Be available to attend chapter meetings and events upon request.
- Be knowledgeable about areas affecting fraternities/sororities: recruitment, new member education, expansion, public relations and image, scholarship, service, risk management, etc.
- Contact Fraternity & Sorority Life if unsure of how to handle a situation.
- Contact Fraternity & Sorority Life if the chapter could benefit from specific guidance or programming.
- Meet with inter/national visitors, as appropriate.
- Meet with chapter alumni advisors, if applicable and appropriate.

*I understand and agree to perform the role of advisor to the above-listed organization and as specified in the above expectations for the academic year of 20\_\_\_\_ - 20\_\_\_\_.*

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Campus Address:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

### Chapter Officer Confirmation

**Name:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Fraternity & Sorority Life Chapter Agreement

*Each fraternity and sorority shall have at least one University Advisor who must be a full-time member of the college's faculty and staff selected by the organization membership. The University Advisor will serve a one-year term with possible extension based on mutual agreement between the advisor and the chapter.*

### Responsibilities of Chapter Members in Relation to Their University Advisor:

- The New Member Educator must schedule meetings between new members and University Advisor. Meeting should occur within the first two weeks of the beginning of the new member program, but must occur at least one week before initiation.
- A chapter officer must schedule one meeting between each executive board officer and the chapter advisor (if applicable) once per semester. It is recommended that these meetings be scheduled early in the fall and spring semester.
- The Scholarship Officer/Chairperson must provide a list of members who need to meet for academic advisement with an advisor. Contact information must also be provided.
- Chapter officers must meet as a group with the university Advisor once per month.
- A chapter officer should schedule a meeting between the advisor and national visitors/consultants when they are on campus.
- If the chapter has an alumni advisor, a chapter officer should schedule a meeting between the two advisors at least once per semester.
- Provide advisor with copies of monthly/semester calendars, chapter meeting minutes and goals, as appropriate.
- Invite the university advisor to chapter functions and celebrations, officer transition, and other sisterhood events.
- Don't just go to your advisor when you have a problem. Make an effort to tell them the great things you are doing!

*I understand and agree to support the role of advisor as specified in the chapter expectations listed above and the University Advisor expectations on the reverse side. I further understand that this process must be completed annually and the relationship between this University Advisor and the chapter will only continue upon mutual agreement.*

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### University Advisor Confirmation

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Position: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE ENSURE THAT BOTH FORMS ARE COMPLETED.**

Once completed, upload to BeachSync along with other registration documents.