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## **EXPANSION PROCEDURES**

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The Expansion for Procedures for Social Fraternities and Sororities outlines the guidelines and procedures for all new and returning social fraternities and sororities at the University of North Alabama.

A new social fraternity or sorority may register as a Recognized Student Organization with the University's Office of Student Engagement only after all steps within these procedures and the respective council's constitution/bylaws have been completed and a formal invitation has been granted by the Assistant Director of Student Engagement for Fraternity and Sorority Life. In order to receive a formal invitation and recognition, the new/returning organization must submit all the documentation and certification requirements as set forth by these procedures.

The governance structure for social sororities and fraternities at the University of North Alabama includes student governing councils (College Panhellenic Council-CPH, Interfraternity Council-IFC, Independent Greek Council-IGC, and National Pan-Hellenic Council-NPHC) that are delegated authority by the University to participate in a shared governance model. All interested in expanding at the University of North Alabama must be aware of the policies and procedures of their respective council, as the organization must affiliate with one of the four councils.

This document is divided into four sections: Section I outlines the University of North Alabama's definition and general guidelines for social fraternities and sororities pursuant to the relevant Rules of the University of North Alabama; Section II outlines the procedure that a petitioning social fraternity/sorority must follow to request and obtain recognition; Section III outlines the benefits and expectations of a recognized social fraternity or sorority at the University of North Alabama; and Section IV outlines repercussions for operating a social fraternity or sorority fraternity of the protocol outlined in this document.

### **SECTION I**

#### **A. Social Fraternity/Sorority Defined**

The University of North Alabama defines a social fraternity/sorority as a single-gender organization that exists to promote fraternal relationships and personal development; requirement for membership is subjective and is not limited to a specific field of study, class year, etc.; and members are not permitted to hold membership in other identified social fraternities/sororities at the University.

Additionally, all recognized social fraternities and sororities at the University of North Alabama must be affiliated with an inter/national organization and/or must have tax-exempt status under Section 501(c)(7) of the Internal Revenue Code; must limit membership to currently enrolled students at the University of North Alabama.

#### **B. Governance Structure**

The governance structure established by the University of North Alabama includes student input and participation. Student input and participation is accomplished through authority delegated by Fraternity and Sorority Life Office to designated student governing councils. Social fraternities and sororities must abide by applicable university policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by Fraternity and Sorority Life Office and the designated governing councils.

### **C. Residential Units/Housing**

A social fraternity/sorority that operates a residential unit and provides opportunities for housing to university students, must abide by facility management policies and standards as established by the University, including but not limited to the following: (1) Organizations must be in compliance with fire safety standards and must pass Fire Safety Inspections; (2) Organizations must comply with building inspection and related policies and must take corrective measures as needed or required.

### **D. Withholding, Revoking, Suspending Recognition & Reinstatement**

The University reserves the right to withhold, revoke, or suspend the recognition of any social fraternity/sorority when University rules, policies, and/or guidelines are not adhered to. Any social fraternity/sorority that remains inactive for over one year must follow the expansion procedures to be reinstated.

## **SECTION II**

### **A. Procedure for Expansion**

Social fraternity/sorority expansion at the University of North Alabama can occur in three ways:

1. Through a formal University expansion plan approved by CPH, IFC, IGC, NPHC, the Assistant Director of Student Engagement for Fraternity and Sorority Life, or council advisor;
2. Through a formal petition for recognition by an interest group (either a student-led or IHQ-lead interest group);
3. Through a formal petition for recognition for an organization coming off a disciplinary loss of University recognition

*Note, each governing council (CPH, IFC, IGC, or NPHC) will recognize no more than one group as a colony within each respective council at any one time. Therefore, no council will be allowed to expand further until the colony has become a chartered chapter or has disbanded.*

1. Procedures for formal expansion plan by the CPH, IFC, IGC, or NPHC Executive Board
  - a. Determine need for expansion
  - b. Council executive board must first gain approval from the general body of the respective council and the Assistant Director of Student Engagement for Fraternity and Sorority Life and/or council advisor to begin expansion process
  - c. Follow the additional procedures outlined in the governing council documents
  - d. Selected organization must submit all necessary documentation, as indicated in Section II, Sub-section B of these expansion procedures to the Fraternity and Sorority Life Office
  - e. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to the chosen organization'
2. Procedures for Petitioning Interest Groups  
*For Student Interest Groups:*

- a. Contact Assistant Director of Student Engagement for Fraternity and Sorority Life about interest in expanding the Fraternity/Sorority Community at the University of North Alabama
- b. Submit a letter of interest/intent to the respective governing council and the Assistant Director of Student Engagement for Fraternity and Sorority Life
- c. Follow the steps as outlined in the governing council documents. If an inter/national organization is supporting an interest group, additional steps should be taken as indicated below
- d. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to approved organizations  
*For Inter/national Headquarter Interest Groups:*
  - a. Submit letter of interest (or a letter of endorsement, if already working with a student interest group) to the respective governing council and the Assistant Director of Student Engagement for Fraternity and Sorority Life
  - b. Submit all necessary documentation, as indicated in Section II, Sub-section B of these expansion procedures to the Fraternity and Sorority Life Office
  - c. Follow the additional procedures outlined in the governing council documents
  - d. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to approved organizations

*Note, in the letter of interest/intent, the organization must articulate which governing council it wishes to affiliate with. For extension of National Panhellenic Conference sororities, the university will work in concert with the process as outlined in the NPC Manual of Information in addition to the CPH governing documents; however, all University of North Alabama requirements must be met in addition to NPC and CPH procedures.*

3. Procedures for an Organization coming off disciplinary loss of University recognition
  - a. Meet with the Assistant Director of Student Engagement for Fraternity and Sorority Life to discuss possible re-instatement
  - b. After duration of University loss of recognition, meet with the CPH, IFC, IGC, or NPHC executive board to discuss the possible re-instatement and receive a list of criteria to be met to return to UNA as an active chapter. The criteria may include, but is not limited to, new advisor(s), no involvement from the members who were involved in the incident, and restitution for any money owed to UNA or council
  - c. Submit letter of intent to the respective governing council and the Assistant Director of Student Engagement for Fraternity and Sorority Life
  - d. Submit all necessary documentation, as indicated in Section II, Sub-section B of these expansion procedures to the Fraternity and Sorority Life Office
  - e. Follow the additional procedures outlined in the governing council documents
  - f. CPH, IFC, IGC, or NPHC will provide a checklist of expectations to the approved organization

#### **B. Documentation**

In addition to the required letter of interest/intent/endorsement, the following documentation is required for recognition:

1. Administrative Information:
  - a. Name of Organization
  - b. Founding Date
  - c. History at UNA\*
  - d. Current Number of Undergraduate Members
  - e. Average Chapter Size
  - f. Number of Chapters Closed in the Last Five Years and Reasons for Closing

- g. Membership Costs: New Member, Initiation Fees, Insurance, Regular Dues, Etc.
- h. Documentation of 5(c)(7) tax status by the Internal Revenue Service
- 2. Programs/Policies
  - a. Certificate of Liability Insurance (minimum \$1 million)
  - b. National Risk Management Policies/Statements for:
    - i. Alcohol
    - ii. Drugs
    - iii. Hazing
    - iv. Facility Management\*
  - c. Minimum Standards for Potential New Members, including Policy on Transgender Membership (*if one does not exist, please indicate how gender/membership is defined/determined by the organization*)
  - d. Length/Focus of New Member Program/Intake
  - e. Scholarship Program
  - f. Community Service/Philanthropy Program
  - g. National Constitution and By-Laws
- 3. Colonization:
  - a. List of University of North Alabama Students Interested in Affiliating with the Organization (L Numbers Included) \*
  - b. List and Status of Colonies/New Chapters Established in the Last Five Years
  - c. Rules, Regulations, Policies, and Related Information Pertaining to the Colonization
  - d. Criteria for Chartering
  - e. Plan of Action/Timeline for the Expansion
- 4. Organizational Structure:
  - a. List of all Active Chapters, including Location
  - b. Chapter Officer Structure\*
- 5. Housing:
  - a. Plans related to colony/chapter housing \*
  - b. Housing support\*
  - c. Inter/National Housing/Regional Housing Corporation\*
- 6. Resources:
  - a. Inter/National Headquarters/Regional:
    - i. Foundation Scholarships/Loans\*
    - ii. Leadership Development Programs (Local, State, Regional, and/or National Level) \*
  - b. Volunteer Support:
    - i. Contact Information for Alumni Residing in the Immediate Area (100 Mile Radius of Florence)
    - ii. Letter of Commitment from Person(s) Willing to Serve as Advisor(s)
    - iii. Documentation of Support from Inter/national Office for the Person(s) serving as Advisor(s)
  - c. Financial Support:
    - i. Financial Support Available to the Chapter from the Inter/National Headquarters and Alumni
    - ii. Statement Concerning how the Headquarters Will Address any Outstanding Liabilities or Other Legal Responsibilities Incurred by the Organization, in the event that the expansion is not successful

*\*If applicable*

### **C. Recognition**

A new organization that becomes recognized at the University of North Alabama through the expansion process, must complete a one-year probationary period in the respective governing council. During the probationary period, the fraternity/sorority will have voting privileges and will be assessed dues by the respective governing council. After a successful one-year probationary period, organization will become a full/ regular member of the respective governing council if the organization meets the membership requirements of the governing council for both semesters during the probationary period (e.g., academic performance, dues paid in a timely manner, etc.).

### **D. Chartering**

Each organization must become a fully chartered chapter within two years of registering. Failure to do so may result in the loss of recognition as a social fraternity/sorority. If an organization has not become a fully chartered chapter within two years, the organization must petition the Fraternity and Sorority Life Office in writing to explain any mitigating circumstances and to request an extension. If recognition as a social fraternity/sorority is revoked, the ability to become recognized again may require completing the expansion process as outlined in this document.

### **E. Registering as a RSO**

All Social Fraternities/Sororities at the University of North Alabama are required to be Registered Student Organizations (RSO) through the Office of Student Engagement. Once recognition is granted by the governing council and the Fraternity and Sorority Life Office, the Assistant Director of Student Engagement for Fraternity and Sorority Life will work with the new/returning organization to register as an RSO and review the expectations and privileges of RSOs.

## **SECTION III**

### **A. Benefits (not all-inclusive)**

A recognized social fraternity/sorority at the University of North Alabama will be afforded the following:

1. University support through the Fraternity and Sorority Life Office, including access to training, advisement, statistical reports, and related services
2. Participation in University, Fraternity and Sorority Life, and Governing Council programs and activities
3. Use of designated University facilities for meetings and other approved functions

### **B. Expectations (not all-inclusive)**

A recognized social fraternity/sorority at the University of North Alabama must adhere to:

1. Student Conduct Code
2. Constitution and Bylaws of Respective Governing Council
3. Student Organization Handbook
4. Fraternity and Sorority Life Guidelines and Procedures, including:
  - a. Hazing Policy
  - b. Alcohol Policy
  - c. Event Guidelines
  - d. New Member and Intake Guidelines\*
  - e. New Member Presentation Guidelines\*
  - f. Facility Policies\*

5. All Other Applicable University, Local, State, and Federal Policies, Regulations, and Laws

#### **SECTION IV**

##### **A. Non-Compliance**

Operation of any social fraternity/sorority established in defiance to the protocol outlined in this document will be considered a disregard for university protocol and failure to comply. Student participation in any activity for the purpose of recruiting members to a defiant social fraternity/sorority will be sanctioned through the Conduct Office for Failure to Comply. Any organization that operates as a defiant social fraternity/sorority will be given a minimum two-year moratorium at the University of North Alabama.