



# Fraternity & Sorority Life

**EXPANSION PROCEDURES FOR  
GREEK-LETTER ORGANIZATIONS**

## INTRODUCTION

Towson University supports its students' right to assemble and form groups based on a shared mission. To that end, the area of Campus Life 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 Towson University to carefully manage the growth of its Greek community and help to ensure a healthy, safe, thriving fraternity/sorority community.

Towson University 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.

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 five student governing bodies (the Inter-Fraternity Council [IFC], the National Pan-Hellenic Council [NPHC], the Panhellenic Association [PHA], the Unified Greek Council [UGC], or the Independent Greek Council [IGC]).
2. Students at Towson University 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, a letter of intent to expand or to re-activate must be written by the respective national office to Carly Heasley, Director of Fraternity and Sorority Life by the interested Inter/national fraternal organization. This letter cannot be written by a student or graduate/alumni chapter. This letter must be sent to the OFSL, **c/o Carly Heasley, Director of Fraternity and Sorority Life, 8000 York Road, 232C University Union, Towson, Maryland 21252**. This letter must include the reasons for the need to expand to Towson University, intentions of the respective national office, and if there is an interest group involved in the expansion. In addition to this letter, the national fraternity/sorority must have at least \$1 million of social liability insurance coverage with Towson University named on it, as the certificate holder, for the chapter to be recognized.
4. After the letter of intent to expand and the proof of insurance is received, the OFSL will then respond via email to the interested organization.

5. Next, 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 Director of Fraternity and Sorority Life.
6. 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](http://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 Towson University named on it, as the certificate holder, for the chapter to be recognized.
7. For chapters that fall under the auspices of the IFC, the NPHC, MGC 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.
8. In order to assure success in the recognition process, each council may only expand by one new chapter a year (unless returning from judicial sanctioning) because of University and Council resources, if approved by the council. To ensure appropriate resources are available to expanding organizations at the time of their arrival to campus, a council that has organizations scheduled to expand two or more years out, will not accept any applications (for example, if such council has chapters scheduled until 2023, no applications will be accepted until 2021).
9. 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.
10. If the outcome of a presentation to one of the five recognized governing councils results in denial by the council of expansion, extension, or re-activation to Towson University the inter/national office may submit a letter of appeal to the Assistant Vice President for Campus Life. This letter must be received within ten (10) business days of the notification of denial.
11. If a letter of appeal is denied, the group will not be recognized by Towson University. In other words, no further appeal; the decision of the Assistant Vice President for Campus Life is final.

12. All recognized fraternities and sororities must participate in the Chapter Assessment Program (CAP). The Chapter Assessment Program can be found at <http://www.towson.edu/studentactivities/fslife/programs/> 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 recognized fraternities and sororities at Towson University are responsible for the following:**

1. Submission of mandatory forms distributed by the Office of Fraternity and Sorority Life.
2. Familiarity with the Chapter Assessment Program and submission of the materials by the date required at the end of each school semester. (not including our mini-mesters)
3. Compliance with all recruitment/intake guidelines associated with the University or specific governing council.
4. Familiarity and compliance with all University rules and policies pertaining to Fraternity and Sorority organizations outlined in the Towson University Code of Conduct found at [http://www.towson.edu/studentaffairs/policies/documents/code\\_of\\_student\\_conduct.pdf](http://www.towson.edu/studentaffairs/policies/documents/code_of_student_conduct.pdf) and Fraternity and Sorority Life policies and procedures found at [www.towson.edu/gogreek](http://www.towson.edu/gogreek).
5. Compliance with any other rules or requests as determined by the Office of Fraternity and Sorority Life and the Office of Student Conduct and Civility Education.
6. Recruiting and maintaining six (5) or more members by and through one year post expansion who have an individual cumulative GPA above a 2.5.
7. Scheduling and attending meetings with the Director of Fraternity and Sorority Life, or designee to monitor progress of chapter.