



Fraternity & Sorority Life

**EXPANSION / REACTIVATION 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) provides 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, the 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 the 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 Multicultural Greek Council [MGC], 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 the 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 Roodinz Vital, Director of Fraternity and Sorority Life,** Rvital@towson.edu. This letter must include the reasons for the need to expand to Towson University, the intentions of the respective national office, and if there is an interest group involved in the expansion/reactivation. If a letter of intent is being submitted by a group returning from judicial sanctioning, then the letter should include the strategies that will be implemented to not repeat the actions that caused the judicial sanction.
4. After the letter of intent to expand/reactivate is received, the OFSL will then respond via email to the interested organization with the request for a recognition packet. The

recognition packet must be completed and submitted by the officer of the national organization. The recognition packet must include the following:

- A. A List of prospective members, if any, who are full-time undergraduate members enrolled at Towson University with a minimum of 12 credits and a cumulative grade point average above 2.5. (Names, TU IDs, and TU emails)
 - B. Your desired semester to begin expansion/reactivation and the recruitment strategy the organization plans to execute to successfully establish the chapter/ colony with a minimum of 5 members.
 - C. A list of organizational officers and key alumni who will be responsible for the expansion/reactivation process. (List of names, addresses, emails and phone numbers, titles/positions, and descriptions of the role each person will play in the process) **Please indicate the primary contact for this expansion/reactivation team**
 - D. Description of the organization. (# of chapters and locations, recent history (the last 3-5 years) of the organization and an indication of their success at increasing membership both locally and nationally, philosophy of the National Board regarding support of chapters, the minimum size of a chapter as established by the National Board. Colleges/Universities where the organization has successfully expanded in the past two years)
 - E. Details on chapter policies. (Scholarship requirements and programs, membership selection, new member education programming, conduct expectations, finances, alcohol/drug awareness, social programming, philanthropy, community awareness and relations, hazing)
 - F. Information on National and Local Expenses.
 - G. Constitution stating the structure and operational procedures of the organization.
 - H. Proof of insurance. (Copy of insurance certificate of at least \$1,000,000.00 coverage with Towson University as the certificate holder)
 - I. A statement acknowledging the fact that your organization's national office has read and understands the Office of Fraternity and Sorority Life's procedures regarding expansion/re-colonization and Towson University's code of conduct. These can be found at
 - i. www.towson.edu/gogreek
 - ii. <http://www.towson.edu/studentactivities/fslife/forms>,
 - iii. <https://www.towson.edu/studentaffairs/policies/conduct.html>
 - J. A statement acknowledging the fact that the local chapter will participate in the Towson University Chapter Assessment Program and abide by all rules of the program.
5. Interested organizations reactivating with five (5) or more enrolled undergraduate members still on campus will be permitted to reactivate without the submission of a recognition packet, merely the submission of a roster with full names, TU IDs, TU emails, local addresses, and executive board positions (if applicable) will suffice.
6. Expanding organizations (organizations new to Towson University or have been gone for 8 years or more) 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. Reactivating organizations are exempt from presenting.

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 before 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 Towson University 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, 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 an inter/national organization.
9. 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.
10. To ensure appropriate resources are available to expand/reactivate organizations at the time of their arrival to campus, a council that has organizations scheduled to expand/reactivate two or more years out, will not accept any applications.
11. 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.
12. If the outcome of a presentation to one of the five recognized governing councils results in denial by the council of expansion or extension 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.
13. 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.
14. 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 its 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-masters)
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 about 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 and Fraternity and Sorority Life policies and procedures found at www.towson.edu/gogreek.
5. Maintaining chapter insurance coverage annually.
6. Compliance with any other rules or requests as determined by the Office of Fraternity and Sorority Life and the Office of Student Accountability & Restorative Practices
7. Recruiting and maintaining five (5) or more members by and through one year post-expansion who have an individual cumulative GPA above 2.5.
8. Scheduling and attending meetings with the Director of Fraternity and Sorority Life, or designee to monitor the progress of the chapter.