

Policy and Procedure

Department: Student Leadership and Involvement Center	Section:
Title: Fraternity/Sorority/Culturally Based Fraternal Organization Expansion	Effective Date: 01/10/2022
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Purpose: In lieu of the SORC process, in all cases involving interest in forming a new social Fraternity or Sorority organization, whether from the general student body of the Panhellenic (PHC) or Interfraternity Councils (IFC), an exploratory committee will be created through the appropriate governing body.

Scope: An exploratory committee will vote on proposed organizations and share with PanHellenic Council and Inter Fraternity Council, which will make final recommendations to the Vice Provost for Student Life.

Policy: All students interested in starting a new social fraternity or sorority organization are required to meet with the Director of the Student Leadership and Involvement Center or their designee who will take the lead in communication with any inter/national offices. Only inter/national organizations will be considered for colonization/expansion/extension.

Procedure: Fraternity/Sorority Formation

In an effort to create similar colonization practices for all chapters seeking to join the Fraternity and Sorority Life community, an exploratory committee will be created through the appropriate governing body. Culturally Based Fraternal (CBFO) organizations have traditionally participated in a Student Organization Review Committee process to form a new chapter on campus. The exploratory committee will review applications, vote on proposed organizations, and make final recommendations to the Vice Provost for Student Life. The processes for extension or expansion with Panhellenic Council (PHC) organizations, Interfraternity Council (IFC) organizations, and Culturally Based Fraternal (CBFO) organizations are outlined below. The process for starting a new social fraternity or sorority on campus is initiated only by the Inter-Fraternity or Panhellenic Councils. Only inter/national organizations will be considered for colonization/expansion/extension.

Students who wish to participate in the fraternity or sorority recruitment process must have completed one semester as a full-time student (12 hours) at Creighton or another college or

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university and must maintain a 2.5 grade point average to be eligible. Transfer students must be able to produce a transcript for grade point average verification.

Students have the right to know the status of a registered student organization that they are a member of, or Student Leadership & Involvement Center staff.

Due to the nature of membership recruitment for social fraternity/sorority organizations, students engaging in the recruitment process will be notified at the beginning of the process if any of the organizations are on behavioral reprimand, behavioral or social probation. Suspended organizations are not eligible to recruit new members.

Panhellenic Council Organization Extension

When interest in a new sorority is expressed by the student population, the PHC Executive Board, in conjunction with the Assistant Director for Fraternity and Sorority Life, will further investigate this need. A document in written form expressing the community's desire to undergo extension shall be written by the PHC President and Vice President for Membership, reviewed by the Fraternity and Sorority Life Advisor, and sent to the Vice Provost for Student Life for approval to move forward with the process. For the extension process, PHC will follow the National Panhellenic Conference (NPC) guidelines.

Application

Per NPC guidelines, Panhellenic asks the NPC Extension Committee chairman to notify all NPC sororities of the extension opportunity and/or sends a letter of introduction to NPC sororities to solicit interest in extension. Interested sororities will be asked to send an application.

Below is a list of questions that must be addressed in the application packet of prospective chapters:

- Detailed colonization schedule outlining areas of support outlining the process your organization follows to recruit, establish, and support a new colony/chapter.
- A timeline of the extension process, pre-colonization marketing, and recruitment and colonization process.
- General organizational statistics (total number of chapters, number of active chapters, number of initiated members, etc.).
- Information on leadership development opportunities provided by the national organization
- Information on Risk Management program, including policies.
- Information on new member education program and chapter member education program.
- Detailed information on alumnae/volunteer training.
- Listing of Creighton faculty and/or staff interested in supporting the organization.
- Number of chapters in the states of Iowa, Kansas, Missouri, Nebraska, and South Dakota.

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- List of other institutions where organization recently colonized and current colonization projects.
- A short statement of how chapter values are in line with the mission and values of Creighton University.

Campus Presentation and Interview

The College Panhellenic Extension Committee selects organizations to make presentations from those NPC sororities returning requested information and/or that have a letter of interest on file. Arrangements are made with each selected organization for a campus presentation. Presentations are to be scheduled for separate days.

The on-campus visit will include the following meetings/presentations/interviews:

- Welcome and Wrap-up meetings with the Assistant Director for Fraternity and Sorority Life
- Reception with students, faculty, staff, and administrators
- Meeting with chapter presidents and Extension Committee delegates
- Presentation open to campus community
- Meeting with Assistant Director for Fraternity and Sorority Life, Director of Student Leadership and Involvement Center, and the PHC President
- Meeting with PHC Executive Board
- Campus Tour
- Presentation to the Vice Provost for Student Life Leadership Cabinet

Recommendations

After all presentations have been made, the College Panhellenic extension committee makes a recommendation to the College Panhellenic Council regarding which organization meets the needs of the campus. The council votes on the recommendation and issues an invitation. A majority vote is required in order for the recommended chapter to be approved. Following the vote, PHC President and Vice President for Membership will compose a letter with the final decision and send it to the Vice Provost of Student Life for final approval. Should approval not be granted by the Vice Provost of Student Life, the Expansion Committee shall make a second recommendation to the Panhellenic full council.

Interfraternity Council Organization Expansion

When interest in a new fraternity is expressed by the student population, the IFC Executive Board, in conjunction with the Assistant Director for Fraternity and Sorority Life, will further investigate this need. The IFC Full Council must vote to begin the expansion process by two-thirds. A document in written form expressing the community's desire to undergo expansion shall be written by the IFC President, reviewed by the Fraternity and Sorority Life Advisor, and sent to the Vice Provost for Student Life for approval to move forward with the process.

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Application

The IFC President shall acquire materials from fraternity chapters and present the received material to the IFC Expansion Committee. Below is a list of questions that prospective chapters must address in their submission:

- Detailed colonization schedule outlining areas of support outlining the process your organization follows to recruit, establish, and support a new colony/chapter.
- A timeline of the extension process, pre-colonization marketing, and recruitment and colonization process.
- General organizational statistics (total number of chapters, number of active chapters, number of initiated members, etc.).
- Information on leadership development opportunities provided by the national organization
- Information on Risk Management program, including policies.
- Information on new member education program and chapter member education program.
- Detailed information on alumnae/volunteer training.
- Listing of Creighton faculty and/or staff interested in supporting the organization.
- Number of chapters in the states of Iowa, Kansas, Missouri, Nebraska, and South Dakota.
- List of other institutions where organization recently colonized and current colonization projects.
- A short statement of how chapter values are in line with the mission and values of Creighton University.

Campus Presentation and Interview

Upon approval from the Vice Provost for Student Life, the IFC President shall form an Ad-Hoc IFC Expansion Committee. The IFC Expansion Committee shall consist of, but is not limited to:

- IFC Executive Board members
- A delegate from every IFC Fraternity Chapter
- Fraternity and Sorority Life Advisor
- Associate Vice Provost for Student Life or their designee
- Director of the Student Leadership & Involvement Center
- Panhellenic Council President
- Panhellenic President Elect
- Three non-affiliated male students

The IFC Expansion Committee, under the guidance of the Fraternity and Sorority Life Advisor and IFC President, shall extend invitations to no more than three fraternities for on-campus visits. Every chapter that applies will be given equal consideration.

The on-campus visit will include the following meetings/presentations/interviews:

- Welcome and Wrap-up meetings with the Assistant Director for Fraternity and Sorority Life
- Reception with students, faculty, staff, and administrators

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- Meeting with chapter presidents and Extension Committee delegates
- Presentation open to campus community
- Meeting with Assistant Director for Fraternity and Sorority Life, Director of Student Leadership and Involvement Center, and the IFC President
- Meeting with IFC Executive Board
- Campus Tour
- Presentation to the Vice Provost for Student Life Leadership Cabinet

Recommendation Process

The IFC Expansion Committee shall make a final recommendation to the IFC Full Council, who will then vote on the recommended chapter. The vote must be at least two-thirds in order for the recommended chapter to be approved. Following the vote, the IFC President will compose a letter with the final decision and send it to the Vice Provost for Student Life for final approval. Should approval not be granted by the Vice Provost for Student Life, the Expansion Committee shall make a second recommendation to the IFC full council.

Culturally Based Fraternal Organization Expansion

Culturally Based Fraternal Organizations (CBFOs) are recognized as vehicles that increase a student's growth and leadership development. These organizations provide students the opportunities to develop leadership skills, broaden social and professional perspectives, and contribute to the University and Omaha area. Through participation in a CBFO, students are encouraged to share ideas, values, cultures, and activities with other members of the campus community. These organizations are subject to all other University policies, are composed of University students, entirely responsible for the conduct of various sponsored activities, as well as the daily affairs of the group.

New CBFOs may come to campus as a result of expressed interest by the national organization or interest group which is created by six or more students. Interest groups are only allowed for CBFOs; chapters of Inter-Fraternity or Panhellenic affiliation must participate in the expansion/extension process outlined in the council's governing documents to come to campus. A CBFO that is initiated by student interest must be expressed to the Assistant Director for Fraternity Life and Leadership and Assistant Director for Sorority Life and Leadership from the Student Leadership & Involvement Center (SLIC). Student interest groups must be in collaboration with Inter/National Organization to begin the process of being recognized on campus; no local organization applications will be accepted.

CBFO application review will happen biannually during the academic year only. Inter/National organizations or interest groups can expect notification of the decision of the CBFO Expansion Committee within a semester of their application. Interest groups are comprised of at least six students who wish to explore adding a new organization to campus; the purpose of the interest group is express and seek to fulfill an unmet need in the CBFO community.

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Application

Culturally based fraternal organizations wishing to expand to Creighton University must submit the following materials to the Assistant Director for Fraternity Life and Leadership and Assistant Director for Sorority Life and Leadership no later than the Wednesday before fall or spring break:

Letter of Intent. An Official Letter of Intent, on letterhead from the Inter/National Organization expressing interest in forming a chapter of their organization on Creighton's campus and the organization's alignment with the Jesuit, Catholic mission.

Council Affiliation. Verification that the inter/national organization is affiliated with one of the following:

- National Pan-Hellenic Council (NPHC)
- North American Inter-Fraternity Conference (NIC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Multicultural Fraternity and Sorority Life Council (NMGC)
- National Asian Pacific American Panhellenic Association (NAPA)
- If the organization is not a member of one of these organizations, documentation must be given as to the reasoning for this.

National Philanthropy/Traditional Events. Includes a description of the service and philanthropy work done by the Inter/National Organization. Creighton University commits to a diverse group of philanthropic and events that engage our students in multiple opportunities to interact with the community and different causes.

History of Organization. A brief biography of the organization. This may also include, but not limited to, the following:

- Name of organization
- Founding date and location
- Membership statistics:
 - Current number of chapters and colonies (national and regional)
 - Within 100 miles noted
 - Current number of undergraduate members (national and regional)
 - Current number of total alumni/ (national and regional)
 - Within 100 miles noted
 - Average chapter size
 - Number of chapters founded in the last five years
 - Number of chapters closed in the last five years
 - Reasons for closing, if applicable
 - National Awards and presence in media
 - Position on hazing prevention/hazing policy and risk management

New Member Process. Information regarding the following Inter/National organizations including, but not limited to, the following:

- Membership costs (new member, initiation fees, insurance, regular dues, etc.)

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- Intake policies and guidelines
- Complete new member program
- Minimum standards for potential new members
- Scholarship/academic support programs
- Community service and philanthropy programs/requirements
- Constitution and by-laws
- Leadership/member development programs
- Code of Conduct/Standards/Judicial procedures

Colonization Process. Information regarding the Colonization/Chartering process including, but not limited to, the following:

- Procedures for colonization/chartering
- Potential Timeline and Plan for ongoing support for the organization
 - Semester-by-semester plan for colony leading up to chartering process
 - Full year post-chartering support outlined for the chapter

National & Local Support. The name and contact information, and a signed, written statement indicating willingness to serve in an advisory/support/resource capacity, from each of the following parties:

- A faculty/staff moderator from Creighton University
- A chapter alumni advisor
 - Preferably within 100 Miles
- An undergraduate/graduate chapter, if applicable
- A representative from the inter/national organization

Resources. Any and all resources available to the organization not mentioned above which can include, but not limited to, the following:

- Inter/national organizational structure and contact information
- Foundation scholarships/loans
- Leadership schools, retreats, conventions, and/or relevant meetings
- Publications

Presentation and Interview

Upon the receipt of an application packet from a CBFO intending to colonize on Creighton's campus, the CBFO Expansion Committee will convene. The CBFO Expansion Committee reviews CBFO applications and makes recommendations to the Vice Provost for Student Life and/or their designee for approval based on the application and interview.

The CBFO Expansion Committee consists of:

- The Assistant Director for Fraternity Life and Leadership, co-chair
- The Assistant Director for Sorority Life and Leadership, co-chair
- The Sr. Director of Creighton Intercultural Center or their designee
- The Assistant Director of Programming and Student Organizations
- The President and/or a representative from each of the existing CBFOs
- The President of each of the FSL Umbrella Councils

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- A Faculty/Staff Member outside the Division of Student Life
- One non-affiliated student

Upon reviewing the application, the CBFO Expansion Committee may decide to extend an invitation to present and interview with pertinent campus constituents. Once an invitation is extended and accepted, the CBFO group seeking to expand on Creighton's campus will need to present and/or interview with the following constituents:

- A presentation that includes representation from all FSL Umbrella Councils
- An interview with the CBFO Expansion Committee
 - A follow-up meeting with the co-chairs of the CBFO Expansion Committee
- An interview with the Director of the Student Leadership and Involvement Center
- A presentation to the Vice Provost for Student Life Senior Leadership Team

Depending on the location and/or availability of the group applying, these meetings can take place in person or via video/phone conference.

Recommendation Process

Upon receiving feedback from all groups with whom the CFBO presented or interviewed, the Expansion Committee will vote to approve or deny the request of the CFBO to join campus. Should the Committee vote to approve the expansion, the co-chairs of the committee will author a memo to the Director of the Student Leadership and Involvement Center. Upon review of the memo the Director makes recommendations of either:

- Recommend
 - If the group follows all application guidelines, lives out the Creighton Mission, does not duplicate efforts, and is sustainable.
- Do not recommend
 - Group does not fulfill requirements but may be invited to reapply.

This recommendation is then sent to the Vice Provost for Student Life and/or their designee for final approval. The memo will include the following:

- The quantitative results of the committee vote
- What information was learned from the application and interview process including if the organization is culturally based, but not culturally exclusive
- Why the CBFO is an appropriate fit for campus due to aligning values with the University
 - Information on the population of interest and the corresponding numbers will be included in rational for fit as well
- A timeline that includes a proposed invitation date, when the chapter would arrive on campus, and information regarding the chapter recruitment and intake process
- The application packet will be included as an appendix