

# Seton Hall University Fraternity and Sorority Life

## Expansion Policy for Fraternities and Sororities

Any organization seeking to establish membership at Seton Hall University must apply through the expansion process as outlined below. Expansion involves inviting inter/national fraternities and sororities to establish chapters on campus and is encouraged when a need exists. In consultation with the current Fraternity and Sorority Life leadership, the Dean of Students will determine the extent of expansion, if any, during a given year.

The following policy is applicable to all organizations seeking recognition under our Multicultural Greek Council (consisting of our chapters that are members of National Multicultural Greek Council, and/or National Association of Latino Fraternal Organizations), National Pan-Hellenic Council, National APIDA Panhellenic Association and our Interfraternity Council (consisting of our chapters that are members of the North American Interfraternity Conference).

The College Panhellenic Council will follow all guidelines and regulations for Extension as outlined in the National Panhellenic Conference's *Manual of Information*.

### **Important Notice:**

The University does not recognize interest groups not affiliated with a national or international fraternity or sorority. To ensure the safety and wellbeing of our students, Seton Hall University does not recognize any student initiated by an organization that is not an established chapter in our fraternity/sorority community (All recognized organizations are listed on our website: <https://www.shu.edu/fraternity-and-sorority-life/index.cfm>). If an organization/individual fails to follow any university policy, they may be subject to University Community Standards sanctions.

Organizations that are not recognized by the Department of Student Life are not permitted to recruit and/or promote themselves in any way. This includes but is not limited to stepping, strolling, saluting, or any display which is deemed to be a promotion of an organization not recognized by Seton Hall University.

Additionally, the Department of Student Life will commit to expansion with no more than one organization per council (IFC, CPC, MGC, NPHC, & NAPA) per academic year.

## **Section I: Letter of Intent**

Inter/National organizations interested in joining the Seton Hall University Fraternity and Sorority Community shall submit a written letter of intent from the headquarters staff member responsible for Expansion. This letter should include the following:

1. Statement of Intent
  - a) A detailed statement indicating the group's purposes and goals, and how the goals and missions relate to the University's Catholic Mission.
  - b) In this statement, the organization should also address why an addition to our fraternity and sorority community is both needed and desirable.

2. Information on Inter/National Organization
  - a) Total number of chapters nationally and regionally
  - b) Total number of colonizations within region (including where, when, and how many colonies were chartered)
  - c) Total number of initiated members
  - d) Total number of anticipated colonizations in the next three years and locations
  - e) The number of chapters closed and/or suspended during the last three (3) academic years, including where, when, and why
  - f) Average size of chapters on campuses like Seton Hall University

Expansion Letters of Intent are accepted on a rolling basis and will be kept on file for consideration for up to 3 years.

## Section II: Expansion Proposal

At the end of each academic year, the Dean of Students office will meet with the Fraternity and Sorority Life leadership to determine the need for expansion as it applies to each council. All the following factors are taken into account while considering expansion: general interest from current students, campus trends for fraternities and sororities, number of current Greek organizations, University enrollment demographics/trends.

If the Expansion Committee decides that a council would benefit from an additional organization, Inter/national organizations that have submitted a Letter of Intent within the last three years may be invited to submit an expansion proposal. Expansion proposals should consist of the following information:

3. Statement of Intent
  - c) A group desiring University recognition as a potential chapter or colony of a national or international fraternity or sorority will be required to submit to the Office of Fraternity and Sorority Life a detailed statement indicating the group's purposes and goals, and how the goals and missions relate to the University's Catholic Mission.
  - d) In this statement, the organization should also address why an addition to our fraternity and sorority community is both needed and desirable.
4. Alumni and Regional Information
  - a) Total number of alumni within a 5, 10, and 25 mile radius of campus
  - b) Statement of interest/support from alumni in establishing a chapter
  - c) List of specific alumni who are interested in working with the chapter in an advisory capacity
  - d) Closest alumni club/organization/graduate chapter
  - e) If a group was previously recognized on campus, please describe the following:
    - i. Reasons why the chapter became inactive on campus, and when
    - ii. How the issue(s) involved have been addressed
    - iii. How the group plans to re-establish themselves in a positive way
5. Inter/National Headquarters Policies and Procedures
  - a) A copy of the organization's constitution and bylaws
  - b) A copy of the following inter/national policies:

- i. Hazing policy and prevention program
    - ii. Risk Management Policy and program
    - iii. Sexual Harassment/Assault Policy and program
    - iv. Alcohol and Substance Abuse policy and program
    - v. Scholarship policies and programs
  - c) Minimal expectations of colony for existence and chartering
  - d) Colonization timeline (example from previous institution acceptable)
  - e) Financial obligation of members including, but not limited to, dues, insurance costs, initiation fees, active membership fees, and installation fees.
  - f) Inter/National magazine or publication
6. Values Congruence and History
- a) A description of the organization's values and founding principles
  - b) Provide 3-5 letters of reference from other colleges/universities within the region that have gone through the colonization process within the last ten years.
  - c) A brief description of the organization's history
  - d) A summary of organizational structure at the chapter and inter/national levels
7. Chapter Development
- a) Please provide the following for three specific time periods: colonization, the first two years post- colonization, and five to ten years:
    - i. Membership Goals (chapter numbers, and GPA)
    - ii. Community Interaction
    - iii. Philanthropy and Community Service Projects
    - iv. Campus Involvement
    - v. Chapter/Alumni Board Finances
    - vi. Fundraising Efforts
    - vii. Impact on Seton Hall and Fraternity and Sorority Life Communities
8. Membership Development
- a) Membership discrimination policy
  - b) Membership education policy and program (new member education program)
  - c) Recruitment/Membership Intake policy and program
  - d) Officer Training and Transition program
  - e) Risk Management programming/education
  - f) An outline of proposed fraternal activities for the coming year
  - g) Any leadership development materials the organization feels could benefit their application.
9. Information on Inter/National Organization
- g) Total number of chapters nationally and regionally
  - h) Total number of colonizations within region (including where, when, and how many colonies were chartered)
  - i) Total number of initiated members
  - j) Total number of anticipated colonizations in the next year and locations
  - k) The number of chapters closed and/or suspended during the last three (3) academic years, including where, when, and why

- l) Average size of chapters on campuses like Seton Hall University
10. Inter/National Support Outline for Expansion
    - a) Number of travelling consultants, description of program, and commitment of time for SHU group
    - b) Advisor program, specific to a potential Seton Hall University Group
    - c) Description of inter/national staff assistance to colonies and established chapters (i.e., while a colony, post-chartering, etc.)
    - d) Description or calendar of conventions, leadership institutes, or programs available to colony members.
    - e) The financial support- if any; the inter/national organization would provide the colony/chapter, and the financial support it regularly provides chapters
  11. Additional Information
    - a) A copy of the organization's insurance certificate (minimum of \$1,000,000 coverage)
    - b) A list of students the organization may have been contacted by (if applicable) including Name, Class Year, and ID Number (If available)

All materials should be submitted to:

Samantha DeMarse  
 Assistant Director for Student Leadership  
 Schwartz Hall, Room 246  
 Seton Hall University  
 400 South Orange Avenue  
 South Orange, NJ 07079  
 973.313.6062 (phone)  
[engagement@shu.edu](mailto:engagement@shu.edu)

### **Section III: Campus Presentations**

After an organization has submitted the requested Expansion Proposal, they will be reviewed by the Expansion Committee. Select organizations will be invited to make formal presentations to University community stakeholders. This group will consist of administrators, faculty, staff, and students.

The Assistant Director will contact the organization directly to schedule these presentations.

### **Section IV: Recognition Process and Colony/New Chapter Requirements (Step Three)**

Once an organization has been invited to campus to present, the Fraternity and Sorority Life Expansion Committee will review all materials submitted, the content of their meeting(s), and presentation materials in order to make a formal recommendation to the Dean of Students.

The Dean of Students will make the final decision regarding recognition and, if approved, will determine the terms of that recognition.

Once an organization has received recognition through the Dean of Students' Office, the following requirements must be met (the Dean of Students can waive any of the terms listed below\*)

- A. The inter/national headquarters will work with the Assistant Director for Leadership Development to determine a recruitment and colony development timeline.
- B. The colony is responsible for adhering to all requirements as outlined by their inter/national headquarters.
- C. As a recognized organization, this group is responsible for adhering to all University Policies and Procedures as they are explained in the Community Standards.
- D. Representatives of the colony must attend all governing council meetings and are encouraged to participate in all fraternity and sorority community activities.
- E. The colony shall maintain an active Advisory Committee, consisting of at least four alumni or volunteers, with one being designated as the chapter advisor and an on-campus faculty advisor. This committee will be established by the end of the first semester after recognition. The Advisory Committee shall be trained by the inter/national organization on best practices. The chapter advisor needs to attend all meetings as scheduled for advisors by the Office of Fraternity and Sorority Life, the respective governing council, and/or the University.
- F. During the colonization period, the colony with the assistance of the inter/national organization and Advisory Committee will develop programming in the following areas, with copies of all materials provided to the Associate Director for Leadership Development:
  - 1. Fraternity/Sorority Education
  - 2. Recruitment/Membership Intake
  - 3. Scholarship
  - 4. Officer Training and Transition
  - 5. Financial Responsibilities
  - 6. Alumni Relations
  - 7. Alcohol and Other Drug Education/Risk Management Programming
  - 8. Social Programming
  - 9. Servant Leadership and Community Service
  - 10. Sexual Assault/Harassment Prevention Education
  - 11. New Member Education and Hazing
  - 12. Council involvement (both with Greek Municipal Assembly and their respective governing board- IFC, CPC, MGC, NPHC or NAPA)
  - 13. Any other activities as outlined by the organization and/or University
- G. The colony shall have an inter/national representative visit campus at least twice each semester until fully chartered or for the first two years from the date of colonization, whichever is greater. This representative shall meet with the Associate Director for Leadership Development to assess the progress of the organization.
- H. The officers of the colony shall be responsible for keeping all records current and complete each semester.
- I. The colony's officers must remain in good judicial standing throughout their time as a colony. If a colony's officer(s) falls out of good judicial standing (ex: Probation II or higher), their ability to remain in a leadership position will be impacted.
- J. The colony must file a current certificate of insurance verifying liability up to the \$1,000,000 requirement with University Administration.
- K. Failure to meet any of the above requirements within one year of colonization shall result in a review by University Administration to determine status of recognition.

**For More Information about the Expansion Policy or Fraternity and Sorority Life at Seton Hall University Contact:**

Samantha DeMarse  
Assistant Director for Student Leadership  
Schwartz Hall, Room 246  
Seton Hall University  
400 South Orange Avenue  
South Orange, NJ 07079  
973.313.6062 (phone)  
[Engagement@shu.edu](mailto:Engagement@shu.edu)