

University of San Diego
Expansion Policy for Fraternities and Sororities

Any organization seeking to establish membership at the University of San Diego 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 Vice President of Student Affairs and/or the Assistant Vice President for Student Affairs will determine the extent of expansion, if any, during a given year.

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

The 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 an inter/national fraternity or sorority. In order to ensure the safety and wellbeing of our students, the University of San Diego does not recognize any student initiated by an organization that is not an established chapter in our fraternity and sorority community (All recognized organizations are listed on our website: www.sandiego.edu/greeklife). If an organization/individual fails to follow university policy, they may be subject to the Office of Ethical Development and Restorative Practices.

Additionally, the Division of Student Affairs will commit to expansion with no more than one organization per council (FSMC, IFC, PHC) per academic semester.

Section I: Letter of Intent

Inter/National organizations interested in joining the University of San Diego fraternity and sorority community shall submit a written letter of intent from the inter/national 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 mission relates 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, both inter/nationally and locally
 - b. Total number of initiated members, including collegiate members and alumnae/alumni
 - c. Total number of anticipated chatering groups in the next three years and locations
 - d. The number of chapters closed and/or suspended during the last three academic years, including where, when, and why

Letters of Intent are accepted on a rolling basis and will be kept on file for consideration for up to three years. Letters of Intent can be sent to:

DJ Mahoney
Assistant Director for Fraternity and Sorority Life
University of San Diego
5998 Alcalá Park
SLP 301
San Diego, CA 92110
619-260-8738
djmahoney@san Diego.edu

Section II: Expansion Proposal

At the end of each academic year, the Vice President of Student Affairs and/or the Assistant Vice President for Student Affairs will meet with Fraternity and Sorority Life leadership to determine a need for expansion as it applies to each council. All of the following factors are taken into account while considering expansion: general interest from current students, campus trends for fraternities and sororities, number of current fraternities and sororities, University enrollment demographics and 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 will include the Letter of Intent and should consist of the following additional information:

1. Values Congruence and History
 - a. A description of the organization's values and founding principles
 - b. A brief description of the organization's history
 - c. A description of the organization's alignment with the university's mission and vision

- d. A summary of organizational structure at the chapter and inter/national levels
- 2. Membership Development
 - a. Membership discrimination policy
 - b. Membership education policy and program, including new member education program
 - c. Recruitment/Membership Intake policy and program
 - d. Officer training and transition programs
 - e. Risk Management programming and education
 - f. An outline of proposed fraternal activities for the coming year
 - g. Any leadership development materials the organization feels could benefit their application
- 3. Chapter Development
 - a. Please provide the following for three specific time periods: chartering, the first two years post-chartering, 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 University of San Diego and Fraternity and Sorority communities
- 4. Alumnae/Alumni and Regional Information
 - a. Total number of alumnae/alumni within a 25 mile radius of campus
 - b. Statement of interest/support from alumnae/alumni in establishing a chapter
 - c. List of specific alumnae/alumni who are interested in working with the chapter in an advisory capacity
 - d. Statement on advising ability of non-members
 - e. Closest alumnae/alumni graduate chapter/organization
 - f. If a group was previously recognized on campus, please describe the following:
 - i. Reason(s) 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 Organization 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 prevention policy and program
 - iv. Alcohol and Substance Abuse policy and program
 - v. Scholarship policies and programs
 - c. Minimal expectations of chartering group for existence and chartering
 - d. Chartering 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. Inter/National Support Outline for Expansion
 - a. Number of traveling staff or volunteers in similar role, description of program, and commitment for University of San Diego group
 - b. Advisor program, specific to a potential University of San Diego group
 - c. Description of inter/national staff or volunteer assistance to colonies and established chapters (i.e. while a chartering group, post-chartering, etc.)
 - d. Description or calendar of conventions, leadership institutes, or programs available to chartering group members
 - e. The financial support, if any, the inter/national organization would provide the chartering group/chapter, and the financial support it regularly provides chapters
- 7. 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 and class year

All materials should be submitted to:

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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 for Fraternity and Sorority Life will contact the organization directly to schedule these presentations.

Section IV: Recognition Process and New Chapter Requirements

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 Vice President of Student Affairs.

The Vice President of Student Affairs and/or the Assistant Vice President for Student Affairs will review the recommendation and if they support the recommendation, the terms of recognition will be determined in conjunction with the Assistant Director for Fraternity and Sorority Life. Once an organization has received recognition through the Vice President of Student Affairs and/or the Assistant Vice President for Student Affairs, the following requirements must be met (the Vice President (and/or designee) can waive any of the terms listed below*)

1. The inter/national organization will work with the Assistant Director for Fraternity and Sorority Life to determine a recruitment/intake and chartering group development timeline
2. The chartering group is responsible for adhering to all requirements as outlined by their inter/national organization
3. As a recognized organization, this group is responsible for adhering to all University Policies and Procedures, including the Fraternity and Sorority Guidelines
4. Representatives of the charter group must attend all governing council meetings and are encouraged to participate in all fraternity and sorority community activities
5. The charter group shall maintain an advisory committee, consisting of at least four alumni or volunteers, with one being designated as the chapter 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 Fraternity and Sorority Life staff, the respective governing council, and/or the University.
6. During the chartering process, the group 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 Assistant Director for Fraternity and Sorority Life:
 - a. Fraternity/Sorority Education
 - b. Recruitment/Membership Intake
 - c. Scholarship and Academic Achievement
 - d. Officer Training and Transition
 - e. Financial Responsibilities
 - f. Alumnae/Alumni Relations
 - g. Alcohol and Other Drug Education Programming
 - h. Risk Management Programming
 - i. Social Programming

- j. Servant Leadership and Community Service
 - k. Sexual Assault and Harassment Prevention Programming and Education
 - l. New Member Education and Hazing Prevention
 - m. Council and Community Involvement
 - n. Any other activities as outlined by the organization and/or University
7. The charter group 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 chartering, whichever is greater. This representative shall meet with the Assistant Director for Fraternity and Sorority Life to assess the progress of the organization
 8. The officers of the charter group shall be responsible for keeping all records current and complete each semester
 9. The charter group's officers must remain in good judicial standing throughout their time as a charter group. If a charter group's officer(s) falls out of good judicial standing, their ability to remain in a leadership position will be impacted
 10. The charter group must file a current certificate of insurance verifying liability up to \$1,000,000 requirement with University administration
 11. Failure to meet any of the above requirements within one year of charter group status 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 the University of San Diego, please contact:

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