

## **NPHC and NALFO Expansion and Reactivation Guidelines\***

\*Groups seeking recognition as a local organization should refer to the Office of Fraternity and Sorority Life Local Greek Organization Recognition Procedure

### **Background and Purpose**

Since 1991, there has been a strong presence of historically multicultural groups on Depauw University's campus. As the years have progressed the community has seen additional multiculturally based groups join the campus as well as groups that were already a part of the community go in and out of active status. In order for the Office of Fraternity and Sorority Life to be consistent and communicate our expectations of groups wanting to join the campus or reactivate their chapters, we have developed guidelines to help students, alumni group/graduate chapter members, and national offices understand how to be a recognized entity at DePauw University. It is the goal of the Office of Fraternity and Sorority Life as well as Depauw University to provide specific guidance and support for new fraternities and sororities so organizations can be successful and have an experience that will not only enhance our campus community but enrich the lives of students both in and out of the organization.

### **Ways in which expansion can occur:**

1. Through submitting a formal petition to the Office of Fraternity and Sorority Life for recognition by the alumni group/graduate chapter or (Inter)national office.
2. Through submitting a formal petition for recognition by a student interest group to the Office of Fraternity and Sorority Life.
3. Through submitting a formal petition for recognition by a group coming off of disciplinary loss of University recognition to the Office of Fraternity and Sorority Life for review.
4. Through submitting a formal petition for recognition to the Office of Fraternity and Sorority Life by a group attempting to reactivate a chapter that is inactive.

### **Procedures for Expansion**

- A. Before initiating contact with potential new members, students and members of an alumni group/graduate chapter should approach the Greek Life Coordinator who advises the NPHC and/or NALFO Council to discuss their intentions. After this conversation occurs, the GLC will contact the national office to talk about options.
- B. To gain recognition from the Office of Fraternity and Sorority Life students or members of an alumni group/graduate chapter must present the following documents (or equivalent documents).
  - A letter of intent
  - A current interest list

- A current chapter constitution
  - A current risk management policy
  - A copy of your inter/national certificate of insurance
  - A completed version of all forms found in the *New Member Educator Workbook and Resource Guide* (to be completed by non-DePauw student chapter members as well)
  - Proof of an active alumni advisor (financially active) from the sponsoring graduate chapter or alumni group
- C. If approved to move forward, the petitioning group must schedule a time to make a presentation to the NPHC and/or NALFO council general body. The presentations should include but are not limited to the following: chapter history, philanthropy and community service initiatives, information on how you will contribute to the Greek community on campus, and why you chose to expand at DePauw. Each chapter president, chapter advisor, and faculty/staff advisor will receive an invitation to attend the presentation. Chapters will be encouraged to send up to three (3) additional representatives other than the president and advisors to the meeting.
- D. Following the presentation, the NPHC and/or NALFO executive board as well as each organization will send evaluations to the Council Advisor who will then lead a discussion regarding the feedback. Each organization gets one vote and the petitioning group must gain at least a 2/3 vote before they are approved to join the community. The purpose of this process is so the members of NPHC and/or NALFO can determine the need for expansion and whether or not the campus community can sustain another organization (based on the assessment of the numbers of students that would potentially join this organization).
- E. If approved, the group should submit the chapter recognition forms (attached) as well as any supporting information. NPHC and/or NALFO will also provide a checklist of expectations to the chosen group.

### **Procedures for a Group coming off disciplinary loss of University recognition and Reactivation**

- A. Before initiating contact with potential new members, students and members of an alumni group/graduate chapter should approach the Greek Life Coordinator who advises the NPHC and/or NALFO Council to discuss their intentions. After this conversation occurs, the GLC will contact the national office to talk about options.
- B. To gain recognition from the Office of Fraternity and Sorority Life students or members of an alumni group/graduate chapter must present the following documents (or equivalent documents).
- a. A letter of intent
  - b. A current interest list
  - c. A current chapter constitution

- d. A current risk management policy
- e. A copy of your inter/national certificate of insurance
- f. A completed version of all forms found in the *New Member Educator Workbook and Resource Guide* (to be completed by non-DePauw student chapter members as well)
- g. Proof of an active alumni advisor (financially active) from the sponsoring graduate chapter or alumni group

C. If the group is approved by Depauw University to proceed with the next step, the NPHC and/or NALFO executive board will then have the opportunity to discuss possible reorganization. NPHC and/or NALFO will provide the group with a list of criteria to be met to return to DePauw as an active chapter. The criteria include but are not limited to: a new overall chapter advisor, no involvement from the members who were involved in the incident (if they left due to Depauw University disciplinary action), and payment of any money owed to DePauw or council.

D. The group must schedule a presentation to be made to the Dean of Campus Life, the GLC responsible for NPHC and/or NALFO, and the NPHC and/or NALFO general body. The presentations should include but is not limited to the following: chapter history, philanthropy and community service initiatives, information on how you will contribute to the Greek community on campus, and steps you will take to ensure you will not go out of active status again.

E. At the closure of the presentation, the NPHC and/or NALFO general body will vote on whether the organization has met the expectations that were set for them. A two-thirds (2/3) vote is needed for the organization to reorganize.

F. If approved, the group should submit the chapter recognition forms (attached) as well as any supporting information.

**Organizations selected to expand or reorganize must meet the following criteria:**

1. Representatives must attend all NPHC and/or NALFO meetings and all members are strongly encouraged to participate in every facet of the Greek community.
2. Secure the support of a faculty/staff advisor.
3. The interest group should maintain an active graduate chapter committee consisting of at least two active graduate chapter/ active financial alumni members, with one being designated as the chapter advisor. The chapter advisor should attend all meetings of the group and scheduled meetings for advisors by the Office Fraternity and Sorority Life.
4. The group must abide by all NPHC and/or NALFO and University policies, regulations, and guidelines.

**Additional Information:**

It will be the responsibility of the organization to petition student government to be recognized as a student organization. To gain approval as a Greek organization, you must

be approved by the Office of Fraternity and Sorority Life.

Interest groups/chapters not currently recognized through The Office of Fraternity and Sorority Life may co-sponsor educational or philanthropic events only with other fully recognized student organizations on campus. The fully recognized group, however, must be the ones to secure space and act as the primary contacts for the event

Interest groups/chapters may ask the Greek Life Coordinator to sponsor up to two informational sessions an academic year on their behalf if they are held in a space on the DePauw University campus. Groups need to request dates with the Greek Life Coordinator responsible for NPHC and/or NALFO at least two weeks in advance. The Greek Life Coordinator will secure appropriate space and notify the group of the reservation. Space is available on a first come first served basis.

If an interest group/chapter abuses in any way the informational sessions or spaces that are provided by The Office of Fraternity and Sorority Life with regard to the use of spaces they will not be able to take advantage of this privilege again for one academic year.

Interest groups/chapters must notify the Greek Life Coordinator concerning any recruitment/intake efforts that they may be planning. A list of events, dates, times, and locations are appropriate **prior** to their taking place.

If an organization loses recognition by either entity (the corresponding governing council or the Depauw Office of Fraternity and Sorority Life) for any reason, the organization will become inactive for a time period as determined by the Office of Fraternity and Sorority Life and the governing council. Inactive organizations will not be allowed any privileges awarded to active student organizations provided by DePauw. Once the specified time period has passed, an organization shall petition the Office of Fraternity and Sorority Life and the appropriate governing council for re-admission and recognition (see the above guidelines) provided university requirements are met.

Once fully recognized/reactivated, organizations will be expected to participate in student leader training sessions and any Greek leadership trainings & programs offered while they are active

### Recognition of Chapter Information:

Name of fraternity or sorority: \_\_\_\_\_

Founding Date: \_\_\_\_\_

History at DePauw University (If Applicable): \_\_\_\_\_

Current number of undergraduate chapters: \_\_\_\_\_

Current number of undergraduate members: \_\_\_\_\_

Average chapter size: \_\_\_\_\_

Number of chapters in the (Inter)national organization closed in the last five years and reasons for closing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Membership Costs: (new member, initiation fees, insurance, regular dues) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please submit the following:

- Proof of liability insurance (minimum \$1 million)
- Policy on risk management
- Position on hazing
- Length/focus of new member program
- Minimum standards for potential new members
- Scholarship program
- Alcohol and Substance Abuse Policy and educational program
- Community service program
- Constitution and by-laws
- Recruitment and membership intake program (including a time line of events and initiation date)
- Procedures for chartering or reorganization
- List of support networks and resources (i.e. graduate chapter support, recruitment support, local, district, regional, and national support etc.)
- Nearest graduate or alumni chapter, number of alumni in the chapter, and contact information of graduate chapter president
- Criteria for chartering or reorganizing

- List of any other umbrella organization(s) the fraternity or sorority may be affiliated with
- Information regarding Foundation scholarships/loans and Leadership schools or conventions
- Letter of endorsement from governing boards
- Any recent publications