



Millersville University

FRATERNITY & SORORITY LIFE

Campus Life

Millersville University Fraternity & Sorority Life Expansion Policy & Packet

Preamble

Fraternity & Sorority Life at Millersville University is an ever-evolving community and seeks a way in which we can attract positive examples of fraternalism to our campus. However, our community also wants to ensure that all fraternities and sororities – new and old – are sustainable and on a solid footing to succeed over the long term.

The core principle of social/service fraternities and sororities are similar: to promote academic integrity, cultivate brotherhood/sisterhood and a sense of belonging, offer service to the campus and local community, provide leadership opportunities, appreciate a culture of diversity and inclusion, strengthen character, and develop values of confidence, honesty, and integrity in members. Social/service fraternities and sororities are embedded in the rich history of campus life at Millersville University. Students' continued interest in fraternal activities shows that fraternity and sorority life remain relevant to the collegiate experience. Campus Life and Student Affairs are committed to providing support to all recognized social /service fraternal organizations.

University recognition is a privilege granted to student organizations by Campus Life in collaboration with the Student Government Association. The department supports the formation of and recognizes student organizations whose purposes and activities enhance the social, cultural, recreational, and educational functions of Millersville University. Such organizations foster valuable experiences for students that often lead to significant learning and development.

Any new or returning fraternity or sorority seeking to expand at Millersville University must follow the procedure below and complete the expansion/extension packet. Completed packets may be turned in at any time to the Fraternity & Sorority Life Assistant Director. Packets will be reviewed, and a response will be issued no later than 60 days from packet submission.

I. Criteria for Expansion

The expansion process for inter/nationally affiliated social Greek-letter organizations can begin at Millersville University through one of the following processes.

1. An interested group of five or more students submits a “Expansion Inquiry Form” to establish a new or previously recognized inter/national chapter on our campus to the Department of Campus Life. Notifications of selections will be determined by the following semester.
2. Through a formal petition for recognition by a fraternity or sorority coming off a suspension by the University and/or the National Headquarters.
3. If formal expansion is deemed appropriate by a majority vote of one of the governing councils, inter/national Greek-letter organizations will be invited by the University to participate in this process. Bids submitted by national Greek-letter organizations will be reviewed and selected through a committee comprised of students, staff, and faculty within the Division of Student Affairs and Enrollment Management, Department of Campus Life, and the appropriate governing council (IFC, NPC, CGC, and/or AGC).

II. Expansion Process

A. To Establish a New Inter/National Chapter/Organization:

To establish a new organization at Millersville University, the organization must follow the steps below.

1. The interest group looking to establish a new organization on campus will provide the Department of Campus Life with the information requested in the “Expansion Application” to be considered for review. The interest group can entail both students and the members of the organization looking to expand. Both groups need to provide information from Section III in addition to the Expansion Application.
2. If needed to host a presentation, the Department of Campus Life will invite the interest group to campus for a presentation on their organization, sustainability plan, and about their local and inter/national support.
3. If selected to establish a new organization on campus, the interest group will be required to follow the steps to starting a new organization on campus as indicated by the Student Organization Guidebook and the Student Government Association.
4. If selected, it is the responsibility of the interest group to adhere to all policies and procedures as adopted by Fraternity and Sorority Life at Millersville University, Student Organizations at Millersville University, and the Millersville University Student Code of Conduct.

If the organization fails to recruit and sustain 5 members, does not follow the sustainability plan, or violates any of the policies and procedures as stated by the Department of Campus Life,

Millersville University or Fraternity and Sorority Life, the interest group may be subject to further disciplinary action that may impact the organization's expansion process and status.

Upon receiving a request to establish a new inter/national chapter, the Department of Campus Life will proceed as follows:

1. The Department of Campus Life will grant a review of the request and notify the appropriate governing council (IFC, NPC, CGC, and/or AGC). The governing council will then schedule an open forum for delegates and chapter leadership for the next appropriate council meeting.
2. A review committee will be formed that includes the: Associate Vice President of Student Affairs, Director of Campus Life, Assistant Director of Fraternity & Sorority Life (chair of the committee), President of the appropriate governing council, a second elected representative of the appropriate governing council, Student Government Association's Director for Student Organizations, and a faculty/staff member appointed by the committee chair. This committee will review the application as well as host a presentation by the interest group.
3. After review and appropriate vote, a final decision will be recommended to the Department of Campus Life from the review committee.
4. The Department of Campus Life will notify the interest group on their selection status and next steps if they are selected.

B. Extension through the National Panhellenic Conference (NPC)

To explore extension through the National Panhellenic Conference (NPC) in addition to following the steps in section A, the NPC governing body will utilize the National Panhellenic Conference (NPC) Extension procedures, as outlined in the NPC Manual of Information, as a guide when deciding to expand the number of sororities. The steps for extension and the process can be found at: <https://www.npcwomen.org/wp-content/uploads/sites/2037/2017/10/Extension-College-Panhellenic-Steps.pdf>.

The NPC area advisor and NPC Extension Committee Chairperson should be consulted regarding the options in conjunction with the Department of Campus Life.

C. Inactive Chapter who wishes to Reestablish their chapter

When a recognized fraternity or sorority chapter does not have any undergraduate members at Millersville University, the chapter will retain recognition but will be deemed as "Inactive" for a period of up to two academic years. After two academic years as an inactive chapter; that chapter will lose recognition with Millersville University. Should a chapter choose to become active again within the initial two-year academic year period, they will not be required to re-apply, but will need to submit the following to the Department of Campus Life:

- a. A copy of the updated local constitution and bylaws
- b. A copy of the national constitution and bylaws

- c. A letter from the Inter/National Headquarters in support of the chapter and asking Millersville University to change the chapters status back to active
- d. A list of updated chapter contact(s) and advisor contact information
- e. Names and contact information for individuals who would be conducting recruitment/intake (at least 3 members)
- f. Names and contact information for students who would be interested in participating in recruitment/intake (at least 3 members)
- g. An outlined plan for a sustainable recruitment/in-take process for the next two-year period
 - i. This outlined plan must include possible events, timeline, and detailed plans to ensure a sustainable organization.

Upon review of these submitted materials, the Department of Campus Life will decide regarding adjusting a chapter's status. If approved, the chapter will be changed back to "Active" will be temporary for one (1) year or until the successful completion of a member intake process. Organizations may only be temporarily 'active' for up to two years. If the organization does not complete membership intake or recruitment process and does not reach permanent status through the Department of Campus Life and Student Government Association within two years the organization will need to resubmit documentation through section A, as a new organization.

Any organizations that have been inactive for two or more years will need to follow the process in Section A: to establish a new organization on campus. Any organizations who do not reach permanent status through Millersville University and the Student Government Association within 2 years of approving the temporary status, will need to resubmit documentation to reestablish the chapter through Section A.

Organizations who are approved for temporary 'active status', are eligible to host events on campus. Please note that all events must go through the Department of Campus Life and will need to be approved by the Assistant Director for Fraternity and Sorority Life. Events must:

- Be submitted for approval at least one month prior to the Department of Campus Life
 - The only events that will be considered for approval are recruitment, intake, and marketing events. Temporarily active organizations are not permitted to host social events.
 - To submit the event for review the organization's main contact must send the Assistant Director for Fraternity and Sorority Life the event details including how many people to expect, the date, location preferences, and who will be present for the organization.
- The organization's main contact and advisor must be present for the event.
- The organization is subject to the same rules and guidelines as outlined by the Events Policies and Procedures Manual ([Link](#))

D. For a Suspended Inter/National Chapter

Fraternity or Sorority organizations whose recognition was suspended will not be permitted to apply for renewed recognition until a minimum of five years from the date which their recognition was suspended, unless otherwise noted by Millersville University and the

Department of Campus Life at the time of suspension or chapter closing. In order to re-establish their charter, the suspended chapter will follow the procedure outlined in Section A (establish a new Inter/National organization). If for any reason the suspended chapter is on the Deny Services list through Millersville University meaning that the organization owes money to the campus, the organization must resolve any outstanding balances prior to submitting the Expansion Application.

III. Application for Recognition as a Greek-letter Organization

A. Information from the Interest Group Members

- a. A roster of the group's potential members noting First Name, Last Name, Class Year, E-mail address, and M Number. Please be advised that GPA and disciplinary status will be checked.
- b. Written "Statement of Purpose" for establishing a chapter at Millersville University
- c. Outline of organization structure
 - i. New chapter constitution and Bylaws (this should be the constitution and bylaws established by the interest group, not a national template)
 - ii. Executive officers
 - iii. Committees
- d. Plan for new chapter finances/potential fundraisers
- e. Written statement regarding how this organization will contribute to the Millersville Fraternity and Sorority Community and to Millersville University as a whole
- f. Statement regarding organization understanding of risk reduction
- g. Written diversity statement
- h. Goals and objectives for the organization (short-term and long-term)

B. Information from the National/International Headquarters

- i. Written letter supporting the potential new chapter
- j. Procedures for establishing a new chapter
- k. Expectations that the National Headquarters has for Millersville University
- l. Outline of financial support provided by the National Headquarters
- m. National risk management policies and procedures
- n. New member education policy and programs
- o. Information regarding leadership development programs
- p. Outline of planned campus visits from National Headquarters staff
- q. Statistical information regarding chapter sizes, new chapter efforts, and chapters closed within the last five years
- r. List of regional alumni associations/graduate chapters and regional collegiate chapters
- s. Information on national philanthropy and service expectations for an undergraduate chapter
- t. Recent copy of a inter/national magazine or publication if your organization has one