

## **Expansion/Extension Policy for Greek-letter Organizations**

### **Old Dominion University**

This policy outlines ODU's expansion/extension procedures to be used when considering additional groups for the Greek community. Old Dominion University recognizes the expansion/extension policy involves several parties: students, inter/national Greek organizations, Governing Council(s), Office of Student Activities and Leadership (OSAL), and alumni members/advisors. Expansion/extension involves inviting inter/national fraternities and sororities to establish chapters on campus.

The addition of fraternities and sororities is part of the natural growth process of a Greek system, groups should be added when it is determined the addition can strengthen the community in order to continue a healthy, thriving Greek community. The respective Governing Council and the (OSAL) must be open for and agree to general chapter expansion if a need can be established. The purpose of these procedures is to ensure that expansion of Greek letter organizations occurs in a manner, which includes a carefully developed plan that is aligned with the educational mission of Old Dominion University. This expansion/extension policy is designed to provide for successful colonization and a meaningful and rewarding experience for students within the Greek community.

The standards outlined below apply only to single-sex fraternities and sororities that are seeking affiliation under one of the Greek Governing Councils at Old Dominion University. Organizations must be affiliated with an inter/national organization that is a member of the following organizations, but are not limited to: National Panhellenic Conference (PC Sororities), National Pan-Hellenic Council ("Divine Nine" Fraternities and Sororities), National Association of Latino Fraternal Organization of North America (NALFO Fraternities and Sororities), or North American Inter-Fraternity Conference (IFC Fraternities). Only groups affiliated with inter/national organizations may apply and expand at Old Dominion University.

### **Procedures for Expansion/Extension**

Greek expansion/extension at ODU for inter/national organizations can occur in two ways:

- Group of students – interested group of students currently on the ODU campus can work with OSAL and appropriate governing council and present a formal petition for recognition
- Inter/national organizations – a formal expansion plan approved by the appropriate governing council and OSAL

At ODU, the expansion/extension process for groups of students and inter/national organizations occurs in three phases, (a) establishment, (b) provisional, and (c) full membership. In addition to

the outlined procedures, NPC sororities shall follow NPC guidelines and NIC fraternities shall be consistent with the procedures of the NIC.

### **Establishment Phase**

- *Group of Students*

A group of ODU students request to establish a chapter (new or previously recognized) of a national Greek organization. The group of students that desires to establish itself as a fraternity or sorority must first contact OSAL. During this initial meeting, OSAL will outline the process for establishing a fraternity or sorority at the University and will facilitate contact between the student group and the appropriate Greek Governing Council (IFC, MGC, PHC or NPHC).

During this time period, no commitment to a national fraternity or sorority shall be made; rather this period is for learning the process for establishing or reactivating a fraternity or sorority.

Interested Group Petition must include:

- List of interested group members
- Aims/goals of the interested group
- How the group will work to support the ODU community
- Involvement of members in other student organizations

The interest group petition is only required if there is a student interest group on the campus.

The Governing Council, in consultation with OSAL will review the portfolio materials and will take one of two actions:

- Endorse the student group to continue the process of establishing a fraternity or sorority. OSAL will issue a provisional Fraternal Organization Agreement (FOA) for the group to act as a fraternity or sorority at the University. The student group then progresses to the provisional phase.
- Deny further establishment. The Governing Council will supply the student group with an explanation as to why the Council reached such a decision.

### *National Organizations*

The Greek community and/or the University decides that expansion is desired and the Expansion/Extension Committee (or OSAL designee) invites inter/national Greek organizations to participate in the Greek expansion/extension process. Often an Inter/National Fraternity or Sorority seeking to establish a chapter at the University without the prior formation of a group of interested students, initiates contact with the Office of Student Activities and Leadership (OSAL) and the respective Governing Council. In either case, the Inter/National Organization will be expected to submit a portfolio for review and consideration by the expansion/extension committee and OSAL.

Material requested from inter/national for formal expansion/extension proposal:

- Written support from national office in order to establish a chapter
- Area alumni support – letter of confirmation of support for a chapter by area alumni
- Recruitment plans
- Leadership and new member educational programs
- Academic policies for undergraduate chapters
- Mission of the organization
- Historical background of the organization
- Why the organization wants to be a member of the ODU community
- Proof of Insurance
- Risk management and alcohol policies
- Submit a plan of action or timeline for colonization – length of time national staff will be on hand to colonize the chapter, plan for establishing a colony

Documents can be sent to:

Office of Student Activities and Leadership  
 Attention: Nicole Kiger, Director  
 Old Dominion University  
 1071 Webb University Center  
 Norfolk, VA 23529

Phone: (757) 683-3446

Fax: (757) 683-6088

Electronic materials can be sent to: [nkiger@odu.edu](mailto:nkiger@odu.edu)

OSAL will provide organizations:

1. University enrollment statistics
2. Fraternity and sorority community membership statistics
3. OSAL Mission Statement
4. OSAL Policy on Hazing and related risk management information
5. University Policies on Student Life
6. Governing Council Constitution/bylaws

On-campus presentations

Presentations are organized and scheduled by the expansion committee. Invitations will go out to all fraternity chapter presidents, advisors, and sorority chapter presidents. The expansion committee will communicate to the national organization that presentations include the following

information. The presentations should be no longer than 90 minutes. Presentations should be given by the Headquarters Expansion Director, related national staff, or advisor(s).

**1. *Logistical Information:*** a. Name of Fraternity. b. Founding Date and Location. c. Current number of colonies. d. Current number of undergraduate members and current number of alumni. e. Average chapter size. f. Number of chapters closed in the last five years and their reasons for closing. g. Membership Costs: new member, initiation fees, insurance, regular dues.

**2. *Program Policies:*** a. Risk management policies b. Anti hazing Policy. c. Length/focus of new member education. d. Minimum standards for potential new members. e. Scholarship program. f. National/local service/philanthropy programs. g. On-going educational program. h. Constitution and By-law highlights. i. National member non-discrimination statement. j. Accountability of members

**3. *Colonization:*** a. National success of the last several (3-5 colonies and/or chapters) b. Procedures for colonization (potential time-line if plausible). c. Expectations of Colony/chapter. d. Ongoing support for colony i. Consultant visits ii. Recruitment support iii. Additional resources e. National requirements for colonizing/chartering.

**4. *Organizational Support:*** a. List of all chapters and locations b. Volunteer support at the district and local level

**5. *Resources:*** a. Inter/national Headquarters i. Foundation Scholarship/loans ii. Financial backing from headquarters iii. Leadership Schools or conventions iv. Publications b. Old Dominion University, Norfolk, Virginia i. Nearest chapter as well as chapters in the region ii. List of alumni(ae) in Tidewater area iii. Contact information of Committed Alumni.

After the presentations have been made the expansion committee will convene and develop recommendations regarding the addition of potential colony(ies) into the ODU Greek System. Upon voting and acceptance by the appropriate governing council and with final approval by the OSAL Director, written correspondence is then sent to those national organizations participating in the presentations. An invitation and preferred timeline for colonization is sent to the organization that will be the first to colonize.

### **Provisional Phase**

Time Period - The interest group has no more than two (2) years to establish active chapter status from the time they receive expansion approval from OSAL. Extension/expansion invitation shall become null and void if the organization cannot establish active chapter status during this time period. Appeals to this stipulation can be made to the Office of Student Activities and Leadership. OSAL has the option of granting a one-year extension to the original invitation.

Upon arrival at Old Dominion University the potential colony will enter a provisional phase that will last a minimum of one semester and will not exceed three semesters. The following are expectations of the student group during the provisional phase:

- The student group will follow the guidelines and procedures outlined by the respective Governing Council.
- 2.500 GPA is necessary for every member, with 2.500 averages or higher for the general organization to receive and maintain recognition status.
- A commitment of the national headquarters staff to address colony needs and provide for constant monthly communication with OSAL staff. The name and address of the contact person(s) must be provided to OSAL staff.
- The interest group must be covered by a policy of general commercial liability insurance, and must present a certificate of insurance prior to recognition. Each group is required to carry commercial insurance with minimum limits of one million dollars each occurrence and a two million dollars general aggregate. Updated insurance certificates must be submitted annually as directed by OSAL.
- Group must have a faculty/staff advisory and colony/chapter advisor(s).
- The student group will maintain a regular meeting with a representative from OSAL to discuss the group's progress, goals, and timeline for establishing a fraternity or sorority. During these meetings, OSAL will provide support, resources, and information as it relates to the student group, OSAL, and the University.
- Provide a schedule of colony activities for the first six months of colonization.
- Representative must attend all meetings for the appropriate Governing Council and members are strongly encouraged to participate in all aspects of the Greek community.
- Groups must adhere to student conduct system as outlined in the Student Disciplinary Policies and Procedures, and all federal, state, and local laws.

At the conclusion of the Provisional Phase, the student group will submit a portfolio for review by the Governing Council and OSAL. The portfolio will include/address the following:

- Written support from chapter advisor.
- Written support from headquarters and national leadership.
- Member GPA.
- Timeline for gaining a charter/national recognition.
- A copy of the group's constitution.
- A list of members including student names and University ID#s.
- A plan to educate members on the policies and procedures of the Governing Council.
- A plan for membership growth.
- A plan for new member education.
- Documentation of financial viability.
- Any additional requirements as outlined by the OSAL and/or the Governing Council.

OSAL staff will schedule a meeting with the colony members and the inter/national organizational representatives.

### **Full Membership**

Following the provisional period and provided that the student group has met any additional criteria outlined by the Governing Council, the student group may apply for full membership in

the respective Governing Council. Organizations seeking recognition as non-honorary Greek letter fraternities and sororities must meet be a member of the Interfraternity Council, the Panhellenic Council, National Panhellenic Council, or the Multi-Cultural Greek Council. A group is required to have a full advisory board, identified as two (2) permanent advisors for full membership and university recognition. This must be approved by the Governing Council. Upon final approval by the OSAL Director, the colony is given full recognition by the University. The respective Governing Council must then issue full council voting membership at Old Dominion University.

If a newly recognized group is not granted full membership at the end of the three semester provisional phase, said group must meet with the OSAL Director and Expansion Committee to determine if the group can make improvements to receive full membership.

### **Fraternity and Sorority Expansion/Extension Committee**

The Expansion/Extension committee is responsible for determining when the campus community is ready for fraternity/sorority expansion. The expansion/extension committee shall make recommendations regarding expanding the Greek community, review submitted materials and recommend which Greek organizations will be invited to campus to make presentations, and make recommendations regarding which Greek organization(s) will be selected to colonize on campus. Two committees will be formed, one for fraternities and one for sororities.

#### *Timeline when initiating expansion*

If initiating expansion, the next portion (from interest to selection) of the expansion process is scheduled for approximately a 16 week window.

- Material requested from inter/national organizations: - Week 1- Week 4 (30 day window)
- Review of materials: Weeks 5 – 8
- Schedule on-campus presentations: Week 9
- On-campus presentations: Weeks 13 – 15
- Notification of organization: Week 16