

New and Returning Organization Expansion Policy



SORORITY &
FRATERNITY LIFE

Contents

Preamble.....	3
Timeline.....	4
Process.....	5
Criteria & Application.....	7
Policy Congruence Agreement.....	9
Contact Information.....	11

Preamble

The sorority and fraternity life community is composed of four councils: the Interfraternity Council (IFC), the Multicultural Greek Council (MGC), the National Pan-Hellenic Council (NPHC), and the Panhellenic Council (Panhellenic). In cooperation with the Office of Sorority and Fraternity Life (OSFL), the University of Tennessee, Knoxville recognizes that organization growth is a strong factor in the continued health of the sorority and fraternity life community and therefore wishes to consider expansion as a highly important factor for continued success.

We are committed to supporting a vibrant and thriving sorority and fraternity community composed of organizations that are dedicated to conducting themselves in a manner consistent with the University, inter/national headquarters, OSFL, and respective council policies and procedures.

Sorority and fraternity expansions will be initiated by OSFL after consultation with the sorority and fraternity community.

Any social sorority or fraternity organization wishing to start a colony or new chapter at the University of Tennessee, Knoxville will follow this policy and timeline. In overseeing the process of orderly expansion of the community, there must be substantial evidence of the ability of the proposed organization to positively contribute to the sorority and fraternity community. For this reason, the New and Returning Organization Expansion Policy will serve as the guiding process for all social sororities or fraternities wanting registration and representation within the community.



INTERFRATERNITY COUNCIL
THE UNIVERSITY OF TENNESSEE



Timeline

Returning Organizations	
<p>Spring or Fall Expansions: Contact Director of OSFL six (6) months before anticipated/scheduled return to establish communication and timeline of expansion. A formal letter of intent and application will still be required by returning organizations. Returning organizations with cases involving the Office of Student Conduct and Community Standards (SCCS) will be required to fulfill all sanctions and agreements before an expansion committee discussion can take place.</p>	
New Organizations	
<p>Fall Expansion</p> <p>February 1:</p> <ul style="list-style-type: none"> Letter of Interest and Application due date <p>First week of March:</p> <ul style="list-style-type: none"> Committee review <p>Mid-March:</p> <ul style="list-style-type: none"> Council review <p>April 15:</p> <ul style="list-style-type: none"> Decision notification <p>Fall Semester:</p> <ul style="list-style-type: none"> Expansion start 	<p>Spring Expansion</p> <p>September 1:</p> <ul style="list-style-type: none"> Letter of Interest and Application due date <p>First week of October:</p> <ul style="list-style-type: none"> Committee review <p>Mid-October:</p> <ul style="list-style-type: none"> Council review <p>November 15:</p> <ul style="list-style-type: none"> Decision notification <p>Spring Semester:</p> <ul style="list-style-type: none"> Expansion start
Unrecognized Organizations	
<p>Organizations that promote, actively recruit for membership, and/or charter outside of recognition of the respective council, OSFL, and/or University will be in violation of the New and Returning Organizations Policy. These organizations will not be able to petition to affiliate for membership in the respective council and OSFL for four (4) years. Additionally, these organizations will be listed on the OSFL website under “Unrecognized or Suspended Organizations” with the following description:</p> <ul style="list-style-type: none"> Our community is composed of sorority and fraternity chapters that are all Registered Student Organizations through the Office of Sorority and Fraternity Life, recognized and active within their inter/national organizations, and have followed the OSFL and respective council expansion policies. For the health and safety of the general community, we do not support or encourage the existence of membership in unrecognized/suspended sororities or fraternities. 	

Process

1. Submit a formal letter of interest and application

The student, student group, or inter/national organization interested in starting a sorority or fraternity at the University of Tennessee, Knoxville will complete a formal letter of interest to be sent to the Director of OSFL. This letter is to be accompanied by the application that should include, but not limited, to the items listed in the following section “Criteria and Application.”

2. Expansion Review Committee

The Director of OSFL will serve as the main point of contact for the proposed organization throughout this process. The Expansion Review Committee will also be comprised of the respective council president(s), the OSFL professional staff team, and a representative of the Office of the Dean of Students (DOS).

The Expansion Review Committee will meet to review the letter of interest and application. This group will determine if the University of Tennessee, Knoxville sorority and fraternity community would benefit from the establishment of a new organization. This committee will also review return to campus agreements for returning organizations. Reserving the right to request a meeting or additional material from the organization, both university, council, and student voices are valued parts of the committee’s process.

3. Council Review

As there are four governing councils active at the University of Tennessee, Knoxville, the organization in question will also need to fulfill the requirements set forth by the respective council’s bylaws and constitution.

Once confirmed by the council and/or council’s represented chapters, a formal letter from the council president welcoming a new expansion will be sent to the Director of OSFL.

4. Decision Notification

For approved applications, once the letter from the council president has been received by the Director of OSFL, they will notify DOS of the approval of a new organization under the OSFL umbrella. Once the council, respective chapters, OSFL, and DOS are aware, the Director of OSFL will send an official letter notifying the inter/national headquarters of the community’s decision to extend their invitation for expansion. This decision will include the timeline of expansion, which may differ based on recruitment schedules, council bylaws, and other expansions.

For other applications, the Director of OSFL will contact the inter/national headquarters to inform them of the inability to conduct an expansion as well as listing the reason(s). This letter may include missing components to the organization’s application, adjusted timeline, or unresolved SCCS sanctions.

5. Expansion Start



OFFICE OF SORORITY &
FRATERNITY LIFE

Once approved and notified, the organization will be given a welcome packet from OSFL which includes best practices for a healthy expansion at the University of Tennessee, Knoxville. An expansion start date will be included in the Decision Notification, and a OSFL staff member will be assigned as the expansion coach.

Criteria & Application

Sororities or fraternities wishing to become a registered social fraternal organization at the University of Tennessee, Knoxville and a member of the IFC, MGC, NPHC, or Panhellenic must meet the following criteria.

- ☐ Organizations must have affiliation with a inter/national sorority or fraternity with at least ten consecutive years of business operations and have active undergraduate chapters at ten or more colleges or universities.
- ☐ Organizations affiliated with an inter/national headquarters and/or affiliated with NALFO, NAPA, NIC, NMGC, NPC, or NPHC may not become a registered student organization or registered social fraternal organization at the University of Tennessee until they have successfully fulfilled the Sorority and Fraternity New and Returning Organization Expansion process.
- ☐ All membership marketing, recruitment, intake, interest meetings, etc. will not begin until the completion of the Sorority and Fraternity New and Returning Organization Expansion process. Interest groups submitting applications should cease recruitment/intake efforts as well.
- ☐ Organizations must commit to all minimum standards set forth by the OSFL's Standards of Fraternal Excellence (SOFE) on an annual basis.
- ☐ Establish a volunteer alumni advisory board with at least 2 members.
- ☐ The organization must show proof of General Liability insurance for bodily injury and property damage with a minimum of \$1,000,000 in Combined Single Limit. The General Liability insurance must include Host Liquor Liability. The General Liability insurance policy must name the University of Tennessee, Knoxville as an additional insured and the certificate must state that insurance coverage is primary over other collectible insurance.

Submission of a formal application to the Office of Sorority and Fraternity Life to be reviewed by students and professional staff members should include but not be limited to the following items

☐ **Formal Letter of Interest**

- ☐ Statement of interest outlining the need and desire for the proposed sorority or fraternity to join the campus community
- ☐ Indication of the council in which the organization would affiliate (IFC, MGC, NPHC, or Panhellenic)

☐ **Application (in the following order)**

- ☐ Requirements and process for starting a new organization
- ☐ Recruitment and expansion philosophy and detailed schedule of the support that will be provided from the organization toward expansion efforts
- ☐ Current number of full-time University of Tennessee students with SID and NetIDs interested in the organization (if applicable)
- ☐ Description of the support for the proposed organization at a local, regional, and inter/national level from a staff person or volunteer within the proposed organization
- ☐ Commitment from staff and/or volunteers to support the organization
- ☐ Identified names of staff and volunteers that will be assisting in the expansions with a timeline of on-campus and distance assistance/education
- ☐ Description of the success and status of the last ten (10) chartered organizations
- ☐ Signed copy of the University of Tennessee Policy Congruence Agreement
- ☐ Organization contact information: colonization coordinator, headquarters
- ☐ List of all current and active chapters and colonies for the organization
- ☐ List of local alumni in the greater Knox County area
- ☐ New Member Education programming
- ☐ Health and Safety programming and initiatives
- ☐ Advisory board structure, contact information, and job descriptions
- ☐ List and description of all conferences offered or required to undergraduate members
- ☐ Documentation of all constitutions and bylaws held by the inter/national organization
- ☐ Financial responsibilities and breakdown of new member, colony, and chapter dues
- ☐ List and description of all other policies, programs, and procedures (academic policy, scholarship opportunities, hazing policy, judicial board procedures, intake/recruitment training, officer trainings, online modules, etc.)
- ☐ Organization housing or meeting space plan – provide a written summary that details the current or future facility rental, construction, or purchase. If housing summary is not applicable, provide a summary of where the members will hope to host events and hold meetings and activities.

Policy Congruence Agreement

The Office of Sorority and Fraternity Life (OSFL) believes in the benefits of fraternities and sororities and advocates for the organizations and students in their pursuit of fraternal ideals. We strive to provide opportunities to create life-long bonds through the principles encompassed in the shared values of scholarship, leadership, service, and fellowship. Our mission is to provide a quality undergraduate fraternal experience enhancing student development by developing meaningful partnerships with campus-based professionals and departments, students, headquarters staff and regional and state volunteers, alumni, and advisors. OSFL upholds the following philosophies specifically related to ensuring a safe experience for all members and guests.

- OSFL expects that our organizations and students will follow all applicable federal, state, and local laws in addition to University policy.
- OSFL will collaborate with inter/national headquarters staff and state, regional, and local volunteers to address health and safety concerns.
- OSFL will work to develop and promote intentional opportunities to engage and learn with diverse communities.
- OSFL strives to prevent the behaviors and attitudes associated with poor risk management techniques.
- OSFL will provide the tools to help students make good choices and to understand the consequences of their choices through education, training, and partnerships.
- OSFL will collaborate with the Office of Student Conduct and Community Standards, inter/national headquarters, and state, regional, and local volunteers to hold organizations and individual members accountable for the choices they make.
- OSFL expects personal responsibility from its members and accountability through local self-governance by individual chapters and/or governing councils.
- OSFL understands that health and safety issues are broad and complex and will work to provide all members with the skills needed to address these issues.

To maintain a healthy and thriving community within sorority and fraternity life, all new, returning, and existing chapters are expected to abide by all university and office policies. Below is a summary of these policies that can be found within the University of Tennessee, Knoxville's Student Code of Conduct and the OSFL website (gogreek.utk.edu).

- Organizations will only accept students enrolled at the University of Tennessee, Knoxville to affiliate with new and returning chapters.
- Organizations must be chartered no later than two years after the original date of approval.
- Organizations must follow the policies listed in the Student Code of Conduct.
- Organizations must complete the re-registration process with the Center for Student Engagement.
- Organizations must abide by council-specific membership intake processes and/or recruitment bylaws.
- Organizations must read and follow the [Office of Sorority & Fraternity Life Operational Policies](#):
 - Chapter Operations
 - Roster Management, Standards of Fraternal Excellence



OFFICE OF SORORITY &
FRATERNITY LIFE

- Social Event Policy
- Congruent Rights and Responsibilities
- Event Registration Policy
- Expansion/Extension of New and Returning Organizations
- Membership Recruitment/Intake
- New Member Education Policy
- Sexual Harassment, Sexual Assault, Dating & Domestic Violence, and Stalking Policy
- Public Accountability Policy
- Health & Safety Education Policy
- Housing Policy

We acknowledge that we have reviewed and agree to comply with the aforementioned UTK, OSFL, and Council policies. We further acknowledge that we have reviewed these policies with the officially appointed regional officers, chapter advisors, and chapter officers.

We agree to instruct our collegiate/alumni/chapter/new members to abide by each of these policies

I have read this Agreement and fully understand its terms. I am signing this Agreement knowingly and voluntarily.

_____	_____	_____
Inter/National HQ Rep.	Signature	Date

_____	_____	_____
Inter/National HQ Rep.	Signature	Date



OFFICE OF SORORITY &
FRATERNITY LIFE

Contact Information

Office of Sorority & Fraternity Life

865-974-2236

John W. Keith, Director

Jennifer Pierce Thomas, Associate Director

Hunter Carlheim, Assistant Director

Hailey Flavin, Assistant Director

Stephen J. Black, Coordinator

Michael LaFontaine, Coordinator

Ben Libon, Coordinator

Office of Sorority & Fraternity Life

193 Student Union

1502 Cumberland Ave.

Knoxville, Tennessee 37996-4820

greeklife@utk.edu | gogreek.utk.edu