

Expansion

Recognizing the social, academic, and developmental benefits of Fraternity and Sorority Life, the Inter-Greek Council at The College of New Jersey resolves to provide and adhere to a fair and reasonable expansion policy for all interested full-time TCNJ undergraduate students.

Understanding both the advantages and challenges of new group expansion, the Inter-Greek Council (IGC) will work in concert with the Office of Student Activities and Leadership Development in all matters relating to chapter expansion.

Expansion Committee

Each Fall Semester the IGC shall request at least one application from each active status chapter for membership on the expansion committee. Committee membership shall consist of at least 4 and no more than 7 members picked from the applications by the VP of Standards and Conduct. The VP of Standards and Conduct will work to ensure a diverse makeup of both organizations and points of view in the committee membership.

This expansion committee shall be charged with assessing the current status of the Fraternity and Sorority Community, reviewing petitions for expansion, and making recommendations to the IGC about the probability of successful expansion each semester.

The Assistant Director of Fraternity & Sorority Programs shall oversee the selection and work of the committee.

General Expansion Approval

An unlimited number of students may petition for recognition in any given semester. Understanding the resources and time required for a new group to be successful, the IGC reserves the right to limit the number of expansions each semester as it deems appropriate. Factors that will be taken into consideration include, but are not limited to, the number of groups currently approved and working towards the establishment of a new chapter, member recruitment information, administrative resources, and the campus climate. The IGC will open for expansion pending at least a two-thirds (2/3) approval of the IGC general membership constituting quorum at a specified meeting. The Office of Student Activities and Leadership Development reserves the right to further limit and/or regulate expansion if necessary.

Any groups that are interested in expansion will be placed on the IGC Expansion Calendar in the order that a letter of interest is received. Any past active status chapters that disbanded for reasons other than Greek organizational sanctions, within the last three (3) calendar years, will be given priority. Should no organizations be present on the expansion calendar at a given time, the IGC reserves the right to advertise the prospect of a new chapter to national organizations.

Expansion process

New and returning chapter expansion will consist of 5 phases:

1. Needs Assessment
2. Organization
3. Petitioning
4. Pre-active Chapter Status
5. Active Chapter Status

General Guidelines

- A. An unlimited number of students may petition the Inter-Greek Council and the Office of Student Activities and Leadership Development to start a new Greek letter organization.
- B. All students wishing to start a new Greek organization must be full-time undergraduates at The College of New Jersey with a cumulative GPA of 2.2 or greater having completed at least 12 undergraduate credits at TCNJ.
- C. No expansion initiatives will begin during winter or summer breaks. All expansion processes will occur during the Fall and Spring semesters.
- D. All membership initiations must take place after a successful active chapter status vote.
- E. All new organization memberships must be limited to TCNJ students with chapter operations run by TCNJ students. No city, regional, or metro charters will be approved for expansion at TCNJ.
- F. The Inter-Greek Council reserves the ability to fairly create and enforce any or all guidelines not specifically listed herein.
- G. Students are encouraged to meet with the Assistant Director of Fraternity & Sorority Programs to review and clarify any and all expansion questions and/or policies.

Section 1- Needs Assessment

- A. Students are encouraged to explore current chapters at The College of New Jersey before exploring the option of establishing their own. Students should be prepared to explain how they explored the existing Fraternities or Sororities.
- B. If, after exploring and assessing the existing chapters, a student feels that their interests are not represented, the IGC and Office of Student Activities and Leadership Development have established the following policy for the creation of a new group.

Section 2- Organization

Student Organization

- A. The interested student(s) must submit a letter of interest to the IGC and the Office of Student Activities and Leadership Development. This letter will detail:
 - a. Interest in starting a new fraternity or sorority
 - b. Efforts the student(s) have made to assess the need for a new chapter
 - c. Goals for forming a new chapter and why they would not be able to accomplish these goals through a group that is already recognized
 - d. Vision for the Greek Community
 - e. Number of students currently interested in starting a new chapter: including full names, student ID numbers, and email addresses.
 - f. The organization(s) with whom the student(s) want to affiliate. *
 - g. Formal request to explore the potential of a new chapter on campus through three (3) interest meetings.

- * Throughout the entire process, students should be investigating which organizations they would like to associate with. In this regard, the IGC has mandated that:
1. Each recognized chapter must hold a liability insurance policy of at least \$1,000,000.
 - a. Each policy must have “The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority” included on the policy as listed insured.
 2. Each new chapter must be nationally affiliated with one or more of the following**:
 - a. National Panhellenic Conference (NPC)
 - b. National Pan-Hellenic Council (NPHC)

- c. North American Inter-Fraternity Conference (NIC)
 - d. National Association of Latino Fraternal Organizations (NALFO)
 - e. National Multicultural Greek Council (NMGC)
3. Organizations currently under TCNJ or Greek Judicial Board sanction are not eligible to re-establish until such time as their sanction expires.

** If the organization is not affiliated with one of these organizations, documentation must be submitted explaining the reasoning for this.

- B. After receiving a letter of interest, the IGC Expansion Committee shall schedule a meeting with the student(s).
- C. If the IGC Expansion Committee is satisfied with the information detailed in the letter of interest, the expansion committee will recognize the group as an interest group and will afford the Interest Group the opportunity to host three (3) interest session meetings.
 - a. The group may also post advertisements for these meetings through the Office of Student Activities and Leadership Development.

Interest Group

- A. All interest meetings must be scheduled through the Assistant Director of Fraternity & Sorority Programs.
- B. All interest meetings must be hosted on-campus and be alcohol-free.
- C. No other organizations are allowed to co-sponsor the interest meetings and no other events or activities may be scheduled, sponsored, co-sponsored, or hosted by the interest group.
- D. The interest group must submit their sign-in lists after the final interest session to the Assistant Director of Fraternity & Sorority Programs. The sign-in list should include:
 - a. Student's full name, student identification number, email address, and credits completed
- E. After the completion of the interest sessions, the interest group will submit a full list of interested members and a potential new member grade release form to the Assistant Director of Fraternity & Sorority Programs.

Association

- A. The interest group will work with the expansion committee to invite representatives of the prospective national headquarters to present to the interest group and IGC Expansion Committee.
 - a. Although not required, the IGC encourages interest groups to consider inviting more than one national headquarters to campus.
- B. The Expansion Committee may make recommendation to the interest group, but the ultimate decision of desired affiliation will remain with the interest group.

Section 3 – Petitioning

- A. The interest group shall submit an official petition to the IGC and the Assistant Director of Fraternity & Sorority Programs. This petition will include:
 - a. A complete list of all interested students, their email addresses, and credits completed.
 - b. A letter of support from a faculty/staff member at TCNJ willing to serve as the faculty/staff advisor to the group.

- c. The name, address, and website for the organization with whom the interest group would like to affiliate.
- d. The name and contact information of the individual(s) in charge of expansion for the affiliate organization.
- e. A letter of guaranteed support from the organization with whom the interest group would like to affiliate. This letter should detail:
 - i. Resources available to the group as they move toward active status membership
 - ii. Involvement of the affiliate organization in this process
 - iii. Any other provisions that have been made to ensure the success of the group.
- f. The proposed programs, policies, and procedures for the following areas:
 - i. New Member Program/Intake Process
 - ii. Recruitment Program
 - iii. Hazing Policy
 - iv. Membership Development Program
 - v. Financial Policies
 - vi. Leadership Development
 - vii. Scholarship
 - viii. Judicial/Standards
 - ix. Community Service and Philanthropy
 - x. Code of Conduct
 - xi. Career Counseling/Networking
 - xii. Programming Resources
 - xiii. Chapter Development
- B. The IGC will schedule a new business agenda item during a regular IGC meeting for the interest group to present their proposal to the IGC.
 - a. Upon request of the interest group, the IGC will mandate this meeting as a president's meeting.
- C. The interest group will present at the scheduled time for no more than 15 minutes.
- D. At the completion of the presentation, a question and answer session period will be moderated by the IGC President and the Assistant Director of Fraternity & Sorority Programs.
- E. As per regular the adopted voting procedures of the IGC, the vote on the petition will be tabled for 1 meeting.
- F. At least a two-thirds (2/3) vote of the membership establishing quorum will be required to grant the interest group pre-active chapter status.
- G. All expansion voting will be conducted vocally; each chapter openly voting when their name is called from the roll.
- H. Each IGC chapter will have one (1) vote on the viability of the group's proposed plan.
- I. If the interest group fails to receive the required votes, the IGC will present the interest groups with the reasons for the failed vote.
- J. The interest group may request one (1) revote, two weeks from the date of the failed vote.

Section 4 – Pre-Active Chapter Status

- A. Once approved by the IGC, the pre-active chapter will be scheduled for an active chapter status vote one calendar year from their successful pre-active chapter status vote.
- B. During this year, the pre-active chapter will be required to meet the expectations and requirements of both the IGC and its affiliated organization.

- C. If an pre-active chapter is able to meet these expectations and requirements in less than the one calendar year given, the group must still wait for their scheduled active chapter status vote.
- D. If after the one calendar year, the pre-active chapter is unable to meet its expectations and requirements, the group can request a full year extension from the IGC. The IGC will grant this request pending a letter from the pre-active chapter's organization detailing the remaining requirements and estimated completion of its process, a letter of good standing from the Assistant Director of Fraternity & Sorority Programs, and a letter of continued support from the group's faculty/staff advisor.
- E. Although a new active chapter status vote shall be scheduled, the pre-active chapter may be voted upon anytime within their extension when all expectations and requirements are met.
- F. If the pre-active chapter fails to meet its responsibilities, engages in actions which violate the TCNJ Handbook or other college policies, or if the actions or inactions of the group proves to be detrimental to the Fraternity and Sorority Community or TCNJ, the group may be referred to the Greek Judicial Board or the Assistant Director of Fraternity & Sorority Programs for sanctioning; including the possibility of disbanding the group.

IGC Expectations

In order to ensure a fair and equal opportunity to all expansion efforts of the Fraternity and Sorority Community, the IGC resolves that all pre-active chapters will be held to the same standards and be granted the same privileges as active chapter status organizations; with the exception of IGC voting privileges. As such, all pre-active chapters may use the College's resources for the promotion and growth of their organization. These privileges include, but not limited to:

- a. Use of the College's name in connection with the organization
- b. Creating a college hosted and affiliated website
- c. Hosting meetings, events, and recruitment activities on The College's property
- d. Posting flyers or banners
- e. Chalking
- f. Mailbox space
- g. Professional advisement

To maintain their status as an pre-active chapter, the group must:

- a. Register their group online with the Office of Student Activities and Leadership Development.
- b. Complete the TCNJ Chapter Assessment Program with at least a satisfactory score.
- c. Meet regularly with their advisor(s) and the Assistant Director of Fraternity & Sorority Programs.
- d. Attend all IGC meetings, programs, and events as mandated by the IGC.
- e. Ensure the attendance of all members at New Member Education Sessions hosted by the IGC until the organization is chartered and members are initiated.
- f. Complete all monthly, semesterly, and yearly paperwork required by the IGC, the Assistant Director of Fraternity & Sorority Programs, and the affiliated organization.
- g. Adhere to all recruitment, social event, and academic policies of the IGC.
- h. Comply with all the Office of Student Activities and Leadership Development and TCNJ policies.
- i. Adhere to all other policies outlined in the Constitution and By-Laws of the IGC and the Office of Student Activities and Leadership Development.

Section 5 - Active Chapter Status

A. Vote requirements

- a. The following must be submitted to the IGC before a scheduled active chapter status vote:
 - i. Letter of support and approval for chartering from their affiliated organization.
 - ii. Letter of support from Faculty/Staff Advisor.
 - iii. Confirmation of prospective members' academic standings.
 - iv. Chapter Constitution
 - v. TCNJ Chapter Assessment Program Score(s)/Status
 - vi. Proof of \$1,000,000 liability insurance or the ability of the group to obtain this policy upon chartering.
 1. "The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority" must be included as listed insured.

B. Voting

- a. After the completion of one (1) year pre-active chapter status, the IGC will review the group's progress toward their goals and requirements and other relevant standings (conduct incidents, academic achievement, etc.). No vote will be taken by the IGC until at least one (1) year from the formation of the pre-active chapter.
- b. The pre-active chapter may be voted into the IGC by a two-thirds (2/3) vote of all active status chapters of the IGC. The Executive Board of the IGC does not vote.
- c. Voting will be based upon the pre-active chapter's adherence to College and IGC policy, satisfactory completion of and/or progress within the TCNJ Chapter Assessment Program, and progress toward the goals stated in the group's original petition.
- d. At least a two-thirds (2/3) vote of the membership establishing quorum will be required to establish the pre-active status chapter as an active status chapter.
- e. All expansion voting will be conducted vocally; each chapter openly voting when their name is called from the roll.
- f. If voted into the IGC, the pre-active chapter will immediately be recognized as an active status chapter and granted all rights and responsibilities fitting that status.
- g. If the vote fails, the pre-active chapter will be presented with the reasons for the failed vote and may request a two (2) week period to remedy these presented issues; requesting a revote at that time.
- h. The IGC president shall determine the feasibility of the request.
- i. If the two week (2) period is denied, the process is over. The group must disband and discontinue its use of college facilities, resources, and/or property for promoting itself, recruiting members, or hosting any events, meetings, or the like affiliated with the former group.
- j. Although students in the former pre-active chapter are still free to explore the creation of a new group, the affiliated organization that failed the IGC vote must wait at least one (1) calendar year before re-submitting to the expansion calendar.