

UNIVERSITY OF NEW ORLEANS

STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
OFFICE OF STUDENT INVOLVEMENT AND LEADERSHIP

GUIDELINES FOR EXPANSION

FOR SOCIAL SORORITIES AND FRATERNITIES

The Guidelines for Expansion for Social Sororities and Fraternities outlines the procedures for application, review, and registration of a social sorority and/or fraternity at the University of New Orleans.

A social sorority or fraternity may register with the University only after a formal invitation has been granted by the Vice President for Student Affairs and Enrollment Management. In order to receive a formal invitation, the petitioning organization must meet all the documentation and certification requirements as set forth by these Guidelines for Expansion. Following the submission of all documentation and certification requirements, an Expansion Committee consisting of council presidents, chapter delegates, and University administrators will convene to review all documentation and to make a recommendation regarding whether to extend a formal invitation for registration. The recommendation shall then be presented to the Vice President of Student Affairs and Enrollment Management for review and approval.

The governance structure for social sororities and fraternities at the University of New Orleans includes student governing councils that are delegated authority by the University to participate in a shared governance model. A petitioning social sorority or fraternity needs to be aware of the policies and procedures of each council, as the organization must affiliate with one of the three councils upon registering as a social sorority or fraternity. For specific information about the councils, please refer to the following website: www.greeklife.uno.edu.

This document is divided into three sections: Section I outlines the University of New Orleans's definition and general guidelines for social sororities and fraternities pursuant to the relevant Rules of the University of New Orleans; Section II outlines the procedure that a petitioning social sorority or fraternity must follow to request and obtain registration; and Section III outlines the benefits and expectations of a registered social sorority or fraternity at the University of New Orleans.

SECTION I

RULES OF THE UNIVERSITY OF NEW ORLEANS

Student Affairs and Enrollment Management: Social Sororities and Fraternities

Social sororities and fraternities are student organizations that are founded on the principles of brotherhood/sisterhood and are based on the ideals of friendship, personal growth and service to the community. In partnership with the University, social sororities and fraternities promote the highest standards of scholarship, leadership, and service for their members.

The United States Department of Education has established guidelines and criteria necessary to be classified as a social sorority or fraternity (which includes a provision that allows an organization to operate as a single-sex organization). In keeping with the criteria established by the Department of Education, the University of New Orleans classifies social sororities and fraternities as organizations that:

- Do not limit membership to persons pursuing or having interest in a particular field of study, profession or academic discipline
- Do not serve as solely honorary societies for academic, leadership, or any other endeavor
- Do not permit members to hold membership in other social sororities or fraternities.

In addition these organizations must also:

- Have tax-exempt status under Section 501(c)(7) of the Internal Revenue Code
- Limit membership to currently enrolled students at the University of New Orleans.
- Social sororities and fraternities shall exist at the University of New Orleans as registered student organizations and shall be classified as social sororities and fraternities, governed by policies established by Student Affairs and Enrollment Management and administered through the Office of Student Involvement and Leadership (SIL).
- The governance structure established by the University of New Orleans includes student input and participation. Student input and participation is accomplished through authority delegated by SIL to designated student governing councils. Social sororities and fraternities must abide by applicable university policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by SIL and the designated governing councils.
- A social sorority or fraternity seeking registration at the University of New Orleans must complete the expansion process as outlined in the Guidelines for Expansion for Social Sororities and Fraternities. No social sorority or fraternity shall be registered at the University of New Orleans without approval by SIL and affiliation with a designated governing council.
- The University reserves the right to withhold, revoke, or suspend the registration of any social sorority or fraternity when University rules, policies, and/or guidelines are not adhered to.

SECTION II

Procedure

Initial Review Committee

The purpose of the Initial Review Committee is to assess the need, evaluate timing and feasibility, and make a recommendation regarding the advisability for growth of the social sorority and fraternity system at the University of New Orleans. The committee will review the status of the social sorority and fraternity community relative to size, recruitment/intake numbers, membership retention, general interests and needs of the UNO student body, as well as any other relevant information. Based on all information considered, the committee shall prioritize which type of organization would best benefit the campus community and the social sorority and fraternity system.

Membership

The Initial Review Committee shall consist of the president (or her/his designated executive officer) of the governing council in which expansion is posed under; a delegate from each chapter within this council, one staff member from Student Affairs and Enrollment Management, and the Director of the Office of Student Involvement and Leadership shall serve as the chair of the committee. All students on the committee shall be currently enrolled at UNO.

Expansion Committee

The purpose of the Expansion Committee is to conduct the review and evaluation process for the organization(s) petitioning for consideration for registration. The Expansion Committee shall be convened upon the recommendation of the Initial Review Committee and approval by the Vice President for Student Affairs and Enrollment Management. The committee shall review the documentation provided by the prospective organization(s) and extend an invitation to up to three organizations to visit campus during the fall or spring semester to make a formal presentation for further consideration.

Membership

The Expansion Committee shall consist of one member from each executive board of the three governing councils (selected by the respective council president); a representative from each chapter from the governing council as indicated by the Initial Review Committee decision (current chapter presidents, former chapter presidents, council delegates, or chapter advisors approved by the voting membership for the respective council); one staff member from Student Affairs and Enrollment Management appointed by the Director of the Office of Student Involvement and Leadership); one chapter advisor (appointed by the Office of Student Involvement and Leadership); and the Director of the Office of Student Involvement and Leadership). The chair of the committee shall be a student member selected by the initial review committee. All students on the committee shall be currently enrolled at UNO.

Documentation

Once the Initial Review Committee has approved a council for expansion and an expansion committee has been installed, the organization(s) will be asked to submit appropriate documentation. Any social sorority or fraternity seeking registration at the University of New Orleans must file a letter of intent and submit the required documentation as described below to the Office of Student Involvement and Leadership (SIL). In the letter of intent, the chapter must articulate the governing council which with it wishes to affiliate. For expansions of National

PanHellenic Conference sororities, the university will work in concert with the process as outlined in the *NPC Manual of Information* as adopted by the National PanHellenic Conference; however, all University of New Orleans requirements must be met.

The sorority or fraternity shall provide SIL with the following information along with its letter of intent:

1. Logistical Information

- a. Founding Date
- b. Documentation of a 501(c)(7) tax status by the Internal Revenue Service
- c. Current number of undergraduate members
- d. Average chapter size
- e. Number of chapters closed in the last five years and reasons for closing
- f. Membership Costs: new member, initiation fees, insurance, regular dues
- g. Explanation of how the organization fulfills the needs of the university community and will be able to differentiate itself from other chapters that currently are registered

2. Program Policies

- a. National risk management policies related to alcohol, drugs and hazing
- b. Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation
- c. Minimum standards of potential new members
- d. Scholarship program
- e. Community Service program
- f. A copy of the (inter)national constitution and by-laws containing language that demonstrates compliance with the University and U.S. Department of Education's definition of and criteria for a social sorority or fraternity
- g. Statement of commitment to University policies and guidelines. The petitioning sorority or fraternity must also submit a letter that specifically articulates agreement to the following items:
 - i. Adherence to the UNO Minimum Standards for Fraternities and Sororities (refer to www.greeklife.uno.edu).
 - ii. Compliance with all University of New Orleans policies and guidelines including, but not limited to those related to alcohol, hazing, and facility operations (if applicable)
 - iii. General support for and compliance with the constitution and any other rules of the respective governing council with which the organization will affiliate

3. Colonization

- a. List and status of colonies established in last five years and permission to contact those campuses to inquire about the experience
- b. Plan of action and timeline for the expansion including support for the organization by the headquarters and alumni; identification of, length of time to be present, and functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and plan for ongoing consultations and supervision for the colony/chapter

- c. Criteria for chartering
- d. Rules, regulations, policies, and related information pertaining to the colony/chapter and its operations

4. Organizational structure

- a. List of all chapters and locations
- b. Volunteer Support
 - i. District
 - ii. Local

5. Resources

- a. (Inter)National Headquarters
 - i. Foundation Scholarships/Loans
 - ii. Information about leadership development programs provided at the local, state, regional, and/or national level(s)
 - iii. Publications
- b. New Orleans/Nearest Chapter
 - i. Number of alumni in the immediate area (100 mile radius of New Orleans)
 - ii. List of alumni committed to serve as advisors (including their contact information).

Failure to provide information as requested may delay the process or may be grounds for termination of consideration for expansion. SIL shall respond in writing to each organization's letter of intent to confirm receipt.

Formal Presentation

Each invited organization shall make a formal presentation to the Expansion Committee and a separate formal presentation to the governing council to which it seeks affiliation. Topics shall include:

1. Interest and rationale in expanding at the University of New Orleans
2. Alumni support committed to the expansion project and ongoing support for the organization
3. Resources that will be assigned by the (inter)national office during the first six to eight weeks of the expansion process
4. Ongoing resources and support from the (inter)national office provided to the colony/chapter
5. Colonization process for the group to receive a charter
6. Risk management policies and educational initiatives related to hazing, alcohol and drugs
7. Leadership development opportunities and an overview of the new member/intake curriculum
8. Support provided to assist colony/chapter in meeting or exceeding the UNO Greek Standards
9. How the chapter will offer an experience to students that is not currently afforded by existing social sororities and fraternities

Immediately following the formal presentation to the governing council, the council's voting delegates must vote on the probability for success of the presenting social sorority or fraternity at the University of New Orleans. The Expansion Committee shall review and consider the outcome of the council's vote as part of its final deliberations. Upon review and consideration of all relevant information, the Expansion Committee shall make a recommendation to the Vice President of Student Affairs and Enrollment Management for review and approval as to whether an invitation for registration should be extended. The organization(s) shall be notified in writing of the decision and if approved, shall be invited to register as a social sorority or fraternity at the University of New Orleans. Organizations not selected must reapply for future consideration by the Expansion Committee as outlined in Section II.

An organization that registers at the University of New Orleans through the expansion process, hereafter referred to as a colony, must complete a one-year probationary period in the respective governing council to establish its success based on performance levels using the UNO Fraternity and Sorority Minimum Standards and the organization's governing council's constitution. During the probationary period, the sorority or fraternity will have voting privileges in and will be assessed dues by the respective governing council. After successful meeting of UNO Greek standards along with the organization's national's standards during the one-year probationary period, the social sorority or fraternity will petition for regular membership by submitting appropriate paperwork (see corresponding council's constitution) to the Office of Student Involvement and Leadership and their corresponding council. If the organization does not meet such standards, it will remain in probationary status for an additional year. If the organization fails to meet standards for its first two years, its ability to maintain registration may be revoked.

Each colony shall become a fully chartered chapter by its headquarters within two years of registering. Failure to do so may result in the loss of registration as a social sorority or fraternity. If an organization has not become a fully chartered chapter within two years, the organization must petition the SIL and the governing council in writing to explain any mitigating circumstances and to request an extension. If registration as a social sorority or fraternity is revoked, the ability to re-register may require completing the expansion process as outlined in this document.

Section III

Benefits (list is not all inclusive)

A registered social sorority or fraternity at the University of New Orleans will be afforded the following:

1. University support through the Office of Student Involvement and Leadership including access to training, advisement, statistical reports, and related services
2. The ability to participate in University, SIL, and Sorority/Fraternity Governing Council activities
3. Priority use of designated University facilities for meetings and other approved functions such as recruitment events

Expectations (list is not all inclusive)

A registered social sorority or fraternity at the University of New Orleans must adhere to:

1. Student Conduct Code
2. The constitution and bylaws of the respective governing council

3. Student Organization Handbook
4. UNO Minimum Standards for Fraternities and Sororities related to scholarship, service, leadership, community, risk management and administrative affairs
5. Hazing Policy
6. Alcohol Policy and Event Guidelines
7. All other applicable university, local, state, and federal policies, regulations and laws

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