

SINGLE SEX STUDENT ORGANIZATION APPROVAL PROCESS

Expansion Procedures for Single-Sex Organizations (Fraternities/Sororities)

Note: that NO **PLEDGING** CEREMONIES NOR INITIATIONS NOR INTEREST MEETINGS are to occur until the group has received written notification from the University granting permission to become a Social Fraternity and Sorority Organization at UTSA.

Section I: Philosophy and Guiding Principles

- A. The addition of new and/or returning social fraternities and sororities is contingent upon the assessed need on the campus by the Expansion Committee. The Fraternity/Sorority Councils (FSC) community at The University of Texas at San Antonio is committed to FSC organizations, and will put first the interests and welfare of current chapters; second, the re-establishment of (inter) national groups formerly having chapters at The University of Texas at San Antonio; and third, the colonization of new (inter) national groups.
- B. The University of Texas at San Antonio wishes to protect the interests of any group by measuring their chance for success prior to issuing an invitation to colonize and/or be recognized as a student organization. Therefore, adherence to and demonstrated success in this policy's components must be heavily considered in selecting a group to affiliate with UTSA FSC community.
- C. Although The University of Texas at San Antonio cannot and does not seek to infringe upon the right of any group to assemble and meet, the University does have an interest in the development of campus-based Social FSC Organizations: to assure an avoidance of hazing; development of members which maintains the health and vibrancy of the FSC community; demonstrated support for the University mission and the FSC community; and compliance of various laws and safety regulations.

Section II: Social Fraternity and Sorority Organization Minimum Requirements

The University of Texas at San Antonio will only recognize those Social FSC Organizations, as student organizations, that meet the following requirements:

- A. Affiliated with an established, (inter) national Social FSC Organization, which is also 501 (c) (inter) national is defined as more than one chapter in more than one state)
- B. The organization is single-sex and has been granted federal Title IX exemption
- C. Exist to promote fraternal relationships and personal development
- D. Requirement for admission is not limited to a specific field of study, class year or grade attainment beyond the typical grade requirement

Section III: Considerations for Expansion

The University of Texas at San Antonio should consider the following information to make the decision on whether or not expansion is both desirable and feasible:

- A. Number of students participating in recruitment in relation to the number who end up joining (only for NPC and NIC/FLA)
- B. Number of chapters and colonies on campus
- C. Number of active and new/associate members
- D. Average size of chapter memberships as well as the median number of members in all chapters
- E. Chapters and colonies currently experiencing membership problems and an assessment of projected measures to assist them
- F. University's projection of enrollment trends

Section IV: Procedures for Expansion

- A. Expansion for National Panhellenic Conference (NPC) groups shall occur through a Formal Expansion Plan, outlined in Section VI, and by following the outlined Extension Procedures found in the NPC Manual of Information.

- B. Expansion for North-American Interfraternity Conference (NIC) or Fraternity Leadership Association (FLA) groups shall occur through a Formal Expansion Plan, outlined in Section V.
- C. Expansion for National Pan-Hellenic Council (NPHC) groups shall occur through the procedures outlined in Section V.
- D. Expansion for National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Islander American Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC) and other (inter) national groups shall occur through the procedures outlined in Section V.

Section V: Procedures for Petitioning Groups

- A. Provide current, written letter(s) of intent from the alumni(ae)/graduate chapter or the (inter) national headquarters expressing the desire to establish, support, and recognize a group at The University of Texas at San Antonio. This letter of intent should be addressed to the council to which the group seeks membership. (Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council or Panhellenic Council; hereby referred to as Council)
- B. Submit a list of interested students, including name, address, phone number, email and year in school.
- C. Complete and submit the Expansion Packet.
- D. The Executive Board of the Council will review the Expansion Packet and the considerations outlined in Section III. The Executive Board reserves the right not to pursue the request if all aspects of requested materials are not provided. The Executive Board will make one of the following decisions
 - 1. Expansion is neither desirable nor feasible at this time. The petitioning group may reapply at a later date.
 - 2. Extend an invitation to the petitioning group to give an on-campus presentation. This is not a commitment for expansion, merely an invitation to continue the exploration of expansion.
 - 3. More information is needed before a decision can be reached.
- E. If the petitioning group is invited for an on-campus presentation, they will be notified and a date that is agreeable with all parties shall be determined.
 - 1. The presentation shall include all those items in the Expansion Packet, excluding those noted with an asterisk (*).
 - 2. The audience of the presentation shall consist of the Executive Board of the Council, the voting delegates of all chapters which are a part of the Council, the Council's Advisor and any member of the Fraternity and Sorority Community that wishes to be in attendance.
 - 3. After the presentation, everyone excluding the voting delegates, Council officers and the Council's Advisor will be excused from the room.
 - 4. Discussion will take place on the date of the presentation. However, voting on a recommendation may not take place until the next regularly scheduled meeting of the Council.
- F. Recommendation
 - 1. The Council will vote on a recommendation to give to the University. The recommendation shall either be favorable or unfavorable.
 - 2. The Council's favorable recommendation is not an invitation to expand.
- G. Final Decision
 - 1. The recommendation of the Council shall be given to the Office of Student Activities.
 - 2. After reviewing all materials submitted and the recommendation of the Council, the petitioning group may be given an invitation to expand. If so, all applicable forms for registration must be submitted prior to being

- considered a student organization on campus. If an invitation is not extended, the petitioning group may reapply after one academic year.
3. A petitioning group that is invited to expand has no longer than one academic year to meet the minimum of five (5) members. If this requirement is not met, the group will have to repeat.

Section VI: Procedures for Formal Expansion

The Executive Board of the Council considering formal expansion (Interfraternity Council, National Pan-Hellenic Council, Multicultural Greek Council or Panhellenic Council; hereby referred to as Council) shall establish an Expansion Committee. The membership of the Expansion Committee is a collaboration of the Interfraternity, Panhellenic and Multicultural Councils. It shall consist of, but not be limited to, the following individuals: One representative from the IFC, MGC, NPHC and PHC Executive Boards, and one-chapter President/Representative from each of the chapters that is a member of the Council seeking Expansion. The Program Advisor for FSC serves as an ex-officio member of the Committee and appoints all members of the Committee. The Expansion Committee is responsible for adhering to the following procedures:

- A. Examine and determine the need for expansion
- B. Gain approval from the Council to proceed with Formal Expansion
- C. Determine the number of groups to be involved in the expansion plan based on need and resources.
- D. Contact those groups that have expressed interest and/or those groups with a history on the UTSA campus. Notify them of the Formal Expansion and invite them to submit Expansion Packets. Letters may also be sent to all groups that are members of FLA/NIC, NALFO, NAPA, NMGC, NPHC, or NPC (whichever is appropriate for the Formal Expansion), who are not currently represented at The University of Texas at San Antonio.
- E. Review materials and determine the group(s) to be invited to on-campus meetings and a presentation. No more than five (5) groups may be invited. Those groups selected will be notified and a date that is agreeable with all parties shall be determined.
- H. Meetings are scheduled with the following groups: (1) Expansion Committee, (2) University faculty and staff, and (3) the respective governing Council (IFC, MGC, NPHC or PHC).
- I. The presentation shall include all those items identified on the Expansion Packet. The audience of the presentation shall be the members of those chapters belonging to the Council seeking Expansion and anyone else from the FSC Community that wishes to attend.
- J. Discussion and Voting
 1. Discussion of all presentations will be held at the first Council meeting held after the last group's presentation. The only individuals allowed in the room during discussion are: the voting delegates, Council officers and the Program Advisor for FSC.
 2. Voting may take place at the time of discussion or it may not take place until the next regularly scheduled meeting of the Council.
- K. Recommendation
 1. The Council will vote on a recommendation to give the University. The recommendation will consist of a list of the organizations they would like to invite to expand on to campus. The list shall include at least one organization.
 2. The Council's recommendation is not an invitation to expand.
- L. Final Decision

1. The recommendation of the Council shall be given to the Office of Student Activities.
2. After reviewing all materials and the recommendation of the Council, an invitation to expand will be given to a minimum of one organization. If more than one is invited to expand, an expansion schedule will outline when each organization can begin expansion onto campus.
3. A Social FSC fraternity that is invited to expand has no longer than one academic year to meet the minimum of five (5) members. If this requirement is not met, the organization will have to repeat during the next appropriate Formal Expansion.

Section VII: Additional Information

- A. It is recommended that organizations wishing to re-establish a colony/chapter at Texas at San Antonio wait at least six (6) full semesters (fall/spring) before entering the expansion process.
- B. After receiving recognition, the colony/chapter will be governed by the policies in IFC, MGC, NPHC or PHC respectively. This includes chapter GPA requirements. Membership must be maintained in one of the councils to continue being recognized as a student organization on campus.
- C. Organization status (i.e., Associate Member, etc.) within the Council is the determination of the respective governing Council.
- D. The Vice President for Student Affairs and/or the Council Advisor reserve the right to require specific conditions to be met in order to proceed with and/or maintain student organization recognition.
- E. Social Fraternity and Sorority organizations must complete the student organization registration process every semester.
- F. After being registered on campus for one year, all social fraternity and sorority organizations must follow the guidelines established in the Fraternity and Sorority Accountability Standards.

Expansion Packet for Single-Sex Organizations (Fraternities/Sororities)

Please provide the following information on separate sheets in the same order of the format below. This should be submitted to the FSC Office (HSU. 1.226).

The (inter) national Fraternity/Sorority

- (Inter) National founding information and brief history
- Proof of 501(c) non-profit status*
- Proof of Title IX exemptions
- If the (inter) national group is seeking to re-establish a chapter formerly on the campus, a history of the chapter, with reasons for the chapter's demise and plans to correct the situation should be covered

Alumni Information:

- Total number of alumni in San Antonio area
- Explained interest and support of UTSA alumni in establishing a chapter
- A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity
- Plans for organizing local alumni or alumnae and training them to become a good chapter Advisory Board
- Minimum number of alumni or alumnae required to form an Advisory Board
- Status of the nearest alumni club/organization/graduate chapter

A copy of the following (inter) national policies, procedures, and/or publications:

- Hazing policy
- Sexual Assault policy and program
- Alcohol and Substance Abuse policy and program
- Scholarship policies and program
- Membership Education policy and program
- Rush/Recruitment/Membership Intake policy and program
- Leadership Development and Officer Transition programs
- The constitution, both (inter) national and local (if applicable) *
- The (inter) national magazine or publication*

Colonization/establishment procedures and standards for chartering a chapter, including the following specific information:

- Minimal expectations of colony for existence and chartering
- Expectations of UTSA during the colonization/chartering process
- Longest period of time generally required before a colony can be granted a charter
- Maximum period of time a colony can continue to exist before chartering must occur
- Outline the anticipated timeline for UTSA colony
- Number, if known, of collegiate members enrolled at UTSA as transfer students. Identify which of these men/women will be involved in the formation of the colony
- Minimum number of pledges required by the (Inter) National Fraternity for the colonization

Statistical information on National strength:

- Total number of chapters
- Total number of chapters and colonies in Texas, Louisiana and Oklahoma
- Total number of colonization's during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
- Total number of initiated members

- Total number of colonization's anticipated this year and where, including timeline for founding each
- The number of chapters lost during the last three (3) years, including where, when, and why
- Average size of chapters on campuses similar to UTSA

Information on (inter) national support and assistance

- Description of (inter) national staff assistance to colonies and established chapters (i.e., while a colony, after chartering, etc.)
- Description of conventions, leadership schools, or programs available to colony members
- National expansion budget, and percentage allotted to UTSA group
- A summary of the organizational structure of the fraternity at the chapter and (inter) national levels

Local purposes and goals, including a description of how these goals were formulated:

- Short term goals (while still a colony/new group)
- Goals for within two years of chartering
- Long term goals, within five to ten years

Other comments or requirements:

- Include any additional information you wish to have reviewed or considered

**Denotes that the above is not necessary to include in the expansion presentation. However, it must be submitted as part of the Expansion Packet.*