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FRATERNITY AND SORORITY LIFE

Lafayette College Process for Fraternity and Sorority Recognition

I. Introduction

This document outlines the process by which students may organize and formally apply for recognition of a fraternity or sorority at Lafayette College.

Students who are interested in pursuing recognition of a fraternity or sorority may submit an application for consideration by the College's Recognition Committee (RC). If this occurs, the RC will convene once each academic year to determine whether the College is amenable to accepting new organizations in that given academic year. The decision of the RC will be based on a number of factors, outlined later in this document (see sections IIC and VI). If, after careful consideration the RC determines that there is sufficient data or student interest to support the addition of a new or previously recognized fraternity or sorority on campus, the RC will subsequently consider the group(s) application.

In the aforementioned application, students must demonstrate how their organization meets each of the requirements outlined below. The extent to which the organization meets the standards listed below will help the RC determine whether the prospective group ultimately receives approval to colonize. This process is applicable to both prospective as well as previously recognized fraternities and sororities.

It is important to note that the recognition of new fraternities and sororities is limited to a maximum of one organization from each of the Umbrella Organizations (listed below) within the same academic year. Thus, no two organizations from the same governing body will be permitted to proceed simultaneously through the same phase of the recognition process. Additionally, the College and the RC may limit the total number of groups seeking recognition at any one time, regardless of umbrella organization. The reason for this restriction is to ensure that the College's resources can adequately support existing groups as well as new ones. The recognition of new fraternities and sororities is predicated on the College being able to support them at each stage of the process and to set new groups up for the maximum chance of success.

*At a minimum, interested prospective organizations must meet **ALL** requirements outlined in Section IV of this process in order to be considered for recognition by Lafayette College. Additional requirements are identified in other sections of this process. Questions about the process can be directed to the Advisor to Fraternities and Sororities, Dan Ayala, at (610) 330-5580.*

II. Process to Determine College's Capacity to Support Additional Organizations

A. Recognition Committee

The Recognition Committee (RC) will be established by Lafayette College to determine whether the College has the concomitant resources to support an additional fraternity or

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sorority. If the Adviser to Fraternities and Sororities has received, in writing, a request from students wishing to form an interest group. These written requests are due by October 15th of each academic year.

If the College is open to recognize a new or previously recognized fraternity or sorority the RC will:

1. Review appropriate applications and guide a prospective organization through the recognition process.
2. Make final recommendations for approval or denial of recognition of a prospective member group to the Vice President for Campus Life.

B. Recognition Committee Membership

The RC will be comprised of the following individuals:

- Dean of Students, Committee Chair
- Adviser to Fraternities & Sororities – Ex-officio
- Interfraternity Council and Panhellenic Council Presidents or their designee,
- A representative from Student Government Association,
- At least two representatives from the Campus Life Division,
- At least one faculty representative from the faculty committee on Student Life.
- At least one student representation from the Faculty Committees on Student Life and Diversity

Additional members of the committee may be chosen at the discretion of the Dean of Students or the Vice President for Campus Life, and to ensure that an odd number of voting members exist so as to avoid a tie.

Also, it may be necessary from time to time for the dean of students to recuse himself as chair because of a conflict of interest. In this case, the dean of students will still participate in the recognition process but may designate another member of the committee to act as chair on his behalf and/or recuse himself from the formal vote to ensure a fair and equitable recognition process.

C. Recognition Process Review

The RC will use a number of factors and metrics, including whether there is sufficient student or institutional interest to warrant the recognition of a new or previously recognized fraternity or sorority at Lafayette. In addition, the RC will evaluate current and/or historical data that includes, but is not limited to:

1. College enrollment size
2. Number of eligible upper class students (defined as sophomores, juniors, and seniors)
3. Average chapter size (for fraternities) or chapter total (for sororities)

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4. Number of eligible students who have registered for fraternity/sorority recruitment in the current and previous five years
5. Number of eligible students who were not placed after fraternity/sorority recruitment during the current and prior five years
6. Existing or anticipated facilities available
7. Campus climate

D. Recognition Process Review Outcomes

The Recognition Committee will report to the Vice President of Campus Life by no later than December 15th the outcome of their review. Once again, the RC will evaluate whether the College should be open for recognition and its rationale as well as to recommend the method for recognition by the College (if applicable). If the RC recommends the College consider the addition of a new or previously recognized fraternity or sorority, they will then specify the preferred method for recognition during that academic year. The two options shall be:

1. To permit interested students to register an Interest Group (IG) with the Office of Fraternity and Sorority Advising (*see section V*); or
2. To solicit information from National Organizations to keep on file. Only National organizations that provide sufficient documentation that demonstrate it can meet all Lafayette College requirements (*see section IV*) will be considered a viable option for future student interest. (*see section VI*).

III. Categories of Recognition for new or previously recognized fraternities and sororities

A. Fraternity Expansion (NIC)

If the College is open to recognize a new or previously recognized fraternity or sorority, it may occur in two ways:

1. Recognition of an Interest Group of full-time, currently enrolled students (*See Section V*).
2. Lafayette College Plan for recognition based on student interest (*See Section VI*).

B. Sorority Extension (NPC)

If the College is open to recognize a new or previously recognized, sorority, it may occur in two ways:

1. Recognition of an Interest Group of full-time, currently enrolled students (*See Section V*).
2. Lafayette College Plan for recognition based on student interest (*See Section VI*).

Lafayette College endorses the National Panhellenic Conference's policy on Extension (*See Appendix D*).

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C. Culturally-based organization Expansion

If the College is open to recognize a new fraternity or sorority, interested students should first consult with the Adviser to Fraternities and Sororities, who will make contact with the National or Area Leadership Team of a particular national organization to determine whether the organization will be a viable, sustainable, and healthy addition to the College. If the College and the national organization are in agreement and wish to proceed with recognition, the national organization will seek sponsorship approval from the appropriate governing council to pursue recognition by Lafayette College. Ordinarily, student-initiated interest groups of culturally-based organizations are not permitted prior to the national organization's involvement.

D. Other Socially-based Organizations – Coeducational, Religiously-affiliated, etc.

If the College is open to recognize a new fraternity or sorority, interested students should first consult with the Adviser to Fraternities and Sororities to explore viable options for possible recognition.

IV. Lafayette College Requirements for Fraternity and Sorority Recognition

A. Distinctive Contribution

A prospective group of students seeking recognition to form a new fraternity or sorority at Lafayette College is expected to articulate how the organization will support the mission of the College and offer a distinctive contribution to the Lafayette College community. Specifically, the group must provide evidence of how the organization will provide an experience not currently offered at the College. In this way, each fraternity and sorority contributes uniquely to the fabric of campus life and doesn't seek to duplicate efforts of existing organizations.

B. National Affiliation

For the purposes of this Policy, Lafayette College will only recognize a prospective group that has a National Affiliation or governing council (see a partial list of acceptable affiliations below). Therefore, the College will not recognize local fraternities or sororities. Strong preference may be given to nationally affiliated organizations that are members of one of the governing councils listed below:

- North-American Interfraternity Council (NIC)
- National Panhellenic Conference (NPC)
- National Pan-Hellenic Conference (NPHC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Asian Pacific Islander American Panhellenic Association (NAPA)
- National Multicultural Greek Council (NMGC)
- National Interfraternity Music Council (NIMC)
- United Council of Christian Fraternities & Sororities (UCCFS)
- National American Greek Council (NAGC)

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If a prospective group is not affiliated with one of the above national affiliations or governing councils, the prospective group must provide a rationale to the Recognition Committee explicitly addressing a compelling reason why their fraternity or sorority should be considered. As stated, the RC will not consider requests for chapters with local autonomy, however.

C. Non-Discrimination Policies and Practices

Any prospective group seeking recognition by Lafayette College must comply with Lafayette College's Non-Discrimination Policy and all applicable federal and state legislation and must not in any way discriminate in the selection or treatment of prospective or recognized members on the basis of race, color, religion, sexual orientation, national origin, gender identity and expression, age, or disability. All application materials must provide specific language in the organization's mission and/or values statements that outline how it will meet these requirements.

D. Deferred Recruitment and New Member Education Requirements

In April of 1995, the Faculty of Lafayette College passed a resolution put forth by the Faculty Committee on Student Life and approved by the Board of Trustees stating that beginning with the fall semester of 1995, ***no student may join a living group until the first semester of their sophomore year*** (a student must have completed at least 6 courses at the College to be considered a sophomore). Also, passed within the same resolution was the proclamation that ***new member education (formerly known as pledging) would be no more than three weeks in length***. Thus, any prospective group seeking recognition by Lafayette College must comply with the College's policies on deferred recruitment as well as new member education.

E. Standards of Lafayette College Greek Affiliated Organizations and Lafayette College's Annual Accreditation Program

Any prospective group seeking recognition by Lafayette College must comply with and commit to the following set of common standards of the "Greek" system at Lafayette College.

- Intellectual Development
- Leadership Development
- Community Development
- Chapter Development
- Brotherhood / Sisterhood

Chapters will be evaluated annually on their adherence to these standards, as established in Lafayette College's Accreditation Program. Chapters will be required to provide documentation and present to an accreditation panel each year. The accreditation panel will review each chapter's performance and provide timely feedback on strengths as well as areas for improvement. Chapters that are rated *Not in Good Standing* in one or more

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categories may be placed on a form of restrictive probation for a period of time or may lose recognition by Lafayette College.

F. Housing

Lafayette College does not guarantee access to a residential facility for exclusive use by a living group. If an organization wishes to apply for group housing it should contact the Director of Residence Life and the Adviser to Fraternities and Sororities to inquire about whether residential options are currently available through the established group housing application process. College housing is never guaranteed for any living group or organization.

V. Formal Petition for recognition of an Interest Group

A. Interest Group Formation

An Interest Group (IG) is defined as a group of students who have come together to seek recognition by Lafayette College and to establish a chapter of an inter/nationally-affiliated fraternity or sorority. Students who would like to form an IG should first contact the, the Office of Student Involvement or the Adviser to Fraternities and Sororities to talk about their goals and to determine the appropriate office and personnel with whom to consult. If it is determined that the type of IG experience is best categorized as a fraternity or sorority, the interested students will continue to meet with the Adviser to Fraternities & Sororities. The Adviser for Fraternities & Sororities will assist interested students to learn more about the process through which interested students may form an IG.

Students who would like to form an IG should notify the College (through the Adviser to Fraternities & Sororities) in writing by no later than October 15th in order for the College to determine whether the Recognition Committee (RC) should convene to evaluate the student interest. **Please note that this will be the only time that the RC may be convened during an academic year.** If the RC determines that it will not be open to recognize a new or previously recognized fraternity or sorority, students will not be permitted to explore further their IG. If the RC determines that the College is open to recognizing a new fraternity or sorority in that academic year, students will be permitted to enter into a period of time set aside for the exploration of inter/national fraternal organizations that are aligned with their members' values, goals, and objectives.

During this exploratory period, the group of interested students must register with the Adviser to Fraternities and Sororities and be approved to operate as an Interest Group. This registration will enable the IG to organize, to meet, and to hold events as an IG. If interested students do not register and are not designated as an official IG, they will not be considered, nor can they function, as members of an official student organization of Lafayette College. This means that they may not use space, the Lafayette name, or any of the other resources ordinarily extended to recognize student organizations.

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The IG period will last no longer than six months, at which time the group of students must notify the Adviser to Fraternities and Sororities of its intention to schedule a presentation before the Recognition Committee and to seek Colony approval or to disband and not pursue further recognition by the College.

***Please note that NPHC, NALFO, and other culturally based fraternities and sororities do not permit the establishment of Interest Groups on campuses prior to the national organization's involvement. Thus, the process for these groups will differ.** Students with these interests should meet with the Adviser to Fraternities & Sororities to discuss options for affiliation with a culturally based organization. The Fraternity & Sorority Adviser will make contact with National or Area Leadership Team of a particular national organization to determine whether the organization will be a viable, sustainable, and healthy addition to the College. If the College and the National Organization are in agreement and wish to move ahead, the national organization will seek sponsorship approval from the appropriate governing council to pursue recognition by Lafayette College.

B. Interest Group Registration and Approval

1. Individuals comprising the Interest Group (IG) must understand and meet the requirements of Lafayette College fraternity and sorority membership (e.g. each student must have a cumulative grade point average of 2.65 or higher and not currently be on Disciplinary Probation Level I or higher)
2. The IG must submit a written application to Lafayette's Adviser to Fraternities and Sororities. The written notification should include:
 - a. The name of the inter/national organization with which the group wishes to affiliate (e.g. Alpha Alpha Alpha). IG's that require assistance determining an inter/national organization are expected to work with the Adviser to Fraternities and Sororities to investigate options of a possible inter/national organization.
 - b. The name of the umbrella fraternal organization that governs the national organization (e.g. North-American Interfraternity Council).
 - c. The full names, L numbers, and class years of the individuals within the IG.
4. As appropriate or necessary, the College's Adviser to Fraternities and Sororities will meet with leaders of the interest group to provide assistance with contacting national organizations.

C. Interest Group Privileges

Interest Group (IG) status affords certain privileges, services, and resources provided by the Office of Fraternity & Sorority Advising (OFSA) (see below). Please note, IG status does not automatically grant recognition as a fraternity or sorority by Lafayette College. It is an expectation that IG leaders establish regular meetings with the Fraternity & Sorority Adviser to check in on IG progress. IG status is not equal to recognition as a student organization by the College and therefore, IG's are not granted

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the privileges of a recognized student organization. As students, members of an IG are held to the expectations of the *Student Handbook*; however, the IG itself is not granted rights to the disciplinary process afforded to recognized student organizations.

1. Ability to reserve rooms on-campus to hold IG meetings
2. Ability to advertise IG meetings via print or electronic media on campus or using College resources. Posters need the explicit approval by the Adviser to Fraternities & Sororities *prior to* distribution. OFSA should be informed of website and other social medial links the IG intends to use *prior to use*. Please note: in print or electronic media, organizations must use “Interest Group” alongside the IG’s name (e.g. The Interest Group of Alpha Alpha Alpha or the Alpha Alpha Alpha Interest Group).
3. Ability to recruit other students into the IG who meet the qualifications outlined in section B. Please consult with the Adviser to Fraternities & Sororities to learn more about approved recruitment methods.
4. Opportunity to take advantage of any/all additional resources of the College, Student Involvement, or provided by the Adviser to Fraternities or Sororities.

Interest groups will not be permitted to be a primary or co-sponsor of any activity, event, or program (including social events) at Lafayette College until it has obtained College recognition (Colony or full-chapter status). Failure to comply with this policy may result in the loss of OFSA recognition as an IG and will most certainly result in the denial of further recognition by the Recognition Committee.

D. Application for Colony Status

Within six (6) months of being recognized as an Interest Group (IG), any/all interest group(s) must submit an **Application for Colony Recognition** (Appendix C) to the Advisor of Fraternities and Sororities to be subsequently considered by the Recognition Committee for review. Once again, this consideration will be made by the RC between October 15th and December 15th of each academic year, provided the Application for Colony Recognition is made in writing by October 15th to the Adviser to Fraternities and Sororities.

Additionally, because recognition by the College is a significant milestone in the process towards full recognition by the College, the IG will be required to give a formal presentation to the Recognition Committee (RC) in order to be considered for Colony status. This presentation should be comprehensive and substantive and discuss how the proposed colony would offer a distinctive contribution to the College, how it intends to meet and exceed expectations and requirements of the Fraternity & Sorority Advising Accreditation Program, and provide a detailed plan for its short and long term viability on campus.

The RC will schedule a date/time for the Interest Group(s) to appear. If multiple IG’s are simultaneously applying for recognition in a given academic year, each will be considered during the same review period and thus no interest group will have a competitive advantage over another should they have all application and presentation materials

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prepared sooner than another IG. Upon the conclusion of the presentation, the RC will inform the IG(s) of the timeline by which they will be notified of the outcome of their request to be recognized as a Colony.

E. Notification of Colony Status

After the review is complete, the Recognition Committee will formally notify the Interest Group of its status.

1. If the application is approved, a letter of approval will be sent to the IG and the inter/national headquarters. The IG will immediately enter the Colony Period. The Colony Period shall not exceed four (4) semesters.
2. If the application is denied, the IG and the inter/national headquarters will be notified of the decision. If colony status is denied, the IG will have no more than 30 days to provide the RC written notification of its intent to maintain IG status.

a. If the IG does not intend to reapply, it will no longer be recognized as a student group and must disband as an IG for a minimum of one calendar year.

b. If the IG does intend to reapply, it may continue as an IG for up to one more semester, whereupon it must schedule a 2nd colony presentation for the following fall semester.

c. If the IG does not successfully move into the colony status after a second attempt, it will no longer be recognized as a student group and must disband immediately as an IG for a minimum of three calendar years.

3. The IG may be waitlisted if other IG's within the same national umbrella organization are in the colonization process.

F. Colonization Period

For the purposes of this Policy, a colony is defined as a group of students who have the support of a specific inter/national Fraternity or Sorority and have successfully completed the first phase of the application process to become recognized by Lafayette College as an Interest Group. To support the successful transition from colony to fully-recognized chapter, the College will establish requirements and benchmarks for the organization that will include the following:

1. During the colony status period, the group seeking recognition is expected to remain in regular communication with the Adviser to Fraternities and Sororities and provide updates as requested by the Recognition Committee.
2. During the colony status period the group seeking recognition is expected to remain in regular communication with the inter/national headquarters to ensure it is meeting requirements and benchmarks for the organization.
3. The colony must adhere to the rules and guidelines established by the Interfraternity Council, including those pertaining to recruitment. The colony may be granted

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Associate membership on the Interfraternity Council. The colony will be represented on the appropriate governing council by an ex-officio member.

4. During the colony status the group seeking recognition must remain alcohol free; it must not sponsor or co-sponsor events where alcohol is present.
5. In all print or electronic media, the organization must use "Colony" alongside their name during the colony period, (e.g. The Colony of Alpha Alpha Alpha or the Alpha Alpha Alpha Colony).
6. Within six months of College recognition, the colony will provide updates on progress made toward completing College and inter/National benchmarks and requirements. This will take the form of a formal presentation. If it has been determined that the colony has not taken meaningful steps toward successful completion of inter/National or College benchmarks, the Committee may recommend actionable items for the colony to complete.

Further, failure to meet these minimum benchmarks will most likely lead to immediate dissolution as a Colony and terminate the full recognition consideration by the Recognition Committee.

G. Performance Review

A colony must undergo a final status review in order to receive full accreditation from the College. This review will occur a minimum of two semesters (and no more than four semesters) after becoming a colony during a Recognition Committee meeting held between October and December of each year, or at the next fraternity and sorority annual accreditation review process, or at another time altogether, established by the College. The review will include a presentation by the colony as well as a question and answer period. The colony presentation will focus on how the colony has met Lafayette College and inter/national organization benchmarks and requirements.

1. Points to be considered for the presentation should include but are not limited to the following:
 - a. What has the colony done during its colony period to prove that it should be a fully accredited chapter?
 - b. What has the colony done on campus to *enhance* the campus life experience of its members, non-affiliated students, and the College community at large?
 - c. How has the colony attempted, or succeeded in integrating itself within the existing Greek system on campus? This effort can be demonstrated through a letter of support from IFC, Panhellenic, or an individual chapter, or through co-sponsorship/collaboration with existing fraternal organizations and other student organizations.
2. Further, the colony must articulate its desired trajectory if granted full accreditation.
 - a. How will the colony continue to satisfy the College's Standards for Greek Affiliated Organizations?
 - b. How will the colony maintain and enhance its campus programming?

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- c. How will the inter-fraternal relationships be continued if granted full accreditation?
- d. How will the colony continue to meet all the requirements set above?

H. Notification of Full Accreditation

If a colony meets all standards as determined by the Recognition Committee, and the colony has satisfied all inter/national headquarters requirements, the Committee will forward a recommendation for College recognition to the Vice President for Campus Life. Upon final approval, the Colony will be formally notified of its status.

1. If the application is approved, a letter of recognition will be sent to the President of the Colony and the inter/national headquarters.
 - a. The newly accredited chapter will immediately begin to participate in the Lafayette College Accreditation Program, the yearly review of all Fraternities and Sororities on campus.
 - b. The chapter must continue to meet all of the requirements set forth by the College and Adviser to Fraternities and Sororities.
 - c. The chapter may petition for full membership of the Interfraternity Council.
2. If the application is denied, the President of the Colony and the inter/national headquarters will be notified.
 - a. If the colony is denied full accreditation, it may continue in colony status for up to one more semester, only if the student group intends to present for full accreditation review after said semester. If the group does not plan to re-apply, the colony will no longer be recognized as a student group.
 - b. The colony may only apply for full accreditation review a maximum of two times, the initial application and a second request one semester later. If the colony does not receive full accreditation after a second review, the group will no longer be considered for full accreditation and will no longer be recognized as a student group.
 - c. If the group does not seek accreditation after being denied, the colony will be dissolved and any affiliation status will be revoked (see the College's Statement on Unrecognized and Underground Organizations).
 - d. Upon being denied recognition/dissolution of the colony, the College will not consider an application for recognition from the same national organization for a minimum of three years.

VI. Formal Recognition Plan by College based on Student Interest

A. Recognition Procedure

If it is determined that RC is open to recognizing a new fraternity or sorority, the (RC) will direct the Adviser for Fraternities & Sororities to work with the North-American Interfraternity Conference (IFC) to contact organizations to collect.

1. This request to the IFC will seek to identify specific information that will help the College in its decision-making process. (See Appendix C).

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2. The RC will review all materials and select a number of organizations at their discretion to invite to campus to make presentations to the campus community.
3. A formal request for colonization must be submitted by the inter/national organization to the Fraternity and Sorority Adviser who will forward it to the RC.
4. Presentations will be organized and scheduled by the RC. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni.

B. Presentations at Lafayette College

It is an expectation of the Recognition Committee that all criteria meet the standards and policies set by Lafayette College, **(with specific attention towards the requirements outlined in Section IV of this process)**, the Fraternity and Sorority Adviser, and the Interfraternity Council.

C. Presentation Evaluation

After reviewing all applications for recognition, the Recognition Committee can recommend to the Vice President for Campus Life that a particular applicant group:

1. Be granted recognition
2. Suggest adjustments to the applicant's proposal,
3. Recommend that no current applicant group warrants an offer of recognition.

D. Notification

The Vice President for Campus Life makes the final decision. Upon acceptance by the Vice President for Campus Life of a recommendation to grant recognition, the national organizations participating in the presentations are notified of the outcome. An invitation and preferred timeline for colonization is sent to the organization selected.

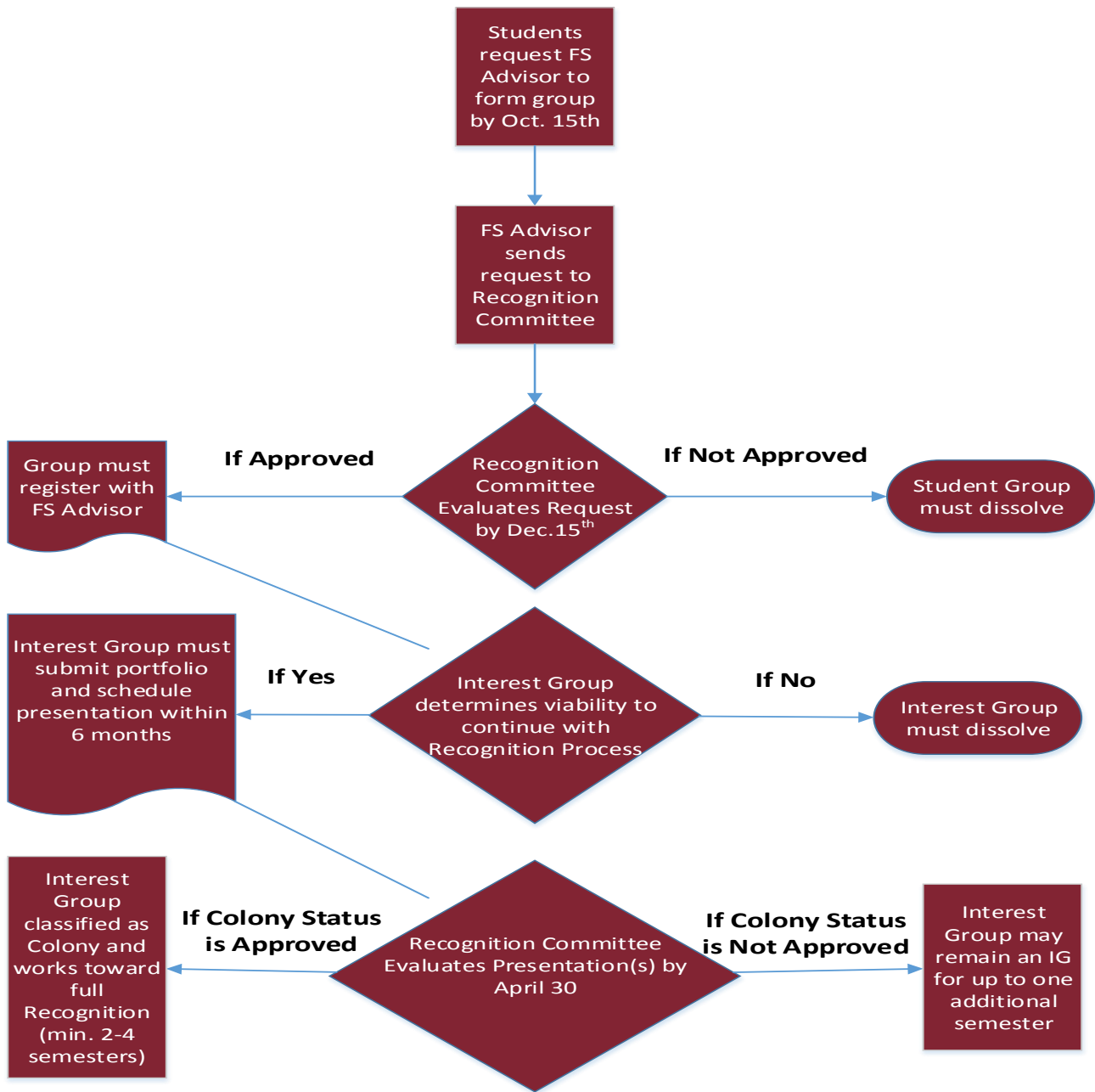
E. Colony Status to Full Recognition

Upon arrival at Lafayette College the potential colony must follow the procedures set forth for colonization and full integration into the Lafayette College Fraternity and Sorority System. Colonies should refer to **Section IV** of this process for guidance on Lafayette College requirements. Colonies should also work in close collaboration with the nationally-affiliated organization to meet additional requirements.

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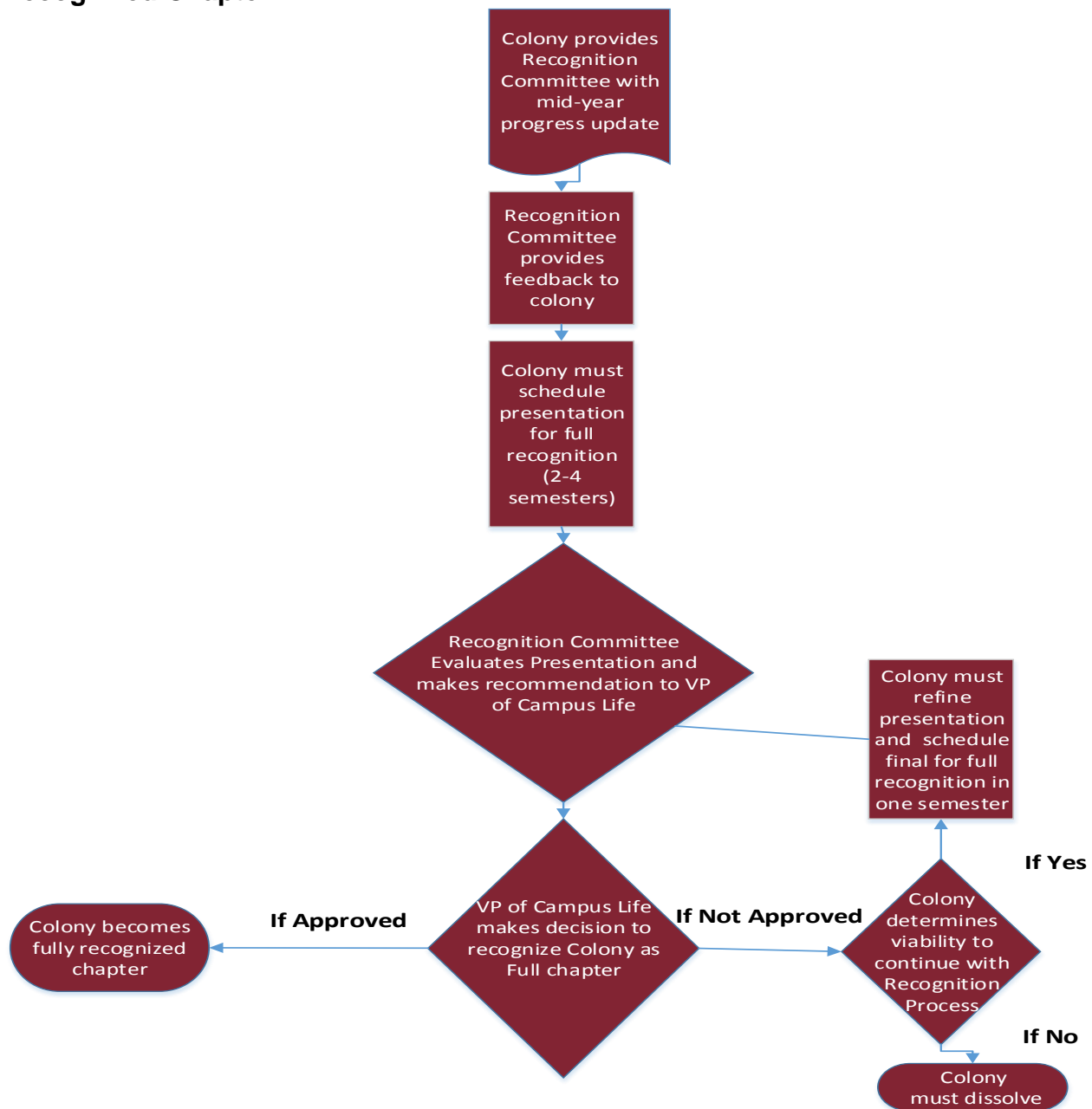
Appendix A – An Illustration of the Recognition Process – Student Interest to Colony Phase



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Appendix B – An Illustration of the Recognition Process – Colony Phase to Fully Recognized Chapter



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Appendix C - Colonization Application Requirements

The Application for Colony Recognition must include the following information:

1. How the IG will meet the Lafayette College requirements outlined in Section IV of this policy.
2. An official letter of intent from the inter/national organization outlining the strategy for colonization at Lafayette College as well as support and resource strategies the inter/national organization will provide to the new colony.
3. Inter/National Organization 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/ae.
 - e. Average chapter size.
 - f. Number of chapters closed in the last five years and the specific reasons for each of these closings.
 - g. Membership costs: new member dues, initiation fees, insurance, regular dues.
 - h. Verification of appropriate liability coverage for the colony by the inter/national organization. If approved by the RC, the interest group, colony, or chapter, must submit it's Certificate of Liability Insurance on an annual basis. The certificate must list Lafayette College as a Certificate Holder.
4. Inter/National Organization Program Policies:
 - a. Position on risk management
 - b. Position on hazing prevention awareness resources
 - c. Sexual Harassment/Sexual Assault Education
 - d. Alcohol and Substance Abuse Prevention Programs
 - e. Recruitment Policy and Programs
 - f. Length/focus of New Member Education.
 - g. Minimum standards for potential new members.
 - h. Scholarship/academic support programs.
 - i. Community service and philanthropy programs.
 - j. Constitution and by-law Highlights.
 - k. Leadership/member development and transition programs.
 - l. How the organization plans to be successful utilizing the Annual Accreditation Program of Lafayette College.
 - m. How the organization intends to operate as a non-residential chapter at Lafayette College
5. Colonization:
 - a. List and status of colonies established in the last five years.
 - b. Procedures for colonization (potential time-line, if plausible).
 - c. Minimum expectations for colony (benchmarks)

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- d. Ongoing support for colony.
- 6. Organizational Support:
 - a. List of all chapters and locations
 - b. National Headquarters support structure
 - c. Volunteer support at the district and local level
- 7. Resources:
 - a. Inter/national organization
 - b. Foundation
 - c. Scholarship/loans
 - d. Leadership schools or conventions
 - e. Publications
 - f. Nearest chapter(s)
 - g. Number of alumni in the Lehigh Valley area
 - h. Contact information of committed alumni
- 8. Short and Long Term Strategic Plan:
 - a. Colony goals
 - b. Chapter goals
 - i. within first year of full accreditation
 - ii. within two years of full accreditation
 - iii. within five years of full accreditation
 - c. Long term goals
- 9. How the interest group currently meets or will meet the five Lafayette College standards for Greek affiliated organizations.

****Please note, these application requirements are the same as what would be required from a National organization under the Lafayette College Plan for Recognition of a new or previously recognized fraternity or sorority.**

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Appendix D – Sorority Extension Policy

I. Introduction

All Panhellenic Extension Procedures follow the National Panhellenic Conference (NPC) Manual of Information, Section on Extension. When a number of female students are unable to affiliate with the existing chapters, the College Panhellenic may wish to (a) raise chapter Total or (b) add another NPC group. The College Panhellenic should first consult with the Adviser for Fraternities & Sororities to explore the options. The College Panhellenic and Adviser for Fraternities & Sororities should collaborate with their NPC Area Adviser and the NPC Extension Committee Chairman regarding the options. Whether the College Panhellenic decides to raise Total or add another chapter may depend on the desire of the existing chapters to remain at a manageable size and the requirements of chapter housing. An extension research/exploration committee can be formed to recommend to the Panhellenic whether extension should or should not be considered (National Panhellenic Conference Manual of Information, Extension). If the Lafayette College Panhellenic Council wants to consider extension, it will request a vote of each chapter as evidenced in meeting minutes. The motion will be brought to the Lafayette College Recognition Committee for consideration.

II. Extension Policy

If the Recognition Committee makes the decision to research adding a chapter to the campus the following steps should be taken:

A. The Recognition Committee consults the System Wide Assessment Committee (SWAC) regarding the addition of another NPC organization. If SWAC supports the decision, the Adviser for Fraternities & Sororities will work with the College Panhellenic to contact the NPC Area Adviser and the NPC Extension Committee chairman with the decision.

Considerations should be given to NPC organizations that:

1. Previously have had a chapter on campus.
2. Have letters of interest on file with the administration and/or Panhellenic.

B. Lafayette College asks chairman of the Extension Committee to notify all NPC Organizations of the extension opportunity and/or can send a letter of introduction to NPC organizations to solicit interest in extension. The letters should include:

1. College Information:

a. Campus statistics for past five years: undergraduate enrollment, number of female students, percentage living on campus, percentage commuting, percentage of in-state and out-of-state students.

b. College regulations regarding recognition of student groups

2. Panhellenic information:

a. Reasons for desiring additional group(s)

b. List of chapters on campus, with dates of establishment and current size of each

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- c. Membership recruitment data: Total, Quota, dates of membership recruitment, Statistics for past five years, current membership recruitment regulations, release figure procedures used
- d. List of chapters that have left the campus, with the date.
- 3. Housing information:
 - a. Current housing arrangement
 - i. Ownership –College, fraternity/sorority, private
 - ii. Capacity of existing houses
 - iii. Current cost estimates for comparable housing
 - b. Whether housing will be required for new group and time limit for providing same
 - c. provision for temporary housing of new group or process for requesting group housing
 - d. Copy of NPC Housing Agreement or similar document
- 4. An extension timeline including dates of each phase of the extension process.

C. Information requested from NPC organization

- 1. An official letter of intent from the inter/national organization outlining the Strategy for colonization at Lafayette College as well as support and resource strategies the inter/national organization will provide a new colony.
- 2. Logistical Information:
 - a. Name of Fraternity/Sorority.
 - b. Founding date and location.
 - c. Current number of chapters and colonies.
 - d. Current number of undergraduate members and current number of alumnae.
 - 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.
 - h. Verification of appropriate liability coverage for the colony by the national headquarters
- 3. Program Policies:
 - a. Position on risk management.
 - b. Position on hazing prevention awareness resources
 - c. Sexual Harassment/Assault
 - d. Alcohol and Substance Abuse
 - e. Recruitment policy and Programs
 - f. Length/focus of new member education.
 - g. Minimum standards for potential new members.
 - h. Scholarship/ academic support programs.
 - i. Community service and philanthropy programs.
 - j. Constitution and by-law highlights.
 - k. Leadership/member development and transition programs.

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- l. How the organization plans to be successful utilizing the Accreditation Program of Lafayette College
- m. How the organization intends to operate as a non-residential chapter at Lafayette College
4. Colonization:
 - a. List and status of colonies established in the last five years.
 - b. Procedures for colonization (potential time-line if plausible)
 - c. Minimum Expectations for Colony (benchmarks)
 - c. Ongoing support for colony.
5. Organizational Support:
 - a. List of all chapters and locations
 - b. National Headquarters support structure
 - c. Volunteer support at the district and local level
6. Resources:
 - a. Inter/national organization
 - b. Foundation
 - c. Scholarship/loans
 - d. Leadership schools or conventions
 - e. Publications
 - f. Nearest chapter(s)
 - g. Number of alumni in the Lehigh Valley area
 - h. Contact information of committed alumni
7. Short and Long Term Strategic Plan:
 - a. Colony goals
 - b. Chapter goals
 - i. within first year of full accreditation
 - ii. within two years of full accreditation
 - iii. within five years of full accreditation
 - c. Long term goals

D. Exploratory Visits

A College Panhellenic may decide to allow optional exploratory visits by member groups to their campus prior to the submission of extension materials. If the College Panhellenic decides to allow these, the optional visits by member groups are for information gathering purposes only. **Exploratory visits are not to include contact with any collegiate students.** Participation in an exploratory visit should not be a factor or consideration in determining which member groups to invite to campus to make an extension presentation.

E. From the NPC organizations returning a letter of interest and the requested information, the College Panhellenic selects those it wishes to make presentations.

1. Arrangements are made with each selected group for a campus presentation. Presentations are scheduled for separate days.

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2. Those groups not selected are notified.
3. After all presentations have been made, the College Panhellenic decides which group meets the needs of the campus and issues an invitation.
4. The College Panhellenic notifies the other groups of the selection and thanks them for their participation.
5. The College Panhellenic immediately begins work with the selected organization to prepare a schedule of colonization.

F. Campus Presentations

Extension presentations are an opportunity for an NPC member group to showcase their organization and to further explain organizational philosophy, values, programming, leadership opportunities, policies, and colonization practices. The College Panhellenic and Lafayette College may choose to limit the number of organizational presenters or representatives attending the formal extension presentation. Organizational representatives may include inter/national staff members and volunteers, alumnae, and collegiate members.

Inter/national and regional officers/volunteers, current NPC delegation members and headquarters staff members (including traveling staff members/consultants) from other NPC member groups shall not be invited to nor attend another member groups' presentation.

Electronic videotaping, recording and sharing of presentations should not be allowed. Participation on a campus extension committee by an inter/national or regional volunteer or NPC delegation member is discouraged, and if desired, should be approved in advance by the NPC Extension committee.

For additional information on Lafayette College campus presentation requirements see Section VE.

G. Presentation Evaluation

After reviewing all applications for recognition, the Recognition Committee can recommend to the Vice President for Campus Life:

1. That a particular applicant group be granted recognition
2. That a particular applicant group make adjustments to its proposal
3. That no current applicant group warrants an offer of recognition.

H. Notification

The Vice President for Campus Life makes the final decision regarding recognition. Upon acceptance of a recommendation to grant recognition by the Vice President for Campus Life, the national organizations participating in the presentations are notified of the outcome. An invitation and preferred timeline for colonization is sent to the organization selected.

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I. Colony Status to Full Recognition

Upon arrival at Lafayette College the potential colony must follow the procedures set forth for colonization and full integration into the Lafayette College Fraternity and Sorority System. Colonies should refer to **Section IV** of this process for guidance on Lafayette College requirements. Colonies should also work in close collaboration with the nationally-affiliated organization to meet additional requirements.

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Appendix E – Lafayette College Policy Prohibiting On-Campus Student Participation in Unrecognized Greek Organizations

UNRECOGNIZED GREEK ORGANIZATIONS

No student may rush, pledge, join, recruit for, participate in, perpetuate, contribute funds to, or otherwise engage in activities as an actual or prospective member of an Unrecognized Greek Organization while on any property owned or under the control of the College (referred to as the “Lafayette Campus”), including, but not limited to, the public and private areas of the College, residence halls or other living areas on-campus, as well as other buildings and facilities, including the grounds, athletic fields and other property of the College, or while otherwise using Lafayette’s resources, wherever they may be located. (Such conduct is hereinafter referred to as “Prohibited On-Campus Conduct.”) Prohibited On-Campus Conduct also extends to the use of College-provided electronic mail, telephone service, servers, or other College-supplied technology, even when physically off of campus property, if using Lafayette’s resources to reach on to campus to engage in conduct regarding an Unrecognized Greek Organization. The foregoing broad prohibition on the use of any College property in connection with Prohibited On-Campus Conduct by Unrecognized Greek Organizations is intended to make clear that any such conduct is undertaken without College approval or endorsement, and constitutes a violation of this Policy.

Definition: An Unrecognized Greek Organization is any fraternity, sorority, or other similar social organization which:

- Previously was recognized by the College but is no longer so recognized; or
- Has a membership and purpose substantially identical to a fraternity or sorority that previously was recognized by the College but is no longer recognized by the College, even if operating under a different name; or
- Purports to be any other fraternity, sorority or Greek organization not recognized by the College, regardless of whether it has a national affiliation or is recognized elsewhere.

The College retains full and final authority to determine whether a particular organization is operating as an Unrecognized Greek Organization, and to determine whether a particular student is engaging in Prohibited On-Campus Conduct with an Unrecognized Greek Organization. Any student who violates the College’s policy against Prohibited On-Campus Conduct with an Unrecognized Greek Organization will automatically be brought before the Student Conduct Committee, and be subject to the full range of disciplinary sanctions available at the College, up to and including expulsion. Moreover, any such Organization may itself be subject to additional organization-wide discipline, legal action, and in appropriate circumstances, could face civil and criminal penalties.

Participation by students in Unrecognized Greek Organizations while completely off-campus, without the use of any College resources, and without reaching onto campus to engage in

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conduct is strongly discouraged, but is not prohibited. Students are also reminded that they are representatives of Lafayette College wherever they are. Conduct away from the campus reflects upon the student and the College, and the College may take disciplinary action against students for misbehavior off-campus.