

Department Policy

POLICY NAME: EXPANSION AND RETURN POLICY

Authority Title and Review Information:	Name and Date
Approval Authority:	Assistant Vice President for Diversity, Equity, and Belonging
Responsible Executive:	Director, Fraternity and Sorority Life
Responsible Office:	Fraternity and Sorority Life
Responsible Officer:	Director, Fraternity and Sorority Life
Policy Category:	Administration and Operations
Effective Date:	March 2024
Last Review Date:	n/a
Next Review Date:	March 2025

I. POLICY STATEMENT

The Expansion and Return Policy (“Expansion Policy”) outlines the expansion process for establishing a new fraternity or sorority at Michigan State University. This policy is subject to revision and applies to all organizations looking to join the fraternity and sorority life (“FSL”) community at Michigan State University. Any questions regarding these expansion guidelines can be directed to the FSL staff.

II. SCOPE

Registered fraternity and sorority organizations (FSOs) can only be established at Michigan State University through a formal invitation extended by the University. To be eligible for an invitation, prospective FSOs must submit all documentation and certifications required by this policy to the Fraternity and Sorority Life Expansion Committee (“Expansion Committee”), outlined below for review. The Expansion Committee will then convene to review the application and make a formal recommendation to the Vice President for Student Life and Engagement and the Assistant Vice President for Diversity, Equity, Inclusion, and Belonging stating whether a formal invitation should be extended.

In addition to this Expansion Policy, a prospective FSO's governing council may also have an expansion process the prospective FSO must complete. To be eligible for registration with the university, the prospective FSO must comply with the FSL Expansion Policy and the respective governing council's expansion process.

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Policy Procedures

V. POLICY PROCEDURES

1. Application Submission and Review Procedures

A. Application Process

1. A prospective FSO must submit a packet of materials to the Expansion Committee. The required materials are outlined in Section III of this Policy. A prospective FSO's application must include a proposed timeline for when the prospective FSO would like to expand on campus.
2. Application materials should be submitted to the Expansion Committee at least three months prior to the prospective FSO's proposed expansion date. If an application is not received at least three months prior to this proposed date, it may result in a denial of the application or delay of the desired expansion date.
3. Expansion and return information is available upon request from the FSL staff.
4. All expansion and return applications must be received by the FSL staff by the last day of spring semester classes. Late applications will NOT be considered until the next review cycle.
5. Application materials may be emailed to: fsl@sle.msu.edu
6. Completion and submission of an application does NOT guarantee an invitation to meet with the expansion committee or present on campus, nor does it guarantee an invitation to (re)establish a chapter at Michigan State University.
7. Applications will be reviewed by the Expansion Committee.
8. All applicant FSOs will be notified of their status by **May 31**. If an invitation to meet with the expansion committee is not given, the application will remain on file and active for one year.
9. **For organizations seeking to (re)establish a chapter at Michigan State University, it is recommended to begin conversations with FSL staff a minimum of one year before the anticipated expansion or return date.**

B. Application Review

1. Review Process
 - a. The Expansion Committee will review applications during the "Application Review Period" which will begin after the last day of classes of the spring semester. When reviewing applications, the Expansion Committee will take the expansion timeline for the community under consideration during each period of review. It is important to note all FSOs seeking to join the FSL community are subject to the guidelines and procedures of the respective governing council.

The expansion calendar will be made available to prospective FSOs by request.

b. The Expansion Committee will maintain communication with all FSO applicants about their status during the review process.

c. After the Expansion Committee has reviewed all the completed applications, they will provide a recommendation to the leadership to determine which FSO applicants will be invited to meet with the committee.

2. Application Review Timeline

a. Final decisions will be made by the following:

- i. Director, Fraternity and Sorority Life
- ii. Assistant Vice President for Diversity, Equity, Inclusion, and Belonging
- iii. Senior Vice President for Student Life and Engagement

b. There is a three-step approval process for applicants.

- i. Step One: Expansion Committee provides a recommendation to the final decision makers (above)
- ii. Step Two: Notification of committee/university approval to (re)establish a chapter will be issued via email by **July 1**.
- iii. Step Three: Governing Council Decision: The final approval to (re)establish a chapter at Michigan State lies with the governing council. FSOs will be notified by the end of the fall semester.

c. All decisions are final and there is no appeal process. If you wish to re-apply, you may do so during the next application cycle.

- Last day of spring semester classes: Required documentation and certification due.
- May 31: Notified of invitation to meet with the expansion committee (this can be in-person or virtual).
- July 1: Notified of expansion committee decision (notification of university approval to (re)establish a chapter).
- Fall Semester: On-Campus Presentation
- End of Fall Semester: Notified of Governing Council decision (the final approval to (re)establish a chapter at Michigan State lies with the governing council).

2. Required Documentation and Certification

A prospective FSO's formal application packet must include the following documents and certifications:

- A. A written letter from the FSO's (inter)national organization president, executive director, or their designee expressing interest in establishing a chapter at Michigan State University. The letter will include:
 - a. Organization's purpose
 - b. Short-term goals (within 1 year)
 - c. Long-term goals (3-5 years)

- B. The constitution and by-laws of the FSO, both (inter)national and local. If the documents cannot be shared or are not yet created, the prospective FSO must explain why the documents have not been created and/or share a template the prospective FSO will use to create local bylaws. Organization constitution and bylaws must be submitted to FSL prior to the FSO registering with the university.
- C. A statement confirming the prospective FSO will comply with all applicable university policies and procedures, including registering as a student organization and confirming the prospective FSO will register with FSL annually by agreeing to sign and follow university and FSL policies and procedures.
- D. Proof of general liability insurance for bodily injury and property damage. All FSOs shall carry and maintain general liability insurance insuring the FSO and naming Michigan State University as an additional insured with minimum limits of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate. The FSO's policy shall be primary and non-contributing with respect to any insurance carried by the university. FSOs will be required to submit a copy of their liability insurance to FSL annually.
- E. (Inter)national headquarters contact information, including the mailing address, phone number, and email address for the main office, as well as the contact information for a direct point-of-contact at the (inter)national headquarters.
- F. Alumni/ae or graduate chapter Information and a statement that explains the interest and support of the local alumni/ae or graduate chapter in establishing a chapter.
- G. The names, phone numbers, and email addresses of alumni/ae or graduate chapter members who will serve as the prospective FSO's advisors. If the chapter does not have any alumni/ae or graduate chapter members appointed to serve on the board, the prospective FSO must describe how the FSO plans to recruit and train advisors to support the FSO.
 - a. The main Chapter Advisor must live locally or in a drivable distance from campus.
- H. A description of the role of the alumni/ae or graduate advisor and advisory board and the prospective FSO's expectations of volunteer advisors (e.g., chapter meeting attendance, (inter)national convention/meeting attendance, advisor training attendance).
- I. An outline of the (inter)national organization's requirements that must be met before the prospective FSO will be (re)chartered.
- J. Copies of the following organization-specific policies, procedures, and programs:
 - 1. Risk management policy and procedures, including procedures related to alcohol and substance abuse, sexual assault, and

- hazing.
 - 2. Leadership development and officer training and transition programs.
 - 3. Membership education programs, including new member education, health and wellness, and academic support programs.
 - 4. Recruitment program and/or membership intake process.
 - 5. Internal accountability program and standards process.
 - 6. Advisor training and development.
 - 7. Chartering requirements.
 - 8. Chapter accreditation process/standards for chartered chapters.
 - 9. A detailed explanation of the (inter)national organization's philosophy around partnership with the host institution.
 - 10. A description of the policies, procedures, and plans for housing, if applicable, including temporary and permanent plans within the next five years.
- K. Statistical information on the prospective FSO's (inter)national organization (i.e., total number of chapters; total number of chapters chartered in the past five (5) years; key performance indicators used to measure success; total number of initiated members; total number of anticipated expansions and locations scheduled for the next two years; number of chapters closed in the last three (3) years, including where, when, and why; and number of chapters at large public research institutions similar to MSU). Additionally:
- a. History and founding principles and values;
 - b. Recent expansions with contact information of the campus FSL professionals;
 - c. (Inter)national community service and philanthropic efforts;
 - d. (Inter)national organization governance structure; and
 - e. Any additional information to assist the Expansion Committee
- L. Information on available support and assistance from the prospective FSO's (inter)national organization, including number of traveling/field consultants, description of the consultant program and commitment of time for FSO, and description of (inter)national office staff assistance to new and established chapters.
- M. Membership requirements
- a. GPA requirements for joining and maintaining membership;
 - b. Cost of membership and annual dues; and
 - c. Code of conduct.
- N. The prospective FSO's three-to-five-year vision for the chapter should be addressed in the application materials and during the on-campus presentation. At a minimum the information should include:
- a. Membership numbers, campus involvement,

community involvement, academics, leadership development/membership education, and diversity and inclusion initiatives.

O. Returning FSOs: If a chapter is returning to campus after disciplinary action, please describe the following in addition to the above requirements:

- a. **If the organization was removed from campus, please provide how the organization plans to avoid repeating the same behavior that led to the disciplinary action and/or removal from campus, and structures in place to prevent any such behavior.**
 - **The university will provide reasoning for why the organization was removed and corresponding documentation upon request.**
- b. **How the organization has satisfied or otherwise remedied any debts or circumstances left incomplete from their previous time on campus (if applicable).**
- c. **Advisory boards and supports in place locally to assist in the transition back to campus.**
- d. **How the organization has completed any other requirements identified by the University at the time of the disciplinary action and/or removal from campus.**
- e. **A 12-month success plan for the chapter to include leadership support and general membership support.**

P. Upon its receipt of a FSO's formal application packet, the Expansion Committee will review the information provided and, in accordance with the respective governing council process, will determine which FSOs to invite to meet with the expansion committee, and then formally present to the governing council and campus community.

3. On Campus Presentation Preview

A. Purpose

After an application has been reviewed, additional meetings may be conducted with the Expansion Committee, governing council leaders, sorority and fraternity undergraduate leaders and alumni/ae, university administration, and campus and community partners. These meetings will be coordinated by the FSL staff. The formal on campus presentation will be for the governing council and campus community to learn more about the organization. Topics for the formal presentation will include:

1. Interest and rationale in expanding at Michigan State University.

2. Alumni/ae or graduate chapter support committed to the expansion project and ongoing support for the FSO.
3. Staffing resources that will be assigned by the (inter)national office during the first semester of the expansion process.
4. Ongoing resources and support from the (inter)national office provided to the new chapter in its second semester and all subsequent semesters prior to the FSO's (re)chartering.
5. Ongoing support provided to help the chapter and its members meet campus expectations of sororities and fraternities after the new chapter has been (re)chartered.
6. Risk management policies related to hazing, alcohol and drugs, sexual assault, and facility management (if applicable).
7. Leadership development and officer training programs.
8. Overview of member education, including the new member/intake process and program.

All participants will have the opportunity to complete an evaluation following the presentation. The presentation guidelines, a sample on-campus schedule, and evaluation form are outlined below.

B. Presentation Guidelines

- Presentations should be no longer than 30 minutes, with a 10-minute question and answer session to follow.
- Presentations should be coordinated and presented by (inter)national representatives.
- Presentations should highlight the application materials and provide additional information and plans should the FSO be selected for establishment.
- Presentations may be presented in a PowerPoint or Prezi format along with any Associated printed documents.
- Presentations may be in person or virtually.
- Please inform the FSL staff of any technology needs prior to the presentation.

4. Expansion Committee

- A. Purpose: The Expansion Committee will review all expansion applications for the FSL community, determine which prospective FSOs to invite for on-campus presentations, and recommend to the Assistant Vice President for Diversity, Equity, and Belonging if a formal invitation should be granted to a prospective FSO.

B. Membership:

- a. One representative from each of the four FSL governing councils (optional).
- b. One representative from the FSL staff.
- c. One representative from the Office of Student Support and Accountability
- d. One representative from the Office of Spartan Experiences
- e. One representative appointed by the Assistant Vice President for Diversity, Equity, and Belonging.

C. Duties

- a. The Expansion Committee will meet annually to review expansion materials and applications that have been submitted; make recommendations to the Senior Vice President for Student Life and Engagement and Assistant Vice President for Diversity, Equity, and Belonging regarding the applications submitted; review IFC, MGC, NPC, and PC council constitution and bylaws annually to ensure consistency with the FSL Expansion Guidelines; and share updates with FSL staff and IFC, MGC, NHPC, and PC governing councils.
- b. Recommendations: The Expansion Committee may make the following recommendations to the Director for Fraternity and Sorority Life and/or the Assistant Vice President for Diversity, Equity, Inclusion, and Belonging for each prospective FSO presenting on campus: (1) an invitation should be extended to the prospective FSO for registration with the University, along with a recommended timeline for expansion*; (2) no invitation should be extended at this time, specifically stating the rationale for the recommendation; or (3) more information is needed before a final decision can be made, specifically identifying what information is needed.

*The prospective FSO is still subject to the process outlined by the respective governing council.

5. **Accepted Applications**

- A. Once a formal application has been received and an FSO has been invited to expand by the University, the FSO will work with the FSL staff to agree on a date to begin the expansion process. If the FSO does not initiate the expansion process within two months of the agreed upon date, the FSO must communicate with the FSL staff to discuss revising their expansion timeline and the reasons for the delay. If an alternative schedule is not agreed upon, then the FSO must submit a new application and restart the process. The FSL staff, in consultation with the Expansion Committee, shall have final decision-making authority with respect to setting and/or modifying expansion dates and timelines. The university

has the right to request additional information between the point of expansion approval and the expansion process.



New Chapter Requirements

6. New Chapter Requirements

Registered FSOs are expected to comply with governing council policies and procedures, and all University and FSL policies and procedures, including MSU Student Rights and Responsibilities. This includes registering with the university through the student organization registration platform as a registered student organization and completing the annual re-registration process and requirements with FSL.

The FSO must consult with FSL regarding all expansion plans and procedures. FSL will help provide any necessary resources and information to the FSO and its (inter)national headquarters regarding establishment of the new chapter and related university policies and procedures. Representatives of the new FSO must attend all IFC/MGC/NPC/PC meetings and are encouraged to participate in all FSL community activities. The FSO officers shall be responsible for keeping all records and documentation current with FSL staff and meeting regularly with a designated FSL staff advisor.

If an FSO receives final approval to join the FSL community at Michigan State University, the FSO must agree to the following terms:

1. Timeline: The FSO may (re)charter as a registered student organization at the Michigan State University on an agreed upon date. Public communication of the establishment effort and related preparations (e.g., secure room reservations, register for organization fairs) may begin on an agreed upon date.
2. Academics: To be eligible for (re)chartering, the FSO will maintain the academic requirement as required by the respective governing council of which the FSO is seeking to become a member.
3. Recruitment/Intake: Recruitment and intake events must follow the constitution and bylaw guidelines as outlined by the respective governing council in which the FSO is seeking membership.
4. Governing Council Involvement: Representatives from the FSO will attend weekly council meetings and play an active role within the council and FSL community. This can include, but is not limited to, community service/philanthropy projects, FSL events, and university-wide events and programs.
5. Alumni/ae or Graduate Advisor and/or Advisory Board Involvement: The (inter)national headquarters will appoint the alumni/ae or graduate advisors to work with the FSO. An alumni/ae or graduate advisor will attend required meetings as relevant to the functions of the FSO including, but not limited to:
 - a. House corporation board meetings each semester (if applicable)
 - b. Alumni/ae or graduate advisor meetings and trainings
6. Liability Coverage: The (inter)national organization will purchase liability insurance coverage of no less than \$1,000,000.00 face value with the

- insurance carrier of its choosing.
7. FSO Visits: The (inter)national organization will provide the FSO with frequent follow-up visits up to and after (re)chartering has occurred.
 8. Publicity: FSL staff and respective governing council agree to include the FSO in all publications and websites produced by the council, FSL staff, or Leadership and Engagement to boost visibility of the FSO.
 9. Advising – FSL staff and respective governing council agree to meet with the FSO leadership as much as needed to advise and help them become active members of the Michigan State University and FSL community.
 10. Resources – FSL staff agree to provide the FSO with all applicable resources afforded to registered student organizations at Michigan.
 11. House Director – If the FSO secures and occupies an official chapter structure, the FSO is strongly encouraged to have a live- in house director hired by the house corporation or (inter)national organization. The house director should be a traditional house director/mother who lives in the facility during the academic year.
 12. The FSO agrees to follow all federal, state, and local laws. The FSO agrees to follow all policies as prescribed by Michigan State University for students and registered student organizations. The FSO agrees to follow all guidelines as set by the FSL staff. The FSO agrees to follow the constitution and bylaws of its respective governing council.



Violations & Related Information and Attachments

VI. VIOLATIONS

Failure to provide accurate or complete information and/or materials listed above may exclude the FSO's application from consideration by the Expansion Committee.

VII. RELATED INFORMATION AND ATTACHMENTS

1. Expansion and return information is available upon request from the Fraternity and Sorority Life staff.
2. All applications must be received by the Fraternity and Sorority Life staff by the last day of classes of the spring semester. Late applications WILL NOT be considered until the next annual cycle.
3. Materials may be mailed to
 - a. Fraternity and Sorority Life
556 E. Circle Drive, Room 315
East Lansing, MI 48824
4. Completion and submission of an application DOES NOT guarantee an invitation to present on campus, nor does it guarantee an invitation to expand at Michigan State University.
5. Applications will be reviewed by the Expansion Committee. (p. 9)
6. All petitioning organizations will be notified of their status by **May 31st** via email. If an invitation to meet with the Expansion Committee is not given, the application will be kept on file.
7. **For organizations seeking to expand or return to recognized student organization status, it is our recommendation to begin conversations with MSU Fraternity and Sorority Life and the process for gathering application materials at least a year before the anticipated expansion or return date.**
8. **All organizations seeking to expand or return to Michigan State University must adhere to the Expansion and Return Guidelines in place at the time of the eligible application period.**

Presentation Evaluation Form

Organization Name

Evaluator's Name

Notable information:

Areas of concern:

Rating

Yes, invite to establish Yes, with reservations

Do not invite to establish

Please provide any additional comments about your final rating:

Expansion Committee Application Evaluation Form

All members of the Expansion Committee must review all expansion packet materials prior to voting on which groups to bring to campus. After all evaluations are completed, the Committee will discuss pros and cons of each organization.

Each Committee member will fill out one evaluation form for each organization applying for expansion.

Petitioning Organization:

Required documents: (Check all that have been submitted)

- | | |
|--|---|
| <input type="checkbox"/> Application | <input type="checkbox"/> Letter of Support and Intent |
| <input type="checkbox"/> General Information | <input type="checkbox"/> Proof of insurance |
| <input type="checkbox"/> Constitution/bylaws | <input type="checkbox"/> Membership requirements |
| <input type="checkbox"/> Area resources | <input type="checkbox"/> National Affiliation (NIC, etc.) |

Committee Member:

Notable Information:

Areas of Concern:

Rating:

Yes, invite to campus Yes, invite w/ reservations Do not invite

VIII. HISTORY

Action	Description
Issued:	<ol style="list-style-type: none"><li data-bbox="630 338 997 373">1. Fraternity & Sorority Life<li data-bbox="630 373 883 409">2. March 14, 2024
Approved by:	<ol style="list-style-type: none"><li data-bbox="630 436 1317 506">1. Assistant Vice President for Diversity, Equity, and Belonging<li data-bbox="630 506 911 541">2. Dr. Genyne Royal<li data-bbox="630 541 883 575">3. March 12, 2024