

National Pan-Hellenic Council and Multicultural Greek Council
West Chester University
Expansion Procedures
Adopted: March 2020

I. EXPANSION PROCESS

A. Purpose:

1. The Expansion process shall outline all matters pertaining to the expansion of the **National Pan-Hellenic Council (NPHC) and Multicultural Greek Council (MGC)** community. All action in the areas of expansion must be approved and sanctioned by the appropriate council.

B. Membership:

1. The Expansion process is to be conducted by the **National Pan-Hellenic Council (NPHC)/ Multicultural Greek Council (MGC)**. It shall consist of, but not be limited to, the following individuals: NPHC/MGC Executive Board, the voting delegates from each of the NPHC/MGC organizations on campus, and the designated NPHC/MGC Advisor from the Office of Fraternity and Sorority Life.

C. Duties:

1. To regularly examine the climate of the NPHC/MGC community, to determine whether or not expansion is advised and/or appropriate.
2. To review the Expansion Guidelines at the beginning of each semester to ensure that they reflect the current NPHC/MGC and University policies and guidelines.
3. To coordinate all expansion activities by the start of the Fall/Spring semester.

II. PROCEDURES FOR EXPANSION

1. Fraternity/Sorority expansion may occur through receiving a formal petition for expansion by a national organization staff / volunteer or a group of interested students.

III. PROCEDURES FOR PETITIONING GROUPS

A. Duties

1. Determine need for expansion.
2. Contact those inter/national organization(s) with a letter of interest or with history on the West Chester University campus. Notify them of the plan.
3. Obtain materials and items to be reviewed from those inter/national organizations interested (see below).
4. NPHC/MGC reviews materials and determines the groups to be invited to make

presentations and meet with University officials, and the council.

5. Presentations and meetings are scheduled with the Office of Fraternity and Sorority Life and NPHC/MGC.

B. Duties of the petitioning organization:

1. Interested students must meet with the NPHC/MGC Advisor once
 - a. Communication has been established with an inter/national organization.
2. The following written requests must be submitted to the NPHC/MGC Advisor by the start of the Spring/ Fall semester:
 - a. *From the inter/national organization:* Provide a current, written request expressing the desire to establish a group at West Chester University, accompanied by documentation and supporting materials by the inter/national organization.
*Note: If the organization already had an established chapter that was previously recognized at West Chester University, the written request **must include** a section on why the chapter lost recognition and plans to ensure the chapter does not lose recognition again in the future.*
 - b. *From the interested students:* Attached to the inter/national organization request must be at least a one page justification of why they are interested in the specific inter/national organization and reasoning behind the desire to establish a new organization (including why the current NPHC/MGC member organizations do not meet their needs.)
3. Provide materials to the council, for review and possible invitation to make a presentation. The council reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided. Also, the council reserves the right to waive any of the following aspects of the documentation for any reason. Unless otherwise noted, all of the following must also be included in the expansion presentations.
4. Alumni Information:
 - a. Total number of alumni in the West Chester & Philadelphia area.
 - b. Explained interest and support guidelines of alumni in establishing a chapter.
 - c. A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity.
 - d. Nearest alumni club/organization/graduate chapter, and if they will be helping in establishing a chapter.
5. Information on inter/national support and assistance:
 - a. Advisor program/expectations, specific to WCU group
 - b. Description of inter/national volunteer (or staff) assistance to potential chapters and established chapters.
 - c. Description of conventions, leadership schools, or programs available to potential chapter members.
6. A copy of the fraternity constitution/bylaws, both national and local.
7. A copy of the following inter/national policies:

- a. Hazing policy
 - b. Sexual Assault policy and program
 - c. Alcohol and Substance Abuse policy and program
 - d. Scholarship policies and program
 - e. Membership Education policy and program
 - f. Recruitment/Membership Intake policy and program
 - g. Leadership Development and Officer Transition programs
8. Potential Chapter establishment procedures and standards
 - a. Short term goals (while still a potential chapter)
 - b. Goals for within two years of chartering
 - c. Long term goals, within five to ten years
 9. Chartering Requirements and request process
 - a. Expectations for chartering
 - b. Anticipated timeline
 10. Umbrella Organization Membership (inter/national and local)
 - a. Which umbrella organization does this fraternity/ sorority belong to nationally? If the inter/national organization is not a member of one of the umbrella organizations, a detailed summary of why this is the case will need to be submitted.
 11. Statistical information on inter/national strength:
 - a. Total number of chapters nationwide and distribution area
 - b. Total number of chapters and potential chapters in Pennsylvania and East Coast regions, specifically listing each
 - c. Total number of potential chapters during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
 - d. Total number of initiated members
 - e. Total number of potential chapter anticipated this year and where, including timeline for each chartering
 - f. The number of chapters lost during the last three (3) years, including where, when, and why
 - g. Average size of chapters on campuses similar to WCU
 12. A summary of the organizational structure of the fraternity at the chapter and inter/national levels
 13. Provide proof of at least seven (7) current interested members and their accomplishments thus far.

C. Additional requirements for the presentation:

1. Presentations should be given by a representative from the inter/national organization (regional/ national board member, volunteer responsible for expansion). Other established members are welcome to participate if needed.

V. ADDITIONAL INFORMATION

- A. It is recommended that the Council give consideration to fraternities or sororities that have filed current letters of interest with the University or NPHC/MGC.

- B. Presentations will be made to NPHC/MGC at special meetings called by the Council President.
- C. Evaluations from all presentation panel members, and the information submitted by the inter/national organizations, will be the information used to make the decision as to which fraternities/sororities will be given an invitation to proceed with the organization recognition process.
- D. Three possible recommendations of the panel members are as follows:
 - 1. No invitation should be extended at this time, with specific reasons as to why and when another presentation may be made.
 - 2. More information is needed before a final decision may be made.
 - 3. An invitation to proceed with Student organization registration should be extended to a specific fraternity or sorority.
- E. An invitation to proceed with the Student organization registration process requires a majority vote by the members of council.
- F. After receiving approval, the inter/national organization will be extended an invitation. If a local group already exists, the group may proceed with the student organization registration process. This process is coordinated by the Office of Fraternity and Sorority Life and Office for Student Leadership and Involvement.
- G. After receiving initial recognition, the interest group will be given “Potential Chapter” status in NPHC/MGC and are subject to, but not limited to, the Potential Chapter Requirements section of this document.
- H. The Council reserves the right to request additional materials/documentation in order to recommend, invite, and schedule a group for expansion presentations.

VI. PROCEDURES

- A. The inter/national organization must consult with the NPHC/MGC Advisor in the Office of Fraternity and Sorority Life regarding all plans and procedures.
- B. The NPHC/MGC Advisor will coordinate with the Council to specify the guidelines to the inter/national organization.
- C. The Council and the NPHC/MGC Advisor in the Office of Fraternity and Sorority Life will help provide any necessary service and information to the inter/national fraternity/sorority, University and NPHC/MGC guidelines, policies, procedures, and rules.

VII. POTENTIAL CHAPTER REQUIREMENTS

- A. If necessary, the Council or the University can waive any of the following requirements.
- B. The “Potential Chapter” period will be no more than 3 consecutive semesters. Extensions may be considered upon request.

- C. The Potential Chapter is responsible for adhering to all requirements as outlined in the SGA Bylaws.
- D. The Potential Chapter must maintain a Chapter Advisor. The chapter advisor needs to attend all meetings as scheduled for advisors by the Office of Fraternity and Sorority Life, NPHC/MGC, or the University.
- E. The Potential Chapter shall have an inter/national representative visit at least once each semester for as long as the colony exists. This representative shall meet with the NPHC/MGC Advisor each semester.
- F. The officers of the Potential Chapter shall be responsible for keeping all records current and complete each semester.
- G. The Potential Chapter must file with the Office of Fraternity and Sorority Life a current certificate of insurance verifying liability and social host insurance coverage at the required amount.
- H. Failure to meet any of the above requirements shall result in a review by the Council and the Office of Fraternity and Sorority Life to determine status of recognition.

VIII. FOLLOW-UP REVIEW PRESENTATION:

- A. One full year following the expansion presentations, or immediately following chartering (whichever comes later), the fraternity or sorority must prepare a follow-up review presentation. This will be coordinated with the NPHC/MGC President and NPHC/MGC Advisor.
- B. The purpose of this presentation is to allow the fraternity or sorority to demonstrate their progress since their last presentations, and since receiving their charter.
- B. This presentation should include, but is not limited to the following aspects:
 - 1. Membership statistics within the most recent two semesters (recruitment/intake)
 - 2. Numbers, chapter membership numbers, academic information, etc.
 - 3. How the fraternity/sorority has developed and implemented programming
 - 4. The short and long term goals of the fraternity/sorority
 - 5. Efforts made to achieve established goals
 - 6. Description of the change within the fraternity/sorority since the expansion presentation
- D. This presentation will be given to the Council and Council Advisor.

VIII. NPHC/MGC REGULAR MEMBERSHIP:

- A. As soon as the Potential Chapter has fulfilled the NPHC/MGC requirements, and received full chapter recognition by their inter/national organization, the organization will be considered full members of the council.