

EXPANSION CHAPTER ESTABLISHMENT POLICY AND PROCEDURES

Last Updated August 2023

I. PURPOSE

- A. The purpose of the Expansion Chapter Establishment Policy and Procedures is to outline the requirement and process by which fraternities and sororities establish chapters at Metropolitan State University of Denver (MSU Denver). This policy is meant to complement any council policy or process established by an umbrella organization.

II. DEFINITIONS

- A. Chapter- A membership unit of a national or international fraternity or sorority, established at a campus.
- B. Council- A council is a group of fraternities and/or sororities that work together to support a common mission/vision. These organizations can be grouped by affinity, history, goals, etc. Councils that are currently established at MSU Denver are the College Panhellenic Council (CPC), National Pan-Hellenic Council (NPHC), and Multicultural Greek Council (MGC).
- C. Establishment period- The time after the pre-establishment period and is the semester in which the first round of recruitment/intake activities may occur.
- D. Inter/National Organization- Refers to the organization that oversees a chapter. This can include volunteers, alumni/ae, and staff.
- E. Petitioning Organization- The organization working to establish a chapter at MSU Denver.
- F. Pre-Establishment period-The time before any recruitment/intake activities occur and after an establishment letter from CMEIFSL has been received.
- G. Umbrella Organization-The national organizations that oversee councils and have member fraternities and sororities. The current umbrella organizations are the National APIDA Panhellenic Association (NAPA), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), North American Interfraternity Conference (NIC).

III. REQUIREMENTS

- A. The Petitioning Organization is responsible for adhering to all requirements as outlined in the Student Organization Handbook(s), the Center for Multicultural Engagement and Inclusion Fraternity and Sorority Life (CMEIFSL) Policies and Procedures, and all Federal, State, and MSU Denver policies and procedures.
- B. Petitioning Organizations must be currently or previously affiliated with an Umbrella Organization as defined in this policy.
- C. The number of petitioning organizations in the establishment semester, as defined by this policy is limited to two organizations.

- D. Petitioning Organizations that previously had a chapter at MSU Denver must satisfy all organization conduct sanctions, such as suspension of recognition, prior to beginning the establishment process.

IV. RESPONSIBILITIES

A. Fraternity and Sorority Life (FSL) Responsibilities

1. Determine whether or not establishment is advised and/or appropriate.
2. Support and facilitate the navigation of MSU Denver processes and provide sponsorship to the petitioning organization during the establishment process.
3. Liaison to petitioning organizations and councils.
4. Work with the council to plan any establishment process.
5. Annually review this policy to reflect the council and University policies.

B. Council Responsibilities

1. Work with CMEIFSL to plan any establishment process.
2. Provide complementary support of petitioning organizations in accordance with the council by-laws.
3. Provide a reasonable portion of the council's student fee allocation to support a petitioning organization. The amount will be determined in collaboration with CMEIFSL and the council leadership.

C. Petitioning Organization Responsibilities

1. Work with councils and CMEIFSL to plan establishment processes and activities.
2. Provide CMEIFSL and Councils with the following information:
 - a) A comprehensive establishment plan to include short term (less than 1 year) and long term (longer than 1 year) goals, alumni/ae volunteer recruitment plan, and outline of inter/national organization support to newly established chapters.
 - b) An outline of support needs from councils and/or CMEIFSL.
 - c) A central point of local contact (no more than 2 people) that represents the inter/national organization.
 - d) Complete any forms and provide documentation CMEIFSL requires for chapters.
 - e) Follow the specific council recruitment/intake process.

V. ESTABLISHMENT TIMELINE

- A. The first step to establishing a chapter at MSU Denver is for the petitioning organization to reach out to the Assistant Director of Fraternity and Sorority Life within the Center for Multicultural Engagement and Inclusion and begin initial conversations. These initial conversations should include the exchange of relevant recruitment/intake data, local alumni/ae interest, potential timeline for establishment, and any organization conduct sanctions, if applicable. Once a timeline has been determined, CMEIFSL will document the start of this process via letter to the inter/national organization.
- B. The Pre-Establishment period is the time before any recruitment/intake activities occur and after an establishment letter from CMEIFSL has been received. This time period should last no more than two semesters. During this period the CMEIFSL office will sponsor the petition organization for using university resources. Petitioning organizations may host programs for MSU Denver students, conduct tabling activities, and hold informational sessions for interested students. However, no student is able to

join the petitioning organization during this time. Petitioning organizations may forego this period if they desire. Failure to hold recruitment/intake activities at the end of this period will result in the cancellation of the establishment process.

- C. The Establishment period is the time after the pre-establishment period and is the semester in which the first round of recruitment/intake activities may occur. CMEIFSL will continue to sponsor the petitioning organization during this time period for use of university resources. During this period, eligible MSU Denver students may join the petitioning organization and begin incorporating into the fraternity/sorority community. This time period should last no longer than two semesters. At the end of the establishment period, the petition organization should at least begin the new student organization recognition process which requires a minimum of five (5) active student members. Failure to successfully complete the new student organization process will result in the cancellation of the establishment process.
- D. Following the establishment period it is the expectation that the petitioning organization will:
 - 1. Have conducted recruitment/intake processes and have at least five (5) student members.
 - 2. Begin, or complete, the new student organization recognition process.
 - 3. Incorporate into the fraternity/sorority community by attending programs, council meetings/activities, council dues, etc.

- VI. Exceptions to this policy may be granted by the Assistant Director of Fraternity & Sorority Life only after the petitioning organization has submitted a request that includes what exception the petitioning organization is requesting, the reason request, and the plan to resolve the need for the exception.