Shepherd University Office of Fraternity & Sorority Life
Expansion and Recolonization Process

Shepherd University recognizes that a strong fraternity & sorority community is a constructive element of campus life. The University also recognizes that the community must be adequate to provide opportunities for every student who has the desire and means to join. Shepherd University believes in an individual's rights to association. However, in overseeing the process of orderly expansion, there must be substantial evidence of the ability of the proposed organization to positively contribute to the Fraternity & Sorority Life community; show potential for recruiting, growth, and success; and to conduct itself in a manner consistent with state laws, University, Council, and Fraternity & Sorority Life policies and procedures.

The purpose of the Expansion and Recolonization Process is to ensure expansion and recolonization of fraternities and sororities are done carefully with a well-developed plan that aligns with the standards and mission of Shepherd University and is congruent with the Fraternity and Sorority Life community's current needs. A carefully planned and supportive process will ensure that our students have maximum opportunity for a rewarding experience and the relationship between campus and the respective inter/national organizations are maintained.

All organizations wishing to affiliate or re-affiliate with the All Greek Council and respective governing councils (if applicable) must adhere to the planned expansion or recolonization process to ensure a successful chartering at Shepherd University.

To ensure that fraternities and sororities desiring to be registered at Shepherd University possess those qualifications deemed necessary for their success and for the continued health of the Fraternity & Sorority Life community, the following standards and procedures shall apply:

Application Procedure

1. Any organization interested in expanding or recolonizing at Shepherd University shall initiate an inquiry via email to Rachael Meads (rmeads@shepherd.edu) seeking consideration. Before an application is started, the expansion or recolonization process must first be approved by the respective governing body after assessing the state of the community and readiness for growth. Once an inquiry has been received, the governing body will be notified, facilitate discussion, and conduct a vote regarding the expansion/recolonization process at least two weeks after receiving the inquiry to allow adequate time for communication between all parties involved. If Shepherd University does not currently have an appropriate council for the inquiry, the All Greek Council will be the governing body/council. The governing council will consider the following factors when determining whether it is an appropriate time for expansion/recolonization:
    a. Recent full-time enrollment statistics of Shepherd University for at least the past 5 years

    b. Recent recruitment and membership statistics and trends for at least the past 5 years
    c. Health of current colonies and/or chapters. Health will be defined as membership size relative to the average chapter size of respective council
    d. Current conduct trends within the community
    e. Current invitations to colonize (if any)
2. The governing body will take one of two actions:
    a. Endorse the process of establishing/re-establishing a chapter at the University. This requires a 2/3 affirmative vote.
    b. Deny further establishment. This constitutes anything less than a 2/3 affirmative vote. The governing body will supply the organization with an explanation as to why the community is not open to expansion/recolonization at this time. The inquiry will be retained for future reference when the community reopens considerations for expansion/recolonization.
3. Next, the organization must email a completed expansion/recolonization application to Rachael Meads (rmeads@shepherd.edu) for committee review. No more than 1 organization per council shall be accepted for expansion within a 12-month timeline.
4. Upon receipt of an expansion/recolonization application, the Review Committee will conduct an initial review. The organization may be asked to provide additional documentation and/or to set up a meeting with the Committee to gain additional insight. The Review Committee is comprised of the Fraternity and Sorority Life (FSL) staff, a staff member from the Division of Student Affairs, and at least one student representative from respective governing body executive board. The representative from the respective governing council will serve as the liaison to facilitate feedback and votes associated with the expansion/recolonization during general council meetings. All votes by governing council may only pass with a 2/3 affirmative vote. Any organization recognized by the National Panhellenic Conference (NPC) shall also adhere to the NPC Extension Policies.
    a. The Review Committee coordinates and hosts campus visits. On-campus or virtual visits may consist of the following:
        i. Meeting between the Committee and Inter/National Headquarters representatives.
        ii. Meeting between available governing council executive board and Inter/National Headquarters representatives.
        iii. Meeting between FSL Staff and Inter/National Headquarters representatives.
        iv. Meeting between All Greek Council members and Inter/National Headquarters representatives.
        v. A presentation open to any Shepherd students, staff, and faculty
        vi. A tour of campus and/or Shepherdstown.
    b. The Review Committee will solicit feedback from attendees of each campus visit meeting/presentation to be used during deliberations.
    c. The Review Committee reserves the right to add and remove meetings to campus visits as they see fit.
5. Once the entire application has been reviewed, the Review Committee will make a final determination and will take one of two actions:

    a. Endorse the Inter/National Fraternity or Sorority to continue the process of establishing/re-establishing a chapter at the University.
    b. Deny further establishment. The Review Committee will supply the organization with an explanation as to why the Committee reached such a decision.
6. Upon receiving approval to establish/re-establish a chapter, the Inter/National Fraternity or Sorority may recruit and interest group and establish new members at a time designated by the Office of Fraternity & Sorority Life.
7. After an interest group roster has been compiled and an initial new member class has been recruited with at least five (5) founding members, the group will be prompted to register as a new student group for Student Life Council approval. In order to gain the privileges of a registered Shepherd student club or organization, groups must go through the registration process as outlined below:
    a. Students planning to start a club or organization must register their intent and provide written justification for the group's establishment by submitting an intent to organize form through the RamPulse website, including a list of at least five (5) currently enrolled Shepherd University students interested in starting the group, the contact information for a full-time Shepherd employee who will serve as the faculty/staff advisor to the group, and a statement of purpose. Groups that have filed appropriately through RamPulse will be granted provisional status and use of university facilities for organizational or recruitment meetings pending review by the Student Life Council. Groups under this status are not allowed to fundraise, hold campus wide events, or request support from Student Government Association.
    b. Once a group has submitted all the required documentation, the group will be submitted to the Student Life Council for review and approval for registration.
    c. Once the group has satisfied all requirements and been approved by the Student Life Council, they are granted the privileges of registered groups for that academic year.
    d. Groups are required to complete a registration renewal form and update all information annually to maintain registration and privileges of a student group.
8. Upon acceptance as a register student group, the organization will follow all policies, processes, and procedures as defined by the University, Fraternity & Sorority Life, All Greek Council, and the respective Council indicated on the application (e.g. IFC, CPH, etc.).
9. Agreed upon Returning Chapters will present the proposal project regarding entering the community to the respective council the semester before returning. Official start dates will coincide with the beginning of either the fall or spring semester.
10. Student groups with at least fifteen (15) members qualify as a student organization and may apply to be officially recognized by the Student Government Association (SGA) Senate through the "Request to Join Senate" form on the SGA RamPulse page. The group requesting to join will be asked to present to the Senate about why they would like approval. A two-thirds (2/3) majority vote will be required to

recognize an organization, and, upon recognition of the organization, the organization's Senator will be granted all rights vested in the Student Government.

Expansion/Recolonization Process Timeline & Deadlines

Fall Semester Start			***Spring Semester Start***	
August 1	Inquiry deadline		January 1	Inquiry deadline
September 1	Inquiry approved or denied by governing council		February 1	Inquiry approved or denied by governing council
November 1	Application deadline		March 1	Application deadline
January 1	Application approved or denied by Review Committee		May 1	Application approved or denied by Review Committee
April 1	Student Group Registration due to Student Life Council		November 1	Student Group Registration due to Student Life Council
May 1	Group approved/denied		December 1	Group approved/denied
Late-August	Fall Semester Begins		Mid-January	Spring Semester Begins
2nd Week of Classes	Primary Recruitment Begins		2nd Week of Classes	Continuous Recruitment Begins

Highlighted Fraternity & Sorority Life Policies

- Only undergraduate and graduate students enrolled at Shepherd University may affiliate with the registered fraternities and sororities at Shepherd University. Membership requirements are dictated by the organization's constitution and bylaws.
- Newly formed fraternities and sororities must have at least five (5) full-time, active, undergraduate members to begin a registered student organization. Following the first year, all registered fraternities and sororities must have at least five (5) full-time, active, undergraduate members (initiates) on the roster at all times.
- Organizations must be chartered no later than two years after the original date of application approval.
- Each Greek-letter organization must be affiliated with a national fraternity or sorority either as a colony or chapter, and each colony or chapter must have a Shepherd University faculty/staff advisor and an alumni advisor. No local chapters are permitted. Each Greek-lettered organization must be a member of Shepherd University's All Greek Council (AGC).
- All fraternities and sororities are advised by the Office of Fraternity & Sorority Life and must adhere to the policies outlined by this office.
- All fraternities and sororities must maintain their groups on RamPulse by providing up to date officer lists and contact information. All events that fraternities and sororities wish to host must also be registered through RamPulse for approval.
- The minimum cumulative GPA in order to associate with a chapter is 2.75 on a 4.00 scale on all high school coursework for new and entering students and is a minimum 2.5 on a 4.00 scale on all undergraduate coursework for returning Shepherd University students and transfer students.

- In order to hold an executive board office within their chapter, members of a fraternity or sorority must have a GPA of 2.5 on a 4.0 scale in all undergraduate coursework completed at Shepherd University.

Other policies can be found in the Student Handbook Code of Conduct.

Application Contents

Each of the following areas shall be documented and submitted via email to Rachael Meads (rmeads@shepherd.edu) by the respective deadline for consideration:

1. ***Letter of Intent***: Submit a written letter from the Inter/National President or Executive Director expressing a desire to form an undergraduate chapter at Shepherd University. The letter should include a statement on the Inter/National Headquarters' philosophy on the relationship with the host institution.
2. ***Constitution and bylaws*** of the Inter/national organization
3. ***Non-Discrimination Statement/Policy:*** A statement or official policy stating that the Inter/National Fraternity or Sorority does not discriminate on the basis of age, color, disability, marital status, national or ethnic origin, political affiliation, race, religion, sex (including pregnancy), sexual orientation, veteran status or family medical or genetic information when determining its membership. A supplemental statement/policy regarding transgender and non-binary members is recommended for transparency.
4. ***Document(s) of Sustainability***: The organization must be affiliated with a inter/national parent organization and submit the following information on inter/national strength:
    1. Number of alumni and undergraduate members nationally
    2. GPA statistics
    3. Information on the five most recently established colonies
    4. Information on most recent chapter closures/charter revocations, if any
5. ***Organizational Goals and Vision:*** A statement of the Inter/National Fraternity or Sorority's goals and vision for establishing/re-establishing at the University.
6. ***Organization Contact Information Form*** (page 8 of this document)
7. ***Chapter Advisory Board Information*** (pages 9-11 of this document)
8. ***Signed Policy Acknowledgement & Congruence Agreement*** (page 12 of this document)
9. Provide copies of the following organization policies, procedures, and programs:
    a. ***Chartering Standards, Requirements, and Timeline***
    b. ***Academic Policies***: GPA, programming, and study requirements
    c. ***Financial Policies***: dues, new member fees, initiation fees, chapter budget, etc.
    d. ***Leadership Development Program***: Inter/national and/or regional conferences, officer training program, etc.
    e. ***Recruitment Program and Calendar***
    f. ***National Intake/New Member Process***
    g. ***Annual Reporting Standards*** for undergraduate chapters/colonies
    h. ***Risk Management and Prevention Program***: policies, procedures, and programming regarding alcohol, illegal drugs, sexual assault, and hazing

Definition of Terms

- Colony: a group of Shepherd University students who have been organized under the auspices of an inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- Fraternity/Sorority: a group of Shepherd University students organized for social, professional, academic, or extracurricular activities. These groups engage in membership selection, new member education processes, conduct ceremonies or rituals that are closed to non-members, and offer lifetime affiliation to their membership. Fraternities can be single gender or co-ed.
- Fraternity & Sorority Life/FSL: the department of Shepherd University whose primary responsibility is to advise all registered fraternities and sororities as well as the governing councils.
- Inter/national Fraternity or Sorority: an organization registered with the NAPA, NPC, NIC, NMGC, NPHC, NALFO or an organization that can show proof of ten consecutive years of business operations and has undergraduate chapters (not colonies) at ten or more colleges/universities.
- Local Fraternity or Sorority: a fraternity or sorority chapter that does not meet the definition of an inter/national fraternity or sorority. Local chapters are **not** permitted at Shepherd University.
- All Greek Council (AGC): AGC is a programming and voting body for all registered fraternities and sororities at Shepherd University comprised of all chapter presidents (voting body) and three Board of Directors (programming body). All fraternities and sororities must affiliate with AGC.
- Interfraternity Council (IFC): IFC is a governing and programming body for social fraternities, both members and non-members of the North American Interfraternity Conference (NIC). The council consists of an executive board and chapter delegates. The IFC coordinates joint activities, programming, and provides support to member chapters. All social fraternities must affiliate with IFC.
- College Panhellenic Association (CPH): CPH is a governing and programming body for social sororities recognized by the National Panhellenic Conference (NPC). It consists of an executive board and chapter delegates. The Panhellenic Association coordinates joint activities, programming and provides support to member chapters. All social sororities must affiliate with CPH.
- Professional Greek Council (PGC): PGC is a governing and programming body for professional fraternities recognized by the Professional Greek Association (PGA). All professional fraternities must affiliate with the PGC.
- Multicultural Greek Council (MGC)*: MGC is a legislative and programming body for multicultural fraternities and sororities recognized by the National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NAFLO), and National APAI Panhellenic Council (NAPA). It consists of an executive board and chapter delegates. The Multicultural Greek Council coordinates joint activities, programming and provides support to member chapters. All multicultural fraternities and sororities must affiliate with the MGC. *This council does not currently have any member chapters as of February 2021 and needs at least two member chapters to become active at Shepherd University.

- National Pan-Hellenic Council (NPHC)*: NPHC is a collaborative umbrella organization composed of historically African American collegiate Greek-lettered fraternities and sororities. NPHC promotes interaction through forums, meetings, and other mediums for the exchange of information and engages in cooperative programming and initiatives through various activities and functions of intercollegiate Greek letter fraternities and sororities. All nationally recognized NPHC fraternities and sororities must affiliate with the local council. *This council does not currently have any member chapters as of February 2021 and needs at least two member chapters to become active at Shepherd University.
- Registered Fraternity/Sorority: a fraternity or sorority which conducts its affairs in accordance with the policies of Shepherd University and Fraternity & Sorority. This chapter has been given official status as a registered student organization by Student Life Council and Fraternity & Sorority.

Organization Contact Information Form

Inter/national Fraternity or Sorority Name: _____

Headquarters Mailing Address:

_____

Address City State Zip Code

Headquarters phone number: _____

Headquarters fax number: _____

Indicate one (1) council of registration desired and/or appropriate:

- ☐ Interfraternity Council
- ☐ Panhellenic Council
- ☐ Professional Greek Council
- ☐ National Pan-Hellenic Council
- ☐ Multicultural Greek Council

Colonization Coordinator(s): the alumni/ae and/or headquarters staff members who will coordinate the colonization effort as the official representative(s) of the project

Name: _____ **Name: _____**

Email: _____ **Email: _____**

Phone: _____ **Phone: _____**

Name: _____ **Name: _____**

Email: _____ **Email: _____**

Phone: _____ **Phone: _____**

Chapter Advisory Board Information Form

Fraternity/Sorority: _____ Date: _____

Serving as a chapter advisor requires skills, commitment and time. The University is grateful for your service to your undergraduate chapter. Please provide details for a minimum of three people who serve on the Advisory Board for the undergraduate chapter, with one being the required faculty/staff chapter advisor employed by Shepherd University. Alumni must have graduated at least 2 years prior to serving as a chapter advisor.

#1 Faculty/Staff Chapter Advisor

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Term of Service (i.e Nov. 2017 thru Nov. 2018):_____

Biography/Information Relevant to Serving as an Advisor:

Universit(ies) Attended: _____ City/St:_____

Degree(s) and Dates Conferred:_____

Previous Chapter Advisor Experience (when/where/position):_____

Areas to be advised:_____

#2. Chapter Advisor

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Term of Service (i.e Nov. 2017 thru Nov. 2018):_____

Biography/Information Relevant to Serving as an Advisor:

Universit(ies) Attended: _____ City/St:_____

Degree(s) and Dates Conferred:_____

Previous Chapter Advisor Experience (when/where/position):_____

Area(s) to be advised:_____

#3. Chapter Advisor

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Term of Service (i.e Nov. 2017 thru Nov. 2018):_____

Biography/Information Relevant to Serving as an Advisor:

Universit(ies) Attended: _____ City/St:_____

Degree(s) and Dates Conferred:_____

Previous Chapter Advisor Experience (when/where/position):_____

Area(s) to be advised:_____

Please list other advisors serving on your board. This list will provide help build an advisor list serve for general announcements and training opportunities.

Other Chapter Advisory Team Member

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Area(s) being advised:_____

Other Chapter Advisory Team Member

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Area(s) being advised:_____

Other Chapter Advisory Team Member

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Area(s) being advised:_____

Other Chapter Advisory Team Member

Name: _____ Email:_____

Home Address: _____

City, State, Zip: _____

Preferred Phone #: _____Secondary #: _____

Area(s) being advised:_____

Advisory Board Expectations

Describe the Advisory Board set-up and expectations of the volunteer advisors (chapter meeting attendance, convention attendance, advisor training attendance, etc.)

_____
_____
_____
_____
_____
_____

Policy Acknowledgement & Congruence Agreement

Please initial the lines beside each statement to indicate agreeance. The location of where the policies can be found on the Shepherd website is in parenthesis.

We, the undersigned, acknowledge that we have received and reviewed the following Shepherd or department policies:

_____ Code of Conduct for Fraternities and Sororities (Student Handbook)

_____Academic Policy

_____Recruitment & New Member Education Guidelines

_____Policy on Alcohol Use

_____Anti-Hazing Policy

_____Student Group Finances

_____Student Conduct & Sanctions for Fraternities and Sororities

_____ Shepherd University Non-Discrimination Policy (Title IX)

_____ Shepherd University Interim Title IX/Sexual Harassment Policy (Title IX)

We further acknowledge that we have reviewed these policies with the officially appointed regional officers, chapter advisors, and chapter officers.

We agree to instruct our collegiate/alumni/chapter/colony members to abide by each of these policies.

_____	_____	_____
Inter/National Officer (Print/Type)	Signature	Date
_____	_____	_____
Regional Officer (Print/Type)	Signature	Date
_____	_____	_____
Faculty/Staff Chapter Advisor (Print/Type)	Signature	Date

Accepted by Fraternity & Sorority Life on _____.