

OVERVIEW

Recognition as a Fraternity/Sorority organization at Cal State East Bay is open to recognized national/international organizations as well as regional and local organizations. Each inter/national organization must be in good standing with one of the following umbrella organizations:

- National Association of Latino Fraternal Organizations, Inc. (NALFO)
- National Pan-Hellenic Council (NPHC)
- National Panhellenic Conference (NPC)
- North-American Interfraternity Conference (NIC)

Exceptions may be granted for multicultural or special interest Fraternity/Sorority organizations which are not affiliated with the above umbrella organizations but are part of a local, national, or international organization with appropriate insurance coverage and support.

A review of the Cal State East Bay environment for expansion readiness shall include the following:

- The stability and membership retention rates of recognized chapters as determined by the Office of Student Life and Leadership Programs
- Formal assessed interest and documented need from students
- Enrollment trends
- The number of men/women involved in Student Organization/Interest Groups - The number of men/women involved in Fraternity/Sorority Recruitment
- The number of inter/national Fraternity/Sorority organizations expressing interest in colonizing at the university
- Support from area alumni

A. Necessary Documentation

Initial Requests for Expansion will be received and evaluated by the Fraternity/Sorority Life Advisor who will then present the requests to Student Life and Leadership Programs and/or the Fraternity/Sorority Life Expansion Committee. It is recommended that interested organizations contact the Fraternity/Sorority Life Advisor to confirm the campus readiness for expansion and thus the anticipated review cycle.

When an inter/national, regional, or local organization is interested in becoming part of the Cal State East Bay community, the following information must be submitted:

1. Letter of application and philosophy of the organization in relation to the mission of Cal State East Bay and the mission of Student Life and Leadership Programs which includes the commitment to recruiting a diverse membership
2. A completed CSUEB Fraternity and Sorority Initial Request for Expansion (see attached) If selected for consideration by the Fraternity/Sorority Expansion Committee, the following information will also be requested.

The University requests that the following format be used; additional information and supporting documents may be submitted in addition to this report:

- I. Chapter Information
 - A. Name of organization, date, and place of founding
 - B. Purpose (national and/or local purpose)
 - C. Philanthropies
 - D. Membership policies and requirements including statement of all costs associated with membership in the organization (new and active member fees)
 - E. Local and/or Inter/national organization's statement of non-discrimination and policy against hazing (If not inter/national, organization's local statement)
 - F. Chapter and colony's financial obligations to the inter/national organization (If not inter/national, organization's local financial obligations)
- II. Plan for establishing a new chapter at Cal State East Bay
 - A. Membership selection
 - B. Supervision and continuing assistance of new chapters including number of advisors (alumni or otherwise), national visitors, etc.
 - C. Educational programming for new members
 - D. Service projects
 - E. Academic/scholarship requirements for initiation and installation
 - F. Timelines and time restrictions, if any, for initiation and installations
 - G. Membership/size requirements for initiation and installation
- III. Number of alumni and active alumni organizations within 50 miles of the 94542 zip code
- IV. A list, by campus, of all undergraduate chapters in the inter/national or regional organization
 - A. Include the location, chapter size, percentage of new members initiated, and founding date of each undergraduate chapter in California Indicate chapters on campuses similar to CSUEB
 - B. Include any new chapters established in the last five years but that are currently inactive
- V. An overview of national programs supporting chapter success: *(If not national, local organizations must submit a list of action plans for each program)*
 - A. Educational Programs
 - B. Member/Chapter Development Programs
 - C. Programs for Collegiate/Alumni Interaction
 - D. Membership Recruitment Programs
 - E. Alcohol and Risk-Management Policies
 - F. Internal Structure for Holding Members Accountable
 - G. Insurance Policies
 - H. Grade Point Average Policies and Academic Programs
 - I. Current Membership Fee Schedule
 - J. Support provided by the inter/national organization, if applicable
 - K. National accreditation programs, if applicable
 - L. Officer training opportunities (scope, location, cost)
 - M. Financial assistance programs or scholarship opportunities
 - N. Other programs of note
- VI. One copy of each of the last two issues of the national organization's publication *(if applicable)*
- VII. Proof of appropriate liability insurance coverage

- VIII. Additional information and/or clarification about information submitted by the inter/national organization may be requested by the Fraternity/Sorority Life Expansion Committee as part of the expansion application review process.

NOTE: All recognized and established clubs or interest groups prior to Fall 2013 will be asked to submit these materials and information to be considered in the application review for colony status.

B. Selection Criteria

Selection criteria for university extension of an invitation to a local or inter/national organization to establish a chapter/colony at Cal State East Bay will include, but is not limited to the following:

1. Regional or Inter/National Strength
Strength will be assessed by the number of collegiate chapters, number of chapters gained and lost in the last five years, percentage of new members initiated, membership recruitment statistics, educational programs, and notable success on other campuses similar to Cal State East Bay
2. Success of Recent Extension/Release of Information
Permission must be granted from the inter/national organization to solicit the opinion of the Fraternity/Sorority Advisor(s) and/or other University's representatives on campuses where the organization has recently colonized or chartered new collegiate chapters.
3. Quality of the Organization's Supervised Programs
Organizations will be evaluated based on the follow-up chapter education and support documents requested by the Fraternity/Sorority Life Expansion Committee.
4. Compatibility with University
Organizations will be reviewed for their compatibility with the university mission, values, vision, and strategic priorities as evidenced by the group's values, standards, and expansion procedures
5. Strength of Local Alumni Support or Support Deemed Sufficient
Strength of alumni associations, number of local alumni, potential advisors/house corporation board members, and financial support.

Recommended standards for this category include: the group must have a minimum of two - five alumni/advisors willing to assume positions as Chapter Advisors and/or Corporation Board Members and that a local alumni support group, from Alameda County, Contra Costa County, or Santa Clara County, shall be established.

6. Quality of Support Staff
An inter/national officer will assume responsibility for the chapter/colony's establishment process and will be in attendance during the first membership recruitment cycle.

An inter/national organization will provide a graduate counselor, field representative, or alumni representative to work directly with the new organization until chapter status is achieved by the

colony.

There must be continued evidence supported by written documentation of continuing support for new chapters in the form of local chapter advisors, annual visitations from alumni, field representatives, and/or inter/national officers.

Each colony/chapter will be responsible for soliciting a faculty/staff campus advisor from the university.

7. Additional Criteria

- a. A complete updated list of membership and student NetID numbers, accompanied by signed Authorized Release forms so that grades can be checked. (If interest group already established)
- b. A statement of goals for the upcoming academic year, a 5-year goal plan, and 10-year goal plan
- c. Letters of support from other CSUEB and local community members recommending establishment
- d. All materials submitted, communication between club and campus community, and letters of support will be considered in overall review of the organization

C. Process for Establishment

The following outlines the processes for establishing a Fraternity/Sorority organization at Cal State East Bay:

Process for Organization Solicitation of the University

1. An inter/national organization or local/regional interest group initiates formal contact with the University to colonize a Fraternity/Sorority on campus. Formal contact will include information necessary to start the Fraternity/Sorority on campus. Information to be submitted by interested groups is listed under Necessary Documentation.
2. The Fraternity/Sorority Life Expansion Committee will determine, by a simple majority vote, if the inter/national, regional, or local organization will be invited to move forward in the Expansion Review process and submit additional information.
3. If requested by the Fraternity/Sorority Life Expansion committee, organizations may be invited to the university to formally present their organization, including a detailed timeline for expansion.
4. The Fraternity/Sorority Life Advisor will make all campus arrangements related to the presentations. The university will provide conference rooms and audiovisual equipment for meetings and presentations.
5. Presentations may be made to the following groups: Fraternity/Sorority Life Expansion Committee, the Vice President of Student Affairs (VPSA), the Associate Vice President of Student Affairs (AVPSA), The Fraternity/Sorority Life Advisor, the Fraternity/Sorority Council, Director of Student Life and Leadership Programs, and any other constituents determined by the Fraternity/Sorority Life Advisor. The presentations should explain the inter/national, regional, or local organization's values, standards, programs, and other pertinent information regarding membership in the organization.

6. Following the presentations and visits, the Fraternity/Sorority Life Expansion Committee will determine which inter/national, regional, or local organization(s) would have the greatest success with the university on the basis of the set criteria outlined, presentation evaluations, and written proposals.
7. The Fraternity/Sorority Life Expansion Committee will submit a written report, with the committee's recommendation, to the Director of Student Life and Leadership Programs. The Director will add a recommendation from Student Life and Leadership Programs and forward both the report and recommendation to the VPSA and AVPSA.
8. Upon review of the written reports, the VPSA will decide whether to extend an invitation to the approved inter/national organization(s) to establish a colony. Invitations will be extended by the VPSA on behalf of the University.
9. The Fraternity/Sorority Life Advisor will notify representative(s) of the inter/national, regional, or local organization(s) not selected for university expansion.

Process for University Solicitation of Organizations

1. The Fraternity/Sorority Life Advisor will draft a letter in conjunction with the Director of Student Life and Leadership Programs and the VPSA inviting inter/national organizations to expand at Cal State East Bay. The written notice will detail the deadlines for submitting information and the process of inviting the group to be part of the university. Organizations who do not submit information by the deadlines established in the written notice will not be considered for expansion. Information to be submitted by interested groups is listed below.
2. The Fraternity/Sorority Life Advisor will gather information and convene the Fraternity/Sorority Life Expansion Committee to review the information and request further information if needed.
3. The Fraternity/Sorority Life Expansion Committee will determine, by a simple majority vote, which organizations will be invited to the university to formally present their organization, including a detailed timeline for expansion.
4. The Fraternity/Sorority Life Advisor will make all campus arrangements related to the presentations. The university will provide conference rooms and audiovisual equipment for meetings and presentations.
5. Presentations may be made to the following groups: the Fraternity/Sorority Life Expansion Committee, the VPSA, the AVP/Dean of Students, the Director of Student Life and Leadership Programs, the Fraternity/Sorority Life Advisor, the Fraternity/Sorority Council, and other constituents determined by the Fraternity/Sorority Life Advisor. The presentations should explain the inter/national organization's values, standards, programs, and other pertinent information regarding membership in the organization.
6. Following the presentations and visits, the Fraternity/Sorority Life Expansion Committee will determine which inter/national organization would have the greatest success with the university on the basis of the set criteria, presentation evaluations, and written proposals
7. The Fraternity/Sorority Life Expansion Committee will submit a written report listing the results and recommendations for each inter/national organization to the VPSA, AVP, and Director of Student Life and Leadership Programs.
8. Upon review of the written reports, the VPSA will decide whether to extend an invitation to the approved inter/national organization(s) to establish a colony. Invitations will be extended by the VPSA on behalf of the University.

9. The Fraternity/Sorority Life Advisor will notify representative(s) of the inter/national organization(s) not selected for university expansion.

D. Establishment of a Colony

In receiving an invitation from the University to establish a colony at Cal State East Bay, the inter/national, regional, or local organization must submit the following to Student Life and Leadership Programs:

1. Expansion procedures including plans for initial membership recruitment or adoption of the Interest Group, officer training program and visitation schedules of Inter/National Officers and Regional officers.
2. Contact roster of primary faculty/staff campus advisor, chapter/colony advisor, and a minimum of two to five alumni advisors (if inter/national organization) willing to assume positions as advisors and/or corporation board members
3. Copies of both local and inter/national constitution and by-laws
4. Copies of insurance policies and a current Certificate of Insurance
5. A letter of support from the inter/national organization that a charter will not be granted until a recommendation from the Fraternity/Sorority Life Advisor is approved by the VPSA and is received by the inter/national organization.
6. Student Life and Leadership Programs may revoke colony status through due process and reasonable cause. Refer to the Student Life and Leadership Programs Organizational Hearing Procedures and the Cal State East Bay Student Handbook.
7. The inter/national organization must award the colony full chapter status within two years of the university granting colony status. If a local organization, CSUEB must grant the organization chapter status within two years of the university granting colony status. If chapter status is not awarded within two years, colony status will be revoked. Student Life and Leadership Programs can grant an extension for good cause depending on the presented circumstance.
8. All mandatory leadership events and materials mandated by Student Life and Leadership Programs must be met each year. All paperwork must be updated in a timely manner. Semesterly meetings with the Fraternity/Sorority Life Advisor must be established during this period to ensure organization stays on schedule to becoming a chapter.
9. It is recommended that national offices establish their presence on campus by hosting at least one event during the Fall Semester. The national office will need to participate in Fall recruitment, with colony members managing their first recruitment cycle.
10. Please note that any action(s) by the student organization/interest group and/or behavior of members during the period of student organization/interest group recognition will be considered in the Expansion application review process.

Re-Recognition Procedures

A chapter may lose university recognition as a result of a decision made by the university and/or a decision made by their respective inter/national organization. The circumstances of a group losing recognition for violating university policy can and will be considered differently than a group which, due to low membership numbers or internal concerns, decides to go through a period of reorganization or internal review. The length of time a chapter has been without University recognition is also significant

when considering the process of Re-Recognition. The following scenarios outline how the University will respond to the different types of requests for chapter Re-Recognition.

1. Chapter/national office decision to close/reorganize:
 - a. Re-Recognition Under One Year: A colony or chapter that has allowed their University recognition to lapse for up to one year can petition Student Life and Leadership Programs to reorganize. A Student Life and Leadership Programs administrative review will result in a recommendation to the VPSA as to whether recognition should be reinstated.
 - b. Re-Recognition Between One and Four Years: If a colony or chapter has allowed their University recognition to lapse for between one and four years, the organization will need to submit a letter of petition for reinstatement to Student Life and Leadership Programs. Student Life and Leadership Programs will conduct an administrative review in partnership with the Fraternity/Sorority Life Expansion Committee and forward a recommendation to the VPSA as to whether recognition should be reinstated.
 - c. Re-Recognition After Four Years: If a chapter has allowed their University recognition to lapse for four or more years, the organization will need to submit the necessary documentation outlined in section “Expansion Process for Fraternity/Sorority Organizations” and follow the steps outlined under “Process for Organization Solicitation of the University”
2. University revocation of recognition:
 - a. In circumstances where the University revoked the chapter’s recognition, the organization will need to submit a letter of petition for reinstatement to Student Life and Leadership Programs in accordance with the guidelines outlined in University recognition revocation letter signed by the VPSA.
 - b. Student Life and Leadership Programs will either conduct an administrative review in partnership with the Fraternity/Sorority Life Expansion Committee and forward a recommendation to the VPSA or require that the organization submit the necessary documentation outlined in “Expansion Process for Fraternity/Sorority Organizations” and follow the steps outlined under Process for Organization Solicitation of the University. Either process will be informed by the circumstances leading up to the chapters’ revocation of recognition.
 - c. Any action(s) by the inter/national organization, chapter, and/or behavior of members during the period of revocation will be considered in the petition review process.

E. Establishment of a Student Organization/Interest Group

Starting a fraternity or sorority is a complex process. To support students interested in adding to the current fraternity and sorority community, Student Life and Leadership Programs may recommend that a student organization/interest group be established while the Expansion application is reviewed.

1. Interested students should contact the Fraternity/Sorority Life Advisor or any Student Life staff to discuss the process of establishing a student organization with the intent to become a Greek letter organization
2. Student organization/interest groups may not hold a charter from a national organization



California State University, East Bay Fraternity & Sorority Life Expansion Policy



3. Greek-letters cannot be used in the student organization/interest group name, but the intent to become a Greek-letter organization should be included in the student organization purpose and shared with potential members.
4. Student organization/interest groups must apply for Expansion within 2 semesters of becoming a recognized student organization.
5. Student Life and Leadership Programs may extend the recognition status of a student organization/interest group while the Fraternity/Sorority Life Expansion Committee reviews and makes a final recommendation on their application.
6. Any action(s) by the student organization/interest group and/or behavior of members during the period of student organization/interest group recognition will be considered in the Expansion application review process.
7. Student organization/interest groups are encouraged to review and be familiar with the policies and procedures outlined in the CSUEB Guidelines for Greek Letter Organizations.
8. If a student organization/interest group is not selected through the expansion review process, the organization will be eligible to continue solely as a student organization, without interest group status. A meeting will be scheduled with Student Life and Leadership Programs to determine how to best proceed.

*Student Life and Leadership Programs
California State University, East Bay*