

Interfraternity Council of West Chester University
Expansion and Associate Chapter Development Procedures
Revised: April 2017

I. EXPANSION COMMITTEE

Purpose: The Expansion Committee shall deal with all matters pertaining to the expansion of the Interfraternity Council (IFC). All action in the areas of expansion must be approved and sanctioned by this committee.

Membership:

1. The Expansion Committee is a joint committee of the IFC. It shall consist of, but not be limited to the following individuals: IFC President, the chapter presidents from each of the IFC chapters and associate chapters on campus, and the designated IFC advisor from the Fraternity and Sorority Life Office.
2. The Assistant Vice President for Student Affairs will serve as an ex-officio member of the Committee. All members of the Committee are appointed by the designated Fraternity and Sorority Life staff member in charge of coordinating the Committee.

Duties:

1. To regularly examine the climate of the IFC community, to determine whether or not expansion is advised and/or appropriate.
2. To regularly report all committee activities to the Fraternity and Sorority Leadership Team and the IFC governing body.
3. To review the Expansion and Associate Chapter Development Procedures at the beginning of each semester to ensure that they reflect the current IFC and University policies and guidelines.
4. To coordinate all expansion activities.

II. PROCEDURES FOR EXPANSION

Fraternity expansion may occur in two ways:

1. Formal petition for expansion by an inter/national organization, interest group, or associate chapter.
 - a. An Interest Group of an inter/national fraternity must first meet with the Director of Fraternity and Sorority Life to review recognition/forming of a student organization procedure and process.
 - b. An Interest Group must meet the requirements of the WCU Student Government Association and the Office of Student Leadership and Involvement.
 - c. An interest group is not permitted to start in the same semester in which another NIC member organization is currently forming or slated to start.
2. Formal expansion plan approved by the IFC and the University

III. PROCEDURE OF THE EXPANSION COMMITTEE IN FORMAL EXPANSION PERIOD

1. Determine need for expansion.
2. Gain approval from IFC and the University for Expansion.
3. Contact those inter/national organization(s) with a letter of interest on file or with a previously granted charter at West Chester University. Notify these organizations of the plan.
4. Obtain materials and items to be reviewed from those inter/national organizations interested (see below).
5. The Expansion Committee reviews materials and determines the groups to be invited to make presentations and meet with University officials.

6. Presentations and meetings are scheduled with the Office for Fraternity and Sorority Life staff and the Expansion Committee of the IFC. Invited groups will be expected to make two presentations during their visit.

IV. PROCEDURES FOR PETITIONING GROUPS

Duties of the petitioning organization:

1. Provide a current, written request expressing the desire to establish a chapter at West Chester University, accompanied by documentation and supporting materials by the inter/national organization. The Expansion Committee reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided. Also, the Expansion Committee reserves the right to waive any of the following aspects of the documentation for any reason.
2. Provide the following materials to the Expansion Committee, for review and possible invitation to make a presentation. Unless otherwise noted, all of the following must also be included in the expansion presentations:
 - a. Alumni Information:
 - Total number of alumni in West Chester, PA area and Philadelphia, PA area
 - Explain interest and support of the alumni in establishing a chapter.
 - A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity.
 - Nearest alumni club/organization/graduate chapter.
 - b. A copy of the fraternity constitution/bylaws, both national and local.
 - c. A copy of the following inter/national policies:
 - Hazing policy
 - Sexual Misconduct policy and program
 - Alcohol and Substance Abuse policy and program
 - Scholarship policies and program
 - Membership Education policy and program
 - Recruitment/Membership Intake policy and program
 - Leadership Development and Officer Transition programs
 - National Philanthropy and Community Service programs
 - d. A description of the policies, procedures, and plans for housing if applicable (including temporary and permanent plans within the next five years)
 - e. A copy of the inter/national magazine/publication (*/**)
 - f. Establishment procedures and standards for chartering a chapter, including the following specific information:
 - Minimum expectations of associate chapter for existence and chartering
 - Expectations of the associate chapter at WCU for chartering
 - Anticipated timeline for WCU associate chapter
 - g. NIC (inter/national and local) involvement and membership details
 - h. Statistical information on inter/national strength:
 - Total number of chapters nationwide and distribution area
 - Total number of chapters and associate chapters in Pennsylvania and East Coast regions, specifically listing each
 - Total number of New Chapters during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
 - Total number of initiated members
 - Total number of New Chapters anticipated this year and where,

- The number of chapters lost during the last three (3) years, including where, when, and why
- Average size of chapters on campuses similar to WCU
- i. Information on inter/national support and assistance:
 - Number of traveling consultants, description of program, and commitment of time for WCU group
 - Advisor program, specific to WCU group
 - Description of inter/national staff assistance to new chapters and established chapters (i.e., after chartering, etc.)
 - Description of conventions, leadership schools, or programs available to new chapter members
 - Inter/national expansion budget, and percentage allotted to WCU group
- j. A summary of the organizational structure of the fraternity at the chapter and inter/national levels
- k. Local purposes and goals, including a description of how these goals were formulated:
 - Short term goals (while still a new chapter)
 - Goals for within two years of chartering
 - Long term goals, within five to ten years
- l. If a group is returning to campus, describe the following:
 - Reasons why the chapter left campus, and when
 - Plans to avoid this from happening again
 - Plans to clear up any debts or circumstances still left incomplete with WCU or the inter/national Fraternity from when previously on campus (if applicable)

V. ADDITIONAL INFORMATION

1. For the purpose of choosing a fraternity to expand at WCU, the Expansion Committee shall include a member of the most recently chartered/associate chapter on campus to its membership.
2. It is recommended that the Expansion Committee give consideration to fraternities who have filed current letters of interest with the University or IFC.
3. Presentations will be made to the IFC at special meetings called by the Council president.
4. Evaluations from all presentation panel members and the information submitted by the inter/national organization will be the information used to make the decision as to which fraternities will be given an invitation to expand at WCU.
5. 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, or
 - 3) An invitation to proceed at a designated time should be extended to a specific fraternity.
6. After receiving approval, the inter/national organization will be extended an invitation to start a new chapter. If a local interest group/associate chapter/chapter already exists, the group may proceed with the student organization registration process at the time determined by the Expansion Committee. This process is coordinated by the Fraternity and Sorority Life Office.
7. After receiving recognition, the associate chapter/chapter will be given Associate Member status in IFC and are subject to, but not limited to, the Associate Chapter Requirements section of the Constitution.
8. The Expansion Committee reserves the right to request additional materials/documentation in order to recommend, invite, and schedule a group for expansion presentations.

VI. ASSOCIATE CHAPTER DEVELOPMENT PROCEDURES

1. The inter/national fraternity must consult with the Expansion Committee and Director for Fraternity and Sorority Life regarding all Associate Chapter Development plans and procedures.
2. The Expansion Committee and the Director for Fraternity and Sorority Life will specify to the inter/national fraternity guidelines for beginning and completing Associate Chapter Development.
3. The Expansion Committee and the Director for Fraternity and Sorority Life will help provide any necessary services and information to the inter/national fraternity regarding Associate Chapter Development, University, Fraternity and Sorority Life and IFC guidelines, policies, procedures, and rules.

VII. ASSOCIATE CHAPTER REQUIREMENTS

1. If necessary, the Expansion Committee, IFC or the University can waive any of the following requirements.
2. The associate chapter is responsible for adhering to WCU student organization recognition requirements through SGA and the Office for Student Leadership & Involvement.
3. Recruit at least 20 full-time, WCU undergraduate students.
4. Secure the support of a University Faculty/Staff Advisor.
5. Maintain an active alumni committee consisting of at least five alumni, with one being designated as the chapter advisor. This committee shall be trained by the inter/national fraternity. The chapter advisor should attend all meetings of the active chapter and scheduled meetings for advisors by the Office of Fraternity and Sorority Life.
6. The chapter must abide by all IFC and University policies, regulations, and guidelines.
7. The group must remain an associate chapter for at least two academic semesters, yet has only four academic semesters to fulfill membership obligations.
8. Meet the requirements as set forth by the WCU Chapter Excellence Assessment program.
9. During the associate chapter period, the associate chapter shall develop programming in the following areas, with records of these provided as requested by the Director for Fraternity and Sorority Life
 - Membership Education
 - Recruitment/Membership Intake
 - Scholarship
 - Officer Training and Transition
 - Financial Responsibilities
 - Alumni Relations
 - Social Programming (to include substance abuse and risk management education)
 - Community Service
 - Sexual Misconduct
 - New Member Education and Hazing
 - Local IFC involvement
 - Other activities as outlined by the fraternity and the University
10. The associate chapter shall have an inter/national representative visit at least once each semester for as long as the associate chapter exists. This representative shall meet with the Director for Fraternity and Sorority Life each semester.
11. The officers of the associate chapter shall be responsible for keeping all records current and complete each semester.
12. The associate chapter must file a current certificate of insurance verifying liability and social host insurance coverage at the required amount with the Office for Fraternity & Sorority Life.

13. Failure to meet any of the above requirements within one year of starting shall result in a review by the Expansion Committee, IFC Executive Officers, and the Director for Fraternity and Sorority Life to determine status of recognition.

VIII. FOLLOW-UP REVIEW PRESENTATION:

1. One full year following the expansion presentations, or immediately following chartering (which ever comes later), the fraternity must prepare a follow-up review presentation. This will be coordinated with the Director for Fraternity and Sorority Life.
2. The purpose of this presentation is to allow the fraternity to demonstrate their progress and evaluate the status of IFC community and next pending associate chapter opportunity.
3. This presentation should include, but is not limited to the following aspects:
 - Membership statistics within the most recent two semesters (recruitment numbers, chapter membership numbers, academic information, etc.)
 - How the fraternity has developed and implemented programming
 - Goals of the fraternity, and how have successfully/unsuccessfully they met previous goals
 - Description of the change within the fraternity since the expansion presentation
 - The short and long term goals of the fraternity currently
4. This presentation will be given to the Fraternity and Sorority Life staff, the Expansion Committee and IFC.
5. The associate member chapter must also provide a copy of the chartering petition to the IFC Expansion Committee when it is submitted to the inter/national fraternity. This document may or may not cover all of the information requested in the presentation.

IX. IFC FULL MEMBERSHIP:

1. As soon as the associate chapter has: 1) fulfilled the above associate chapter requirements, 2) has received its charter from the inter/national organization, and 3) has made the required follow-up review presentation, the organization may petition IFC for Full Membership status.
2. The Expansion Committee, in conjunction with the Director for Fraternity and Sorority Life, shall prepare a report and make a recommendation to the respective governing body prior to the vote.
3. Those organizations that are invited to campus through the Expansion and Associate Chapter Development Procedures must have a formal vote by their respective Council to be granted Full Membership status.
4. The IFC may waive the chartering requirement in order to grant Full Membership status to a group if so desired.