

The College of New Jersey Fraternity & Sorority Life Expansion Policy

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PREAMBLE

The Office of Student Life, which oversees Fraternity and Sorority Life (*hereinafter referred to as "FSL"*), is responsible for the oversight of the fraternity and sorority community at The College of New Jersey (*hereinafter referred to as "TCNJ"*). Recognizing the social, academic, professional, and developmental benefits of joining a Greek-lettered organization, FSL resolves to provide and adhere to a fundamentally fair and reasonable Expansion Policy for all interested full-time degree-seeking TCNJ undergraduate students. Understanding both the opportunities and challenges presented by the Expansion process, FSL will work collaboratively with interested students, national organizations and the Office of Student Life to ensure their success.

I. DEFINITIONS

- A. **Expansion:** The process through which an organization is invited to establish a chapter at TCNJ.
- B. **Letter of Interest:** A letter from an Inter/National headquarters or student/student group expressing their interest in bringing an organization to TCNJ. The Letter of Interest section (pg. 3) outlines information that should be included.
- C. **Recognition Proposal:** A packet of information submitted by an Inter/National headquarters for review by the Recognition Committee. Proposals may be formatted as the organization sees fit, but should contain information outlined in the Recognition Proposals section (pg/s. 3-5).
- D. **Inter-Greek Council (IGC):** The Inter-Greek Council seeks to build upon the values of recognized chapters and to enhance students' experiences at TCNJ through fraternity and sorority values-based lifestyles. IGC serves as the programming body over all other councils and all fraternity/sorority chapters at TCNJ.
- E. **Interfraternity Council (IFC):** IFC exists to promote the shared interests and values of our member fraternities: leadership, service, brotherhood, and scholarship. IFC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience, advancement and growth of the fraternity community, and enhancement of the educational mission of the host institution. This council primarily consists of (but is not limited to) organizations within the North American Interfraternity Conference (NIC).
- F. **Unified Greek Council (UGC):** The mission of UGC is to promote unity among culturally-based fraternal organizations and enhance cultural awareness within the campus community. They are the governing body for most of our culturally-based fraternal organizations. These organizations may include but are not limited to members of the National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), and National Asian Pacific Islander Desi American Panhellenic Association (NAPA).
- G. **Panhellenic Association (Panhell):** The Panhellenic Association oversees the chapters of the National Panhellenic Conference recognized at TCNJ. The mission of Panhellenic is to stand for service through the development of character inspired by the close contact and deep friendship of individual fraternity and Panhellenic life. Panhellenic organizations work with national and international headquarters to support local and global philanthropies as well as create a network of support during and after women's collegiate years.
- H. **Professional Fraternal Council (PFC):** This council is comprised of our professional organizations to promote their common interests of community, academic achievement, professionalism, and service.

II. EXPANSION COMMITTEE

The Expansion Committee (*hereinafter referred to as "Committee"*) shall review and manage all matters pertaining to potential expansion as they relate to the TCNJ FSL Community. The committee is charged by the Assistant Director for Student Life: Fraternity & Sorority Life (*hereinafter referred to as "Assistant Director"*) with determining a recommendation to accept, deny, or defer recognition proposals. The Assistant Director will serve as an advisor to the Committee and will provide historical context and current needs and/or trends affecting the FSL community, as well as be available upon request to answer any questions the Committee has. All decisions by the Committee will be proposed by the Committee Chair and requires final approval from the Assistant Director. The Committee is chaired by the Coordinator for Fraternity & Sorority Life (*hereinafter referred to as "Coordinator"*) and includes:

- The Council leaders within the Interfraternity Council, Panhellenic Council, Unified Greek Council, and Professional Fraternity Council
- Inter-Greek Council President
- Additional staff of Student Life or student representatives may be selected to serve in an ex-officio capacity when deemed necessary by the chair

A. Duties of the Expansion Committee

1. Determine if it is an appropriate time for fraternity/sorority expansion, and if so provide a timeline for such
2. Maintain a record of Letters of Interest submitted
3. Determine a timeline for reviewing proposals
4. Coordinate campus presentations for select invited Inter/National Headquarters
5. Provide a recommendation on what organization(s) to invite to campus, if any

III. EXPANSION PROCESS

Fraternities and Sororities that wish to establish on TCNJ's campus must adhere to this policy. TCNJ does not recognize citywide, regional, or metropolitan chapters and thus, all chapters must be based and chartered exclusively on our campus. All new organizations must have a sponsoring body on the National or International level which is a legal corporation external to the College. Additionally, recognized fraternities and sororities must limit membership to current full-time, undergraduate, degree seeking students at TCNJ.

A. General Expansion Approval

Although there is no limit to the number of letters of interest we can receive, the Expansion Committee will limit the amount of organizations to expand each year. Factors that will be taken into consideration include, but are not limited to: the number of groups currently approved and working toward the establishment of a new Chapter, member recruitment information, administrative resources, and the campus climate. When we are open for expansion, a maximum of two (2) organizations will have the opportunity to join our community per academic year. Each of the two organizations must be joining different councils.

Organizations currently under Conduct Sanctions are not eligible to begin this process until all sanctions are complete and the sanction timeline expires.

B. General Guidelines

1. An unlimited number of students may petition the Office of Student Life to start a new fraternity or sorority.
2. Any student wishing to start/join a new fraternity or sorority must be a full-time degree-seeking undergraduate at TCNJ with a cumulative GPA of 2.5 or greater, having completed at least 3 undergraduate units at TCNJ, or having 12 TCNJ accepted transfer credits. (Advanced Placement credits are NOT counted toward this requirement.)
3. The minimum number to start a chapter will be four (4) undergraduate students with at least three (3) returning for the following academic year.
4. No Expansion initiatives will begin during winter or summer breaks. All Expansion processes will occur during the Fall and Spring semesters.
5. There will be a limit of two organizations to expand in our community each academic year. The two organizations must be from different councils to ensure that our staff can support all recognition efforts.

6. No membership initiations may take place without approval from the FSL staff member who advises the council the new organization would fall under.
7. All new organization memberships must be limited to TCNJ students with Chapter operations run by TCNJ students. No city, regional, or metro charters will be approved for Expansion at TCNJ.
8. The Office of Student Life reserves the ability to fairly create, share, and enforce any or all guidelines not specifically listed herein.
9. Students are encouraged to meet with the FSL Staff Member who would advise their organization to review and clarify any and all Expansion questions and/or policies. The Assistant Director directly advises the Interfraternity and Panhellenic Councils, and the Coordinator advises the Unified Greek Council and Professional Fraternity Council.

C. Expansion Process Phases

Phase 1 – Exploration

1. Students are encouraged to explore current Chapters at TCNJ before continuing in this process. Students should be prepared to explain how they explored any existing fraternities or sororities.
2. If, after exploring and assessing the existing Chapters, a student feels that their interests are not represented, the Office of Student Life has established the following policy for the creation of a new group.

Phase 2 – Letter of Interest Submission

Letter of Interest

We will accept a letter of interest from either interested students or from interested fraternal organizations.

1. Student-Driven Process
 - a. The interested student(s) must submit a letter of interest to the Office of Student Life. This letter will detail:
 - i. Stated interest in starting a new fraternity or sorority;
 - ii. Efforts the student(s) has/have made to explore and assess the current fraternity and sorority community;
 - iii. Reasons why an additional fraternity/sorority is needed, and the needs the new group would meet;
 - iv. Number of students currently interested in starting a new Chapter: including full names, PAWS ID numbers, and TCNJ email addresses;
 - v. Any organization(s) with which the students want to affiliate.
2. Fraternal Organization-Driven
 - a. The interested fraternal organization(s) must submit a letter of interest. This letter will detail:
 - i. Stated interest in starting a new fraternity or sorority;
 - ii. Reasons why their fraternity or sorority is needed at TCNJ, and what unique aspects it brings;
 - iii. The names of any students who have expressed interest in the organization expanding to TCNJ, if any.

Letter of Interest Review

All letters of interest will be placed on file as they are received. Petitions must be submitted to studentlife@tcnj.edu.

Letters of interest can be submitted at any time of the year, including during school breaks, regardless if the campus is open for expansion at that time or not. Any organizations or students with a letter on file will receive a semesterly update regarding if the community is currently or will be opening in the near future for expansion and to identify the maintained interest in expansion from the group.

1. The student-driven interest group shall submit an official request to studentlife@tcnj.edu that includes:
 - a. A complete list of all interested students, their TCNJ email addresses, PAWS ID numbers, and units completed.
 - b. The name, address, and website for the organization with which the interest group would like to affiliate, if applicable.
 - c. The name and contact information for the individual(s) in charge of Expansion for the affiliate organization.
 - d. If the student interest group has a specific organization in mind, include a letter of guaranteed support from the organization. This letter should detail:
 - i. Resources available to the group as they move toward active status membership,
 - ii. Involvement of the affiliate organization in this process, and
 - iii. Any other provisions that have been made to ensure the success of the group.
2. The fraternal organization shall submit an official request to studentlife@tcnj.edu that includes:

- a. A complete list of all interested students, their TCNJ email addresses, PAWS ID numbers, and units completed, if applicable.
- b. The name, address, and website for the organization.
- c. The name and contact information for the individual(s) in charge of Expansion for the affiliate organization.
- d. A letter of guaranteed support from the organization. This letter should detail:
 - i. Resources available to the group as they move toward active status membership,
 - ii. Involvement of the affiliate organization in this process, and
 - iii. Any other provisions that have been made to ensure the success of the group.
- e. The proposed program, policies, and procedures for the following areas:
 - i. New Member Program/Intake Process
 - ii. Membership Eligibility Standards
 - iii. Recruitment Program
 - iv. Hazing Policy
 - v. Membership Development Program
 - vi. Financial Policies
 - vii. Leadership Development
 - viii. Scholarship
 - ix. Accountability Program/Code of Conduct
 - x. Community Service and Philanthropy
 - xi. Career Counseling/Networking
 - xii. Programming Resources
 - xiii. Chapter Development
 - xiv. Risk Management/Insurance Coverage
- f. If the affiliated organization is not a member of NPC, NPHC, NIC, NALFO, NMGC, or NAPA, students must document any reasoning for the decision, and cite how the organization would achieve the same level of support provided by these umbrella organizations.

If the Expansion Committee has determined that Expansion is appropriate, the Committee will begin a review of letters on file **(with the exception of National Panhellenic Conference Sorority letters of interest [see below])**. Letters of Interest may be prioritized using any or all of the following criteria:

1. Expressed interest from current undergraduates;
2. Date letter was received and/or last date of expressed interest;
3. Community need;
4. Affiliated organizations' membership in one of the following groups:
 - a. National Panhellenic Conference (NPC)
 - b. National Pan-Hellenic Council (NPHC)
 - c. North American Interfraternity Conference (NIC)
 - d. National Association of Latino Fraternal Organizations (NALFO)
 - e. National Multicultural Greek Council (NMGC)
 - f. National Asian Pacific Islander Desi American Panhellenic Association (NAPA)
 - g. Professional Fraternity Association (PFA)
5. An organization's prior existence at the College:
 - a. Reason for loss of recognition
 - b. Past working relationship between the College and the alumni leadership of the organization and/or the Inter/National Organization (if applicable)

After prioritizing the Letters of Interest, the Expansion Committee will invite the student(s) or fraternal organization to meet with them to review their interest and ask for any missing information before the group can move to the next phase.

1. If a student-driven initiative, the interest group will work with the Expansion Committee to invite representatives of the prospective organization to present to the interest group and the Expansion Committee.
 - a. Although not required, the Expansion Committee encourages interest groups to consider inviting more than one organization to present.
 - b. Although the Expansion Committee may make recommendations to the interest group, the ultimate decision of desired affiliation will remain with the interests

2. If a fraternal–organization driven initiative, the Expansion Committee will invite representatives of the organization to meet with and present to the Expansion Committee.

National Panhellenic Conference Sorority Petitions

Any letters of interest submitted by students or fraternal organizations in reference to National Panhellenic Conference organizations will be collectively delegated to the Panhellenic Association Extension Process. Should the Expansion Committee identify looking to bring a new Panhellenic Association group to the College, the Panhell representative to the Expansion Committee will work with their Panhell executive board to start the NPC Extension Exploratory Committee process. If Panhell votes in favor of bringing a new sorority to campus, the Expansion Committee will work in collaboration with the Panhell Extension Committee to ensure that both the NPC Extension Process and TCNJ Expansion Policy are followed.

Phase 3 – Presentation and Selection

Once the Expansion Committee has determined that the community is open to Expansion:

1. The Expansion Committee will schedule a new business agenda item during an all Presidents’ meeting or IGC meeting to present the Expansion Process, report its decision and reasoning to the community, and answer any questions related to the Process itself.
2. After getting input and feedback from our chapter and council leaders, the Expansion Committee will make a final decision as to who will move forward in the process.

Organization Presentation(s) to Community

1. The Expansion Committee will work to select between one (1) and three (3) organizations to come present to the FSL Community.
 - a. Presentations would be made to representatives from all recognized fraternities and sororities on campus. The meeting would be open to allow unaffiliated students to attend if interested. The Expansion Committee will market the upcoming presentation to the entire TCNJ community. A feedback survey will be provided at the conclusion of the presentation for all attendees to submit.
 - b. The Coordinator will work to schedule space and publicize the upcoming presentation to the campus community.
 - c. Presentations should include:
 - i. Expansion timeline from start to finish
 - ii. New Member Program/Intake Process
 - iii. Membership Eligibility Standards
 - iv. Financial Policies and Cost to Students
 - v. Accountability Program/Code of Conduct
 - vi. Headquarters/Volunteer support throughout the expansion process, especially on–site support
 - vii. Why the interest group/fraternal organization is interested in joining the TCNJ community
 - viii. Strategic initiatives at TCNJ and how they relate to your organization and/or mission
 - d. The end of the presentation will include a question and answer session, moderated by the Coordinator or Assistant Director.
2. The Expansion Committee will schedule a new business agenda item during an all Presidents’ meeting or IGC meeting two weeks after the expansion presentation in order to conduct the Expansion Vote.
 - a. In order for the organization to join the FSL community, they must receive a majority vote in favor of recognition.
 - b. Each recognized fraternity or sorority will have one vote.
 - c. The organization and/or interest group will be notified of the results within 24 hours of the vote taking place.

Interest Sessions

After receiving a 2/3 vote in favor of recognition, the organization and/or interest group will be permitted to hold up to three (3) interest sessions during that same semester.

1. All interest meetings must be scheduled through the Coordinator or Assistant Director.
2. All interest meetings must be hosted on–campus and be alcohol–free.
3. No other organizations, offices, or departments are allowed to co–sponsor the interest meetings, and no other events or activities may be scheduled, sponsored, co–sponsored, or hosted by the interest group.

4. The interest group will be provided a sign-in sheet template for all attendees to fill out. This template will include a FERPA release that students signing in are agreeing that their academic and/or conduct information can be shared with the national organization.
 - a. The sign-in template will ask for the students' full names, PAWS ID numbers, and TCNJ email addresses.
5. After the completion of the interest sessions, the interest group or organization will submit a full list of interested members and the New member grade release forms to the Assistant Director or Coordinator.

Phase 4 – Pre-Active Chapter Status

1. Once approved for Expansion, the organization will work with the Assistant Director and Coordinator to create a timeline for starting the group on campus.
2. Upon the organization's official start on campus, they will receive Pre-Active Chapter status. While on this status, the group will be required to meet any FSL expectations and requirements within one (1) calendar year of their approval.
3. The organization will not be able to vote in council elections or any council matters requiring a vote until they have received their charter, or have completed two full semesters on campus and the national organization confirms with OSL staff that they are progressing towards receiving their charter.
4. The organization's members may not be able to serve on any council executive board per each council's executive board requirements.
5. If the pre-active Chapter fails to meet its responsibilities outlined in the IGC Expectations section of this document, engages in actions which violate the expectations outlined in the Recognized Student Organization Privileges and Responsibilities or other TCNJ, OSL, or FSL policies/procedures/guidelines, or if the actions or inactions of the group prove to be detrimental to the fraternity and sorority community or TCNJ, the group may be referred to the appropriate council and/or College conduct process; including the possibility of disbanding the group should the organization be placed on suspension or revocation.

IGC Expectations

In order to ensure a fair and equal opportunity to all Expansion efforts of the fraternity and sorority community, the IGC resolves that all pre-active Chapters will be granted the same privileges as active Chapter status organizations; with the exception of council voting privileges per each councils governing documents. As such, all pre-active Chapters may use TCNJ's resources for the promotion and growth of their organization. These privileges include, but are not limited to:

1. Recognized Student Organization Privileges and Responsibilities
2. Full recognition from the Office of Student Life including:
 - a. Access to use Roar*, online resources, advertisement, event scheduling and file/form creations;
 - b. Opportunity to apply for funding eligible status through the established Student Finance Board procedures;
 - c. Posting approved flyers, banners, BSC Digital Signage, table tents, and chalking;
 - d. Mailing address and Chapter mailbox in OSL;
 - e. College email address;
 - f. Student Organization reservation privileges for campus space and facilities;
 - g. Advisement by a self-selected faculty/staff advisor;
 - h. Receive grade checks for all Chapter members and Fraternity/Sorority community grade summary sheets each semester;
 - i. College collaboration with (inter)national headquarters, regional, graduate, and alumnus/a advisor, and College faculty and staff;
 - j. Support and advisement for day-to-day operations of the Chapter including event planning;
 - k. Apply for storage space in the Brower Student Center (BSC);
 - l. Apply for available leadership scholarship funding;
 - m. Support for student leadership/officers; and
3. Full recognition from the Office of Student Life including:
 - a. Ability to establish and maintain individual Chapter membership criteria, including gender, academic requirements, and values criteria;
 - b. Host informational and recruitment activities;
 - c. Utilize New Member/Intake and membership education processes as described in [New Member Recruitment and Intake Requirements Policy](#);
 - d. Nominate outstanding members for recognition through Order of Omega Leadership Honor Society and the Fraternity and Sorority Awards Process;

- e. Participate in Greek Week or any other FSL-sponsored events or service opportunities;
- f. Risk management and risk reduction training;
- g. Connection to regional, national, and institutional resources such as: NGLA, UIFI, & AFLV; and LeaderShape.

Recognizing the dedicated level of support needed for a new group to be successful at the College and the expectation of the Fraternity & Sorority Community that a new organization will benefit from their community, pre-active status Chapters will be required to adhere to the following:

1. Register their group online each semester with the Office of Student Life.
2. Complete the TCNJ Chapter Assessment Program with at least a satisfactory score in the group's second semester on campus.
3. Meet regularly with their advisor(s).
4. Attend all meetings, programs, and events as mandated by the FSL.
5. Complete all monthly, semesterly, and yearly paperwork required by the IGC, the Assistant Director and/or Coordinator, and the affiliated organization.
6. Adhere to all recruitment, social events, and academic policies of the councils.
7. Comply with all Office of Student Life and TCNJ policies.
8. Adhere to all other policies outlined in the Constitution and By-Laws of the IGC, their respective council, and the Office of Student Life
9. Proof of \$1,000,000 liability insurance or the ability of the group to obtain this policy upon chartering
 - a. "The State of New Jersey, The College of New Jersey, and the New Jersey Educational Facilities Authority" must be included as insured.

Failure to adhere to these requirements may result in administrative action; including the disbanding of the group.

Phase 5 – Active Chapter Status

Pre-Active Chapters will automatically receive Active Chapter status upon receiving their charter from their national organization.

IV. IMPORTANT RESOURCES

If you have any questions about the Expansion Process, feel free to reach out to our staff.

Aimee Wardle	Assistant Director for Student Life: Fraternity & Sorority Life	Advisor to IGC, IFC, and Panhell Councils	wardlea@tcnj.edu
Kaitlin West	Coordinator for Fraternity & Sorority Life	Advisor to IGC, UGC, and Professional Councils	westk1@tcnj.edu

Office of Student Life

<https://studentlife.tcnj.edu/>
 609-771-2466
 Brower Student Center Room 209
studentlife@tcnj.edu

Fraternity and Sorority Life

<https://studentlife.tcnj.edu/fsl/overview/>
 Brower Student Center Room 208

Fraternity & Sorority Life Resources

<https://studentlife.tcnj.edu/resources/>

[Recognized Student Organization Privileges and Responsibilities](#)

[Student Conduct Code](#)

[Sexual Harassment, Misconduct, & Discrimination Policy](#)

[Leadership Manual](#)