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## **Loyola University Chicago City-Wide Chapter Reactivation and Membership Compliance Policy and Procedures**

### **Purpose**

According to the Membership Retention Policy adopted by the Multicultural Greek Council in April of 2011, each member organization must maintain a minimum of 5 members. This is also in accordance with the Student Organization Handbook for registering a student organization.

In order to maintain a consistent presence on campus, all city-wide organizations are required to adhere to the Membership Retention Policy. A timeline for compliance has been established to bring city-wide chapters to the required membership.

### **Conditional Circumstances**

If an organization has placed a hold on intake processes including any city-wide charters pertaining to LUC, the following timeline will be suspended until one (1) semester after the hold has been removed. (Ex. If the chapter intake hold is lifted in spring 2015, the timeline for compliance will begin fall 2015).

If a chapter has become inactive on campus due to judicial suspension or expulsion, the city-wide chapter may not be reactivated, but may seek a campus charter through the expansion process.

If a chapter has become inactive on campus due to unmet membership requirements and wishes to reactivate, the chapter will have two (2) semesters to reach the required minimum. If the required minimum is not met in this timeframe, the city-wide chapter may not be reactivated at LUC but may seek a campus charter through the expansion process.

If a city-wide chapter seeks reactivation more than once in a two year period, the city-wide chapter may not be reactivated at LUC but may seek a campus charter through the expansion process.

### **City-wide Reactivation Procedure**

A City-wide chapter must follow the reactivation procedure if the chapter has been inactive at Loyola for one (1) or more semesters. For example, if a chapter graduates all Loyola University Chicago members in May, but wishes to host informationals in the fall, the chapter does NOT need to seek reactivation. However, if the same chapter does not wish to host an informational until the spring semester, they must follow the reactivation procedures.

In order to be reactivated at LUC, a city-wide chapter must:

- 1) Submit a letter of intent to reactivate including:
  - a. Chapter president contact information
  - b. Graduate Advisor Contact information
  - c. Contact information for a Loyola University Chicago Faculty/staff advisor
  - d. Regional Director contact information
  - e. Copy of Chapter Charter
  - f. Anticipated semester(s) of recruitment/intake: reactivation intake must take place within one (1) semester of intent submission
- 2) Submit all documentation for reactivation to the Coordinator for Sorority & Fraternity Life:
  - a. List of affiliate institutions

- b. Brief history of the national and local chapter
  - c. Rules, regulations, policies, and related information pertaining to the chapter and its operations
  - d. A copy of the chapter's membership intake and education programs
  - e. Academic, service, and philanthropy requirements/expectations for colony/chapter
  - f. National risk management policies related to alcohol, drugs, and hazing
  - g. Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation
  - h. Information about leadership development programs provided at the local, state, regional, and/or national level(s)
  - i. Calendar of reactivation plan, including membership goals and who will be facilitating the reactivation (graduate advisor, other collegiate members, etc.)
  - j. Resource materials available to colony members from their national/international board
- 3) Attend a council General Assembly meeting and present intentions for reactivation
    - a. A vote is NOT needed for reactivation of a chapter
  - 4) Meet with the Coordinator to receive and complete all necessary forms
  - 5) With the assistance of the Coordinator, reserve space and register intake process
  - 6) Participate in the next council sponsored informational
  - 7) Once the reactivation intake process occurs, the city-wide chapter must designate one chapter representative from Loyola University Chicago to serve as the primary representative for the campus. The representative must meet with the Coordinator monthly and attend monthly chapter president meetings as a means of maintaining open communications and cohesiveness among the university community.
    - a. In addition, a city-wide chapter representative must serve as the Council delegate. This may be the same as the above mentioned primary representative. The Council delegate will attend bi-weekly General Assembly meetings and will be the voting delegate of the city-wide chapter. It is preferred that this individual be a Loyola University Chicago enrolled student. Other campus collegiate members may attend the General Assembly meetings.
  - 8) Follow all council policies and procedures and maintain membership requirements

### **Policy Compliance Timeline**

For all city-wide chapters currently active at LUC:

- 1) By December 31, 2015, a chapter roster must be submitted and must contain at least three (3) active Loyola University Chicago enrolled collegiate members in good standing and financially active.
- 2) By May 1, 2016 a chapter roster must be submitted and must contain at least five (5) active Loyola University Chicago enrolled collegiate members in good standing who will not be graduating in May 2016.
- 3) Beginning August 22, 2016, the Membership Retention Policy will remain in full effect for all city-wide chapters.
- 4) If any of these time frames are not met, the organization will lose recognition at LUC. City-wide chapters may seek reactivation according to this policy.