EXPANSION PROCEDURES FOR GREEK-LETTER ORGANIZATIONS
INTRODUCTION

Loyola University Chicago supports its students’ right to assemble and form groups based on a shared mission. To that end, the Division of Student Development creates opportunities for learning, involvement, and development. Further, the Office of Student Activities and Greek Affairs (SAGA) provide resources and support to any group of students interested in forming a recognized student organization.

EXPANSION POLICY & PROCEDURES

EXPANSION COMMITTEE COMPOSITION

The Expansion Committee shall be comprised of the following: Assistant Director of Sorority & Fraternity Life, Coordinator of Sorority & Fraternity Life, Graduate Intern of Sorority and Fraternity Life, Assistant Director of SAGA, C.A.N. representative, and a student representative from the council which is expanding.

- The committee will meet annually or as deemed necessary for the expansion process, depending on the anticipated term for expansion.
- The committee shall be chaired by the Assistant Director of Sorority & Fraternity Life or Coordinator of Sorority & Fraternity Life.
- The student representative shall be appointed by the council in which is expanding to represent said council on the expansion committee.

EXPANSION PROCESS

The process and policies for expansion of social Greek-letter organizations on campus will be in accordance with the expansion policy within Loyola University Chicago SFL Policies.

- SFL will adhere to the extension process set by the National Panhellenic Conference (NPC) for the College Panhellenic Association. All other councils must adhere to the LUC SFL Expansion Policy and Procedures.

The Expansion Committee and all council presidents will meet annually to do a comprehensive review of FSL data to determine if a council will be open for expansion.

- The Expansion Committee may meet more often if deemed necessary.

If the Expansion Committee determines that a council is open for expansion, the Assistant Director of Sorority & Fraternity Life or Coordinator of Sorority & Fraternity Life will send a notification that the council is open for expansion and will provide instructions and a timeline of the expansion process.

- Notifications will be sent to all of the national fraternal governing bodies of the council that is open for expansion and will be posted on LUC websites and social media accounts.
- Priority may be given to Greek-letter organizations who belong to a national fraternal governing body and/or have previous history at LUC.
• Any Greek-letter organization petitioning to join the SFL community must follow the LUC SFL expansion process regardless of affiliation and/or past history with LUC.
• No local Greek-letter organization may colonize or establish at LUC. Organizations will submit an application and requested materials as specified by the Assistant Director of Sorority & Fraternity Life or Coordinator of Sorority & Fraternity Life.

The Expansion Committee will review all completed applications and extend invitations to at least two (2) organizations to continue to present to the University community.

• The University’s ability to provide adequate professional staff support and capacity will determine the number of colonies on campus at one time with no more than two (2) colonies on campus per council.
• Colonies or interest groups that are invited to campus by the Expansion Committee must abide by all national fraternal governing bodies, LUC, and Inter/National Headquarters guidelines and expectations.

All organizations submitting materials will be notified of their application status once a decision for presentation invitations is made by the Expansion Committee.

Organizations selected to present at LUC will work with the Assistant Director of Sorority & Fraternity Life or Coordinator of Sorority & Fraternity Life to determine the date of their campus presentation.

Presentations will be made to the council open for expansion, LUC SFL leaders, Student Affairs, Development, SFL Advisors, and other LUC stakeholders. Presentations are open to the entire LUC campus community.

Following all presentations, the Expansion Committee will review feedback from LUC stakeholders and vote to approve any, all, or none of the organizations that presented to the LUC community.

• Creation, distribution, collection, and presentation of feedback from the organization presentation(s) to the Expansion Committee will be done by the Assistant Director of Sorority & Fraternity Life or Coordinator of Sorority & Fraternity Life.

A statement of rationale written by the Expansion Committee will be presented to the council and the organization(s) that was/were selected to colonize on campus.

If the invitation to colonize on campus is accepted, a written binding agreement will be created that Loyola University Chicago and the organization(s) will sign.

• Both parties, Loyola University Chicago and the organization(s), may adjust the time line of colonization with 6 months’ notice.
A formal announcement to Loyola University Chicago community will be made once all timelines and agreements with the organization(s) and council(s) have been made.

LETTER OF INTEREST & REQUESTED MATERIALS

Organizations wishing to expand at LUC must submit a dated letter of interest expressing the desire to establish the organization at LUC in addition to requested documentation and supporting materials.

- The Expansion Committee reserves the right to not schedule a fraternity for expansion if any part of the requested materials are not provided.
- The Expansion Committee reserves the right to waive any of the following requested materials for any reason.

REQUESTED MATERIALS

Provide the following materials to the Expansion Committee for review and consideration to be offered an invitation to present on campus (*Unless otherwise noted, all of the following must also be included in the expansion presentations*).

- Alumni Information
  - Number of alumni in the 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
  - LUC Alumni, if any (For organizations petitioning to recolonize)
- Inter/National Organization Constitution and Bylaws
- Organizational Policies and Programs
  - Hazing
  - Sexual assault
  - Alcohol and substance abuse
  - Scholarship
  - Membership education/length and focus of program
  - Intake/recruitment/membership
  - Membership standards and grade requirements
  - Information on insurance coverage/proof of insurance
  - Leadership development/opportunities (including national conventions and officer transition)
  - Financial support provided to colony and financial expectations of the colony
- Colonization Establishment Procedures
  - Expansion plans and support from Headquarters, including number of field staff and length at LUC during colonization and outgoing support/visits after colonization.
• Minimum expectations of colony for existence and chartering (i.e. minimum number of members, benchmarks colony needs to meet, etc. and how these are measured)
• Anticipated timeline for LUC colony to receive charter
• Contact information of 1-2 institutions of recent expansion

• Fraternity/Sorority Statistics
  o Total number of chapters nationally/internationally
  o Number of chapters and colonies in Illinois and Midwest region
  o Total number of colonization efforts during the past five (5) years, including institution, current status of colonization, and reasons for any closures
  o Total number of undergraduate members
  o Total number of colonies anticipated for the next five (5) years, including institution and timeline for each (as known)
  o The number of chapters lost during the last five (5) years, including institution and reason for closure
  o Average size of chapters nationwide

• National Fraternal Governing Body Involvement and Membership Details (if applicable)
• History with Loyola University Chicago (if applicable)
  o When and why the organization left campus
  o How the organization plans to avoid this from recurring
  o How the organization has cleared up any debts or circumstances still left incomplete from when previously on campus (if applicable)
  o Positive contributions made when organization was a member of the LUC SFL community.

FRATERNITY/SORORITY CHARTERING

• Newly established chapters that followed the LUC SFL Expansion/Extension and were selected to colonize on campus must receive and become fully chartered as a member of the University community by the end of their third full academic year. This deadline is non-negotiable and should a newly established chapter fail to meet this deadline, they will lose all recognition at Loyola University Chicago.
• All recognized fraternities and sororities must participate in the Greek Standards and Accreditation Program (GSAP). The Greek Standards and Accreditation Program can be found at https://luc.campuslabs.com/engage/organization/sorority-fraternity-life/documents/view/1625835. Failure to do so will result in a loss of recognition. If the chapter fails to meet or exceed a “Bronze” status in the program during their probationary period the chapter’s recognition will be immediately terminated for no less than one year. The supporting inter/national organization must re-apply, after a year, if this situation occurs.
POST-EXPANSION GUIDELINES

All recognized sororities and fraternities at Loyola University Chicago are responsible for the following:

1. Submission of mandatory forms distributed by Sorority and Fraternity Life.

2. Familiarity with the Greek Standards and Accreditation Program and submission of the materials by the date required at the end of each school semester. (not including our mini-mesters)

3. Compliance with all recruitment/intake guidelines associated with the University or specific governing council.

4. Familiarity and compliance with all University rules and policies pertaining to Sorority and Fraternity organizations outlined in the Loyola University Chicago Community Standards found at https://www.luc.edu/osccr/communitystandards/ and Sorority and Fraternity Life policies and procedures found at https://www.luc.edu/saga/sororityfraternitylife/.

5. Compliance with any other rules or requests as determined by Student Activities and Greek Affairs and the Office of Student Conduct and Conflict Resolution.

6. Recruiting and maintaining six (5) or more members by and through one year post expansion who have an individual cumulative GPA above a 2.5.

7. Scheduling and attending meetings with the Assistant Director of Sorority and Fraternity Life, or designee to monitor progress of chapter.