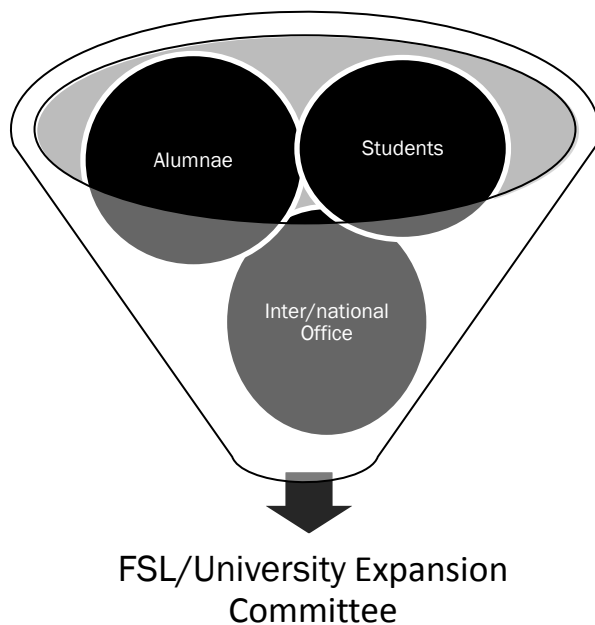


# Fraternity and Sorority Life Virginia Tech University Expansion (Extension) Procedures

Thank you for your interest in joining the Fraternity and Sorority Life community at Virginia Tech. The fraternity and sorority community currently encompasses more than 4,000 students which represents just about 18 percent of the undergraduate population; hence, fraternity and sorority life is incredibly dynamic at Virginia Tech. As such, there are three main aspects of which great focus will be placed in order to build upon the solid foundation of the interfraternal membership experience at Virginia Tech: community development, leadership and learning, and strategic planning.

What follows in this expansion packet are detailed instructions for seeking membership in one of our four governing councils: Interfraternity Council (IFC), National Pan-Hellenic Council (NPHC), Panhellenic Council (PHC), or United Council of Fraternities and Sororities (UCFS). The expansion process at Virginia Tech is managed by the Fraternity and Sorority Life (FSL) office and involves both undergraduate chapter members and alumnae volunteers in the process of offering membership to inter/nationally recognized organizations currently affiliated with NALFO, NAPA, NIC, NMGC, NPHC, and NPC.

Knowing that requests for membership in our community can start on many levels, this expansion packet will offer procedures from three different starting points: student-lead, alumnae-lead, inter/national headquarters-lead. The most successful expansion requests involve all three entities, and the official request for expansion must be submitted by the professional staff of the inter/national office.



## I. Establishment Phase

### a. **Requests Generated by Students**

Interested students should contact the inter/national office for the organization they are interested in bringing to campus. Please let our office know how we can assist in connecting you with the appropriate fraternity or sorority staff for the organization you are most interested in. Requests generated by students can be initiated by as few as one student. Ultimately, the success of an expansion request will be driven by the number of interested students. The inter/national office for the organization will be responsible for submitting the official expansion request to FSL.

The University Expansion Committee, advised by the Fraternity and Sorority Life (FSL) office, currently only considers membership by inter/national organizations associated with the: National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC), National Panhellenic Conference (NPC), National Pan-Hellenic Council, or North-American Interfraternity Conference (NIC). For more information about the member fraternities and sororities of these national organizations, please refer to their websites. Please also refer to our website: [www.greeklife.vt.edu](http://www.greeklife.vt.edu) for a listing of currently recognized chapters at Virginia Tech.

### b. **Requests Generated by Alumnae**

Alumnae of either Virginia Tech or another university, should contact their inter/national office to express interest in starting or restarting a chapter of their organization. Fraternity and Sorority Life values the relationship with engaged and involved alumnae, so please contact our office for assistance in contacting the appropriate fraternity or sorority staff for the organization. Our office maintains a strong relationship with many inter/national organizations, and will defer to that organization to determine if they believe the time is appropriate to consider expansion. Fraternity and Sorority Life will not endorse the request of an alumnae group, but is open to considering any and all requests to join the Virginia Tech community.

The University Expansion Committee, advised by the Fraternity and Sorority Life (FSL) office, currently only considers membership by inter/national organizations associated with the: National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC), National Panhellenic Conference (NPC), National Pan-Hellenic Council, or North-American Interfraternity Conference (NIC). For more information about the member fraternities and sororities of these national organizations, please refer to their websites. Please also refer to our website: [www.greeklife.vt.edu](http://www.greeklife.vt.edu) for a listing of currently recognized chapters at Virginia Tech.

### c. **Requests Generated by Inter/National Office**

Fraternity and Sorority Life truly values the involvement of the inter/national headquarters in seeking membership to join the Virginia Tech community.

Expansion directors are encouraged to make contact with the Director of Fraternity and Sorority Life should they be interested in expansion opportunities on campus. Initial contact can either take place in the form of an email or letter. Once received, either the director, or their designee, will be in touch to initiate conversations about expansion within our community. The initial communication with Fraternity and Sorority Life does not constitute the official expansion request; merely the interest in seeking membership in the community. An informal or exploratory campus visit should take place the semester prior to submitting the official expansion request. The inter/national headquarters should contact the Fraternity and Sorority Life office to coordinate this visit.

The University Expansion Committee, advised by the Fraternity and Sorority Life (FSL) office, currently only considers membership by inter/national organizations associated with the: National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), National Multicultural Greek Council (NMGC), National Panhellenic Conference (NPC), National Pan-Hellenic Council, or North-American Interfraternity Conference (NIC).

## II. Administrative Procedures for Expansion Requests

- a. Official requests for general chapter expansion should be submitted to the Director of Fraternity and Sorority Life by the inter/national headquarters.
- b. The official request should include the following:
  - i. Timeline from colonization to chartering
  - ii. Success of the last several (3-5) colonies and/or chapters
  - iii. List of Alumni(ae) in the greater Virginia Tech community
  - iv. List of Chapters/Colonies in the designated national region
  - v. Recruitment plans
  - vi. National membership non-discrimination statement
  - vii. National Academic policies
  - viii. National New Member Education programs
  - ix. National Philanthropy programs
  - x. Insurance/Risk Management Policy
  - xi. National Risk Management programs
- c. If an interest group exists at the time this request is submitted, additional information should be provided about the group:
  - i. Membership roster
  - ii. FSL Grade Release forms for each member\*
  - iii. FSL Commitment to a Hazing-Free Environment forms for each member\*
  - iv. Alumni involvement
  - v. Projected financial responsibility
  - vi. Letter of intent outlining aims/goals of the interested group
  - vii. Campus involvement of members in other student organizations

The official expansion request can be sent to:

Fraternity and Sorority Life (0428)  
Attention: Byron Hughes, Director  
190 W. Campus Dr., Suite #117  
Blacksburg, VA 24061

Phone: 540-231-6609

Fax: 540-231-7186

[gogreek@vt.edu](mailto:gogreek@vt.edu)

\*These forms can be obtained from the Fraternity and Sorority Life office.

### III. University Expansion Committee

The University Expansion Committee is advised by the Director of Fraternity and Sorority Life and has been charged by the Fraternity and Sorority Life office with considering all requests for expansion/extension to the campus community. The committee will review all submitted materials, coordinate presentations, and make final recommendations to the Director of Fraternity and Sorority Life regarding those inter/national organizations that should become members of the fraternity and sorority community. The University Expansion Committee will consider all requests submitted and will ultimately make decisions that are aligned with the mission of Virginia Tech and will enhance the academic/co-curricular learning experience of campus life by enabling students to unlock their potential as members our community. Of specific interest to Virginia Tech will be those organizations that can create a meaningful experience that supports the Division of Student Affairs' *Aspirations for Student Learning* as described below:

- ☞ Commit to unwavering **curiosity**: Virginia Tech students will be inspired to lead lives of curiosity, embracing a life-long commitment to intellectual development.
- ☞ Pursue **self-understanding & integrity**: Virginia Tech students will form a set of affirmative values and develop the self-understanding to integrate these values into their decision-making.
- ☞ Practice **civility**: Virginia Tech students will understand and commit to civility as a way of life in their interactions with others.
- ☞ Prepare for a life of **courageous leadership**: Virginia Tech students will be courageous leaders who serve as change agents and make the world more humane and just.
- ☞ Embrace **Ut Prosim (That I May Serve)**: Virginia Tech students will enrich their lives through service to others.

The University Expansion Committee membership is typically comprised of:

- Four (4) Council Chapter Presidents from the relevant council;
- Two council leaders from another governing council;
- Director of Fraternity and Sorority Life
- Fraternity and Sorority Life Council Advisor

#### IV. Formal Campus Visit

If the University Expansion Committee invites the inter/national expansion/extension team to campus the committee will organize and schedule a 1-2 day visitation. The schedule will vary according to the relevant council, but all campus visits will feature an on-campus presentation. Invitations will be provided to all chapter presidents, advisors, and other community partners. A presentation of no longer than 90 minutes should be led by the headquarters staff, volunteers, and interest group leadership (if applicable). The following areas of focus should be addressed during the presentation, and will mirror information included in the formal expansion request:

- a. Community Service/Philanthropy
- b. Accountability of members
- c. New member and membership education
- d. National reporting requirements
- e. Risk Management policies
- f. Expectations of Colony/Chapter
- g. Housing prospects (if applicable)
- h. National educational/leadership programming
- i. National requirements for colonization/chartering
- j. Financial support from headquarters
- k. National standards of conduct
- l. Demonstrated commitment to the University Principles of Community and Division of Students Affairs' *Aspirations for Student Learning*
- m. Overall general support from the Inter/national Organization
- n. Overall general support from local, regional, and national alumni(ae) volunteers

The Fraternity and Sorority Life office will provide the following in advance of the formal campus visit to aid in developing the on-campus presentation:

- a. University enrollment statistics
- b. Fraternity and sorority community membership statistics
- c. Chapter and Council academic rankings
- d. Community wide report card
- e. Fraternity and Sorority Life mission statement and strategic plan
- f. Division of Student Affairs' *Aspirations for Student Learning*
- g. Student Code of Conduct
- h. Respective Governing Council Constitution/Bylaws

#### V. Decision Phase

The University of Expansion Committee will make decisions regarding expansion/extension within one week of the final on-campus presentation. The decision will be communicated in writing to the Executive Director of the organization.

If your organization is not chosen to join the community, the Director of Fraternity and Sorority Life will offer to meet via conference call or in-person to discuss the results, offer all feedback from the committee, and discuss future opportunities to become part of the fraternity and sorority community.

If your organization is chosen to join the community, a follow-up meeting will need to occur in-person with the expansion representatives and interest group leader (if applicable) to discuss the timeline for becoming a recognized fraternity or sorority at Virginia Tech. At this time, a representative from the inter/national organization will sign the expansion agreement.

#### VI. Provisional Phase

The newly recognized colony will have no more than two (2) years to establish active chapter status from the time they receive expansion approval. Expansion/extension invitation shall become null and void if the organization cannot establish active chapter status during this time period. Special permission for a one-year extension of this period will be granted on a case-by-case basis by the Director of Fraternity and Sorority Life. **Please note:** it is the policy of Virginia Tech that a Greek-lettered organization that is associated with NALFO, NPHC, NPC, or NIC cannot exist as a registered student organization by that name if it is not recognized by Fraternity and Sorority Life.