



Expansion Process and Application Information Packet

This supplements the *Social Fraternity and Sorority Recognition Policy* and outlines the required steps for an organization to expand at the University of Connecticut. To ensure responsible growth and to effectively support new chapters, the University, in consultation with the governing Councils and other stakeholders, will evaluate current campus conditions to determine if/which Council(s) will accept proposals for recognition annually. In conjunction with the steps outlined in this document as well as the Social Fraternity and Sorority Recognition Policy, each year each Council will be invited to explore the desirability, necessity, and feasibility of expansion or National Panhellenic Conference (NPC) extension.

Any organization or student seeking to establish a chapter at the University should contact the Center for Fraternity and Sorority Development, greeklife@uconn.edu, for additional information and before conducting any activities on campus.

Recognition Process

(Note: all dates are subject to change from year-to-year)

1. Call for Proposals – No later than December 1st

If a decision is made to open for expansion, a call for proposals will be announced by December 1. The opportunity to submit a proposal will be publicly disseminated and shared via multiple channels including, but not limited to, the Association of Fraternity/Sorority Advisors, appropriate national umbrella associations (NALFO, NAPA, NIC, NPC, NPHC, etc.), and with any eligible national fraternal organization that has expressed interest in the University of Connecticut since the last consideration period.

2. Submission of Proposals- Due by January 31st

All proposals are to be submitted electronically via the CFSD website by the inter/national headquarters of the social fraternal organization. Students interested in starting an organization are encouraged to communicate with the headquarters to help ensure the organization is aware of the opportunity to apply and submits all materials by the January 31 deadline. A complete proposal will include the following:

- A. Letter of Intent (Open Format) – Should answer the following questions:
 - a. Why the national organization is interested in starting a chapter at UConn?
 - b. Why the national organization wishes to pursue a chapter at UConn now?
 - c. What is the history of the organization at UConn (if any)?
 - d. If there is a UConn history, how has the organization addressed any issues/concerns that resulted in the closure/suspension, etc of the chapter?
- B. Third-party documentation that demonstrates that the inter/national organization is a registered 501(c) organization in the United States.
- C. Third-party documentation that demonstrates that the inter/national organization holds an active general liability insurance policy (\$1 million minimum) and will agree to list the University of Connecticut as additional insured upon complete recognition.
- D. Chapter Establishment and Sustainability Plan: A 5-year, year-by-year strategic, comprehensive, concrete, and measurable plan for national support of the chapter addressing the following areas:

- a. Intake/New Member Education Program – e.g. Learning objectives, Development goals, and New/Associate Member Expectations must be outlined
 - b. Officer Training and Development
 - c. Member Development Program – e.g. Details of continuous education and development opportunities provided for all members (not just first semester members)
 - d. Member Academic policies, support and scholastic resources
 - e. Risk Management Policy & Crisis Response Plan
 - f. General chapter sustainability and other areas
- E. Constitution and Bylaws: National and Chapter (Sample)
- F. Contact information for two or more advisory team members
- G. List and contact information of interested/possible ‘founding’ students (if applicable)
- a. Note: As a condition of University recognition, the national organization will need to submit, and the University verify, the names and contact information of enrolled students totaling the greater of eight (8) OR half the average chapter size for the respective council, whichever is greater as determined by the Center for Fraternity and Sorority Development (CFSDs). This list of ‘founding’ members must be submitted and verified by the University. (see Section 6 for more information on this)
 - b. Note: The University does not recognize citywide/metropolitan chapters and therefore, all members, prospective and future, must be students enrolled at the University.
- H. Demonstrate an understanding of and commitment to meet all university expectations including but not limited to:
- a. Minimum standards (Level ‘C’) as outlined by the [Expectations of Excellence](#).
 - b. Minimum standards of Student Organization Registration outlined by the [Blueprints Manual](#)
 - c. Willingness to uphold all university policies and procedures
- I. Additional Information/Material:
- a. Any submitting Inter/National Organization, including all its member chapters across the country, must not have been found legally responsible for any alcohol/other drug or hazing related incidents within five (5) years of the date of application.
 - b. Any inter/national organization or its member chapters that has been found responsible for a death within the last ten (10) years must provide full details of national interventions and prevention initiatives for review by the University.
 - c. If any organization was previously established at the University but had its recognition revoked, the organization must have completed any outcomes/sanctions or other requirements as required by the University at the time of separation. For groups that have lost recognition due to a conduct violation, the inter/national organization and/or students will need to successfully complete a Sanction Review Meeting (see: [Blueprints Manual](#)) to be considered eligible for consideration. A copy of the student organization conduct process outcomes may be available upon request.

Note: Organizations that meet the minimum requirements may increase their likelihood of receiving an invitation to establish at the University if they meet the following:

1. Current affiliation with a national umbrella organization (NIC, NPC, NPHC, NALFO, NMGC, NAPA, etc.). However, special interest fraternal organizations, not holding membership in one of these organizations, may also be considered at the University’s discretion.
2. Organization has collegiate chapters in southern New England (Connecticut, Massachusetts, Rhode Island)
3. Organization has an active alumni association/graduate chapter in Connecticut.
4. Have in place any other insurance and recognition-related material.
5. Inter/National Organization, including all chapters, has not been found legally responsible for any alcohol/other drug or hazing related incidents within ten (10) years of the date of application.

Only complete proposals will be reviewed in consideration for the anticipated opportunity. Therefore, it is the responsibility of the applying organization to ensure that all materials are submitted by the deadline. CFSD will not follow-up with an organization to request missing materials but may request additional/clarifying information if needed.

3. Presentation – Mid-February/Mid-March

Up to three organizations will be invited to deliver a presentation before the respective governing council and members of the university community (faculty, staff, and students). Organizations will be assigned a one-hour timeslot (at least 20 minutes should be reserved for a question-and-answer period). The presentation should highlight the components of the proposal and address how the organization will not just establish but sustain a new and healthy chapter at the University. More specifically, the presentation should include details on how the organization will provide a meaningful membership experience, meet university expectations, uphold policies and standards, and cultivate a positive partnership. Feedback secured from those attending the presentation and/or reviewing application materials will be used in decision-making.

4. Invitation – Late March/Early April

A committee, consisting of University staff and student leaders, will recommend organizations to continue in the expansion process. To ensure responsible growth and to effectively support interested organizations, its members, and the entire fraternity/sorority community during expansion no more than two (2) organizations will be invited each year.

The Assistant Vice President of Student Affairs/Executive Director of Student Activities, in collaboration with the Director of Fraternity and Sorority Development, will make the final decision. This decision will be based on current campus climate, community needs, and the capacity of CFSD to support a new organization. It is possible, even at this stage, that the University may decide not to invite any organizations to continue in the expansion process during a given year.

Organizations will be notified via email regarding the outcome. Organizations that were not selected may be eligible to reapply in the future.

5. Expansion / Establishment - April

Following the acceptance of an invitation, CFSD staff and representatives from the inter/national organization will work together to determine an appropriate timeline for chapter establishment and details regarding the provision of mutual support. Invited inter/national organizations will receive CFSD and governing council support for up to two semesters. Support may include access to meeting spaces, marketing/promotion assistance, as well as other agreed upon support measures. prospective interest group.

6. Recognition & Registration – TBD/Typically Fall Semester

Once there are the required number of prospective student members (*see 2.G. above*), students will be able to register the organization through the RSO registration process in Student Activities. Once the initial members have been identified, the students should submit a registration request via <https://uconncontact.uconn.edu/>, and submit any required updated documents to CFSD for recognition. As is routine with all registration request, the submitted material will be reviewed by Department of Student Activities and CFSD staff. If after two semesters, the inter/national organization is unable to identify the required number of eligible students (*see 2.G.a. above*) the university will discontinue support and the expansion effort will be halted without recognition being granted and without any guaranty of restarting.