

The Policy on Expansion for Social Sororities and Fraternities outlines the guidelines and procedures for application, review, and registration of a new social sorority and/or fraternity at Murray State University (MSU).

The purpose of this policy is to determine, as much as possible, that the requesting group proves promising of becoming a successful, established and contributing organization in worthwhile ways to the life of the MSU Greek community.

The governance structure for social sororities and fraternities at MSU includes student Governing Councils that are delegated authority by MSU to participate in a shared governance model. A petitioning social sorority or fraternity needs to be aware of the policies and procedures of MSU and the Governing Councils, as the organization must affiliate with one of the three Governing Councils upon registering as a social sorority or fraternity. For specific information about the Governing Councils, please refer to the following website: [murraystate.edu/greeklife](http://murraystate.edu/greeklife).

A social sorority or fraternity may register with the University only after a formal invitation has been granted by MSU and the Governing Council with which it wishes to affiliate. In order to receive a formal invitation, the petitioning organization must meet all the documentation and certification requirements as set forth by this policy, receive recommendations from the respective Governing Council and the Office of Greek Life, and be approved for expansion by the Vice President for Student Affairs (VPSA) or the VPSA's designee.

MSU allows only one (1) organization per calendar year per council to expand. Exceptions may be reviewed on a case by case basis. A waiting list of interested inter/national organizations will be administered and maintained by the Office of Greek Life.

MSU recognizes the following expansion procedures:

1. **Student Interest Group Colonization:** A group of enrolled students at MSU may choose to form an interest group that is affiliated with an inter/national organization.
2. **Open Invitation:** In the event that a Governing Council wishes to seek expansion opportunities, a formal invitation shall be sent to inter/national organizations requesting Letters of Interest. The Office of Greek Life shall contact all organizations inter/nationally affiliated with the local Governing Council.
3. **Inter/National Fraternity or Sorority Colonization:** If an inter/national organization petitions to come to MSU, a Letter of Intent shall be sent to the Office of Greek Life.

MSU does not recognize interest groups not affiliated with an inter/national fraternity or sorority. Exceptions to this policy are not made. MSU defines an inter/national fraternity or sorority with the following criteria:

- Have a minimum of five (5) chapters with at least ten (10) members in two (2) states;
- Have an inter/national governing body composed of alumni members who are elected, appointed, or hired as officers to supervise the operations of the organization; and

- Host an inter/national convention on an annual/biannual basis to conduct organizational business.

Groups with inactive or dormant chapters at MSU will be strongly considered for expansion.

This document is divided into three sections:

- Section I. Definitions and Guidelines
- Section II. Student Interest Group Colonization
- Section III. Open Invitation and Inter/National Fraternity or Sorority Colonization Procedures
  - A. National Panhellenic Conference Procedures
  - B. North-American Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), and National Multicultural Greek Council (NMGC) Procedures
- Section IIV. Benefits and Expectations
- Section V. Contact Information

## **Section I. Definitions and Guidelines**

Social sororities and fraternities are student organizations that are founded on the principles of brotherhood/sisterhood and are based on the ideals of friendship, personal growth and service to the community. In partnership with MSU, social sororities and fraternities promote the highest standards of scholarship, leadership, and service for their members.

The United States Department of Education has established guidelines and criteria necessary to be classified as a social sorority or fraternity (which includes a provision that allows an organization to operate as a single-sex organization). In keeping with the criteria established by the Department of Education, MSU classifies social sororities and fraternities as organizations that:

- Do not limit membership to persons pursuing or having interest in a particular field of study, profession or academic discipline.
- Do not serve as honorary societies for academic, leadership, or any other endeavor.
- Do not permit members to hold membership in other social sororities or fraternities.

In addition these organizations must also:

- Have tax-exempt status under Section 501(c)(7) of the Internal Revenue Code.
- Limit membership to currently enrolled students at Murray State University.

Social sororities and fraternities shall exist at MSU as registered student organizations and shall be classified as social sororities and fraternities, governed by policies established by the Office of Student Affairs and administered through the Office of Greek Life. The governance structure established by MSU includes student input and participation. Student input and participation is accomplished through authority delegated by the Office of Greek Life to designated student Governing Councils. Social sororities and fraternities must abide by applicable university policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by the Office of Greek Life and the designated Governing Councils.

A new social sorority or fraternity seeking registration at MSU must complete the expansion process as outlined in Sections II and III, dependent upon the situation. No social sorority or fraternity shall be registered at MSU without approval by and affiliation with a designated Governing Council.

A social sorority or fraternity that operates a residential unit and provides opportunities for housing to university students, must abide by facility management policies and standards as established by MSU, including but not limited to the following:

- Organizations must be in compliance with fire safety standards and must pass Fire Safety Inspections;

- Organizations must comply with building inspection and related policies and must take corrective measures as needed or required.

MSU reserves the right to withhold, revoke, or suspend the registration of any social sorority or fraternity when MSU rules, policies, and/or guidelines are not adhered to.

## **Section II. Student Interest Group Colonization**

### **A. Initial Student Interest Group**

- a. A group desiring recognition as a potential colony of an inter/national fraternity or sorority will be required to submit to the Coordinator of Greek Life & Student Leadership Programs a document outlining the group's mission, purpose, goals, and a statement on why they believe an additional organization is needed.
- b. Upon receipt of the group's petition the Office of Greek Life will convene a meeting of the Governing Council and the Office of Greek Life to discuss the potential of the group.
  - i. This meeting shall happen seven (7) to ten (10) business days after receipt of the documentation.
  - ii. A representative(s) of the group will be invited to the meeting to answer any questions related to the group.
- c. The proposal shall be reviewed by the Governing Council and Office of Greek Life and this committee shall determine if the group is eligible to move forward (a simple majority decision shall prevail).
- d. The committee shall render its decision and provide written approval or denial within seven (7) to ten (10) business days from the meeting.
- e. If a group is denied, written documentation citing the reason(s) for denial shall be provided to the group.
- f. If a group's petition is denied, that group shall be eligible to reapply in one calendar year.

### **B. Application of Recognition Packet**

- a. If the group is approved to formally apply for recognition, the group shall be required to submit an Application of Recognition Packet.
- b. The group shall have thirty (30) days from the date of the committee's recommendation to complete and submit the Application of Recognition Packet.
  - i. Failure to submit the packet within thirty (30) days shall render the committee's decision null and void.
  - ii. If a group fails to submit the packet within the thirty (30) days, the group will restart the recognition process.
- c. The Application of Recognition Packet shall contain the following items:
  - i. The Statement of Mission, Purpose, Goals and Reasons (previously submitted at "A").
  - ii. List of those MSU students affiliated with the organization and the following information for each student:

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1. Name;
  2. Address;
  3. MSU Email Address;
  4. Telephone Number;
  5. MSU Identification Number (M Number).
- iii. Grades shall be checked for all students listed, and a 2.50 cumulative GPA is required to participate in the colonization.
  - iv. Roster of Officers for the organization.
  - v. Roster of Advisors for the organization (undergraduate students are not eligible to serve in advisory capacities):
    1. Faculty/Staff Advisor;
    2. Alumni Advisor.
  - vi. Financial Information Sheet with a breakdown of dues and fees structures.
  - vii. Membership requirements.
  - viii. Outline of proposed programs and activities for the academic year;
  - ix. Statement on what the organization will contribute to Student Life (i.e. what programs will the group develop, sponsor, or co-sponsor that will have an impact on the social, intellectual, or cultural climate of the campus).
  - x. Documentation from the inter/national fraternity or sorority with which it intends to affiliate, indicating the following:
    1. Reasons for wishing to establish a chapter at MSU;
    2. Requirements and procedures for establishing a new chapter;
    3. Support the chapter will receive from professional staff to assist with and supervise the group's colonization period;
    4. The financial support, if any, that the organization will provide to the group;
    5. Leadership development and educational programs and opportunities it regularly provides chapters;
    6. Proof of the ability to provide the group with a minimum general liability policy of \$1,000,000 per occurrence/\$1,000,000 aggregate and that "Murray State University" be named as additionally insure on the policy;
    7. Membership requirements, new/associate member education program, and assurance that the organization does not discriminate on the basis of race, religion, color, ancestry, sexual orientation, disabilities, or national origin.
      - a. If membership in the organization is open to both men and women, it should be indicated and assurances given that membership requirements for both men and women are identical;
    8. Hazing policy;
    9. Dues and fees collected by the inter/national organization;
    10. Plans to develop and select an alumni corporation/advisory board, alumni advisor, and faculty/staff advisor;
    11. Listing or map of all chapters/colonies of the organization;

12. Information on the status of the past five (5) colonizations of the organization.

**C. Review of Application**

- a. Once the Application of Recognition Packet is received by the Office of Greek Life, the packets are forwarded to the appropriate Governing Council and their respective Advisor (CPC, IFC or NPHC).
- b. The Governing Council and their Advisor shall conduct a thorough review of the application and shall follow all procedures in their governing documents and their inter/national headquarters as it relates to expansion.
- c. The interest group will be invited to the next regularly scheduled Governing Council meeting to present to the members of the Governing Council and answer any questions.
- d. The Governing Council shall render a decision and provide written approval or denial within seven (7) to ten (10) days of the meeting of the Governing Council.
- e. The decision of the Governing Council shall then be forwarded by the Office of Greek Life to the Vice President of Student Affairs (VPSA) or the VPSA's designee as the official recommendation of that Governing Council.
  - i. If the VPSA or the VPSA's designee approves the application, the Office of Greek Life shall notify the group with an outline of the conditions under which the colony may be recognized.
  - ii. If the VPSA or the VPSA's designee denies the application, the Office of Greek Life shall notify the group with a written document citing the reasoning for the decision.
- f. The VPSA or the VPSA's designee shall render their decision and provide written approval or denial within seven (7) to ten (10) business days from the date the materials were received.
- g. If the group's application is denied, the group shall be eligible to reapply in one calendar year.

**D. Colonization**

- a. Organization approved to become colonies by the VPSA or the VPSA's designee shall then be required to abide by all policies, regulations, and procedures governing student organizations, as well as policies, guidelines, and procedures established by the Office of Greek Life and the designated Governing Councils.
  - i. Failure to abide by policies shall be reported directly to the inter/national headquarters of the colony.
- b. Colonies are required to petition the appropriate Governing Council for membership at the first regularly scheduled council/delegate meeting following their approval by the VPSA or the VPSA's designee.
- c. Colonies will be required to follow all Governing Council policies during their colonization period, including but not limited to attendance at meetings and programs, payment of dues, etc.
- d. Colonies are required to have regular communication with the Office of Greek Life. The colony President shall be required to meet with a representative of the

Office of Greek Life at least once a month (except during MSU breaks, i.e. summer, winter).

**E. Chartering**

- a. Inter/national organization are required to inform the Office of Greek Life in writing once a colony has been approved to charter.
- b. The inter/national organization shall work in conjunction with the Office of Greek Life and the colony to coordinate the installment ceremony.
- c. The Office of Greek Life shall notify the respective Governing Council, the Division of Student Life, and the Vice President for Student Affairs or the VPSA's designee.
- d. The respective Governing Council shall follow their policies in regards to the transition from colony to chartered organization.

**Section III. Open Invitation and Inter/National Fraternity or Sorority Colonization Procedures**

**A. National Panhellenic Conference (NPC) Procedures**

Murray State University and the Murray State University Panhellenic Association shall follow all NPC Unanimous Agreements and NPC Extension guidelines found on the [NPC website](#) and in the most recent edition of the *NPC Manual of Information*.

**B. North-American Interfraternity Conference (NIC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National APIA Panhellenic Association (NAPA), and National Multicultural Greek Council (NMGC) Procedures**

**a. Procedure**

- Application for Expansion
  - Deadline of **August 31<sup>st</sup>** for the following calendar year
- Campus Presentation to Greek Community
- Review of Application/Presentation
- Colonization
- Chartering

**b. Application**

The inter/national fraternity or sorority shall provide the Office of Greek Life with the following documentation, which shall be considered its Application for Expansion:

1. Letter of Intent. Please include the following in the Letter of Intent:
  - a. The Governing Council (College Panhellenic Council, Interfraternity Council, and National Pan-Hellenic Council) with which the organization wishes to affiliate.
2. Expansion Proposal and Plan. Please ensure to include the following information:
  - a. Support for the organization by the headquarters and alumni;
  - b. Identification of length of time to be present and functions to be performed by staff in support of the process;
  - c. Level of support and plan for ongoing consultations and supervision for the colony/chapter.
3. Statement of Commitment to University Policies and Guidelines. Specifically articulating agreement to the following:
  - a. Compliance with all Murray State University policies and guidelines including but not limited to those related to alcohol, hazing, facility, and social operations.
  - b. General support for and compliance with the governing documents of the respective governing council with which the organization will affiliate.
4. Listing of alumni of the organization within a 100 mile radius of Murray State University (ZIP Code: 42071) and contact information of those alumni.
5. Listing or map of collegiate chapters.
6. New/Associate Member Education/Intake curriculum and timeline.
7. Information about leadership development and educational programming provided at the local, state, regional, and/or national level(s) including financial support from the national organization for attendance.
8. List of other institutions where the organization expanded within the past three years and permission to contact those campuses to inquire about the experience.
9. If available:
  - a. Contact information and M numbers for any Murray State University students currently interested in affiliating with the organization.
  - b. Letter of commitment from a person or group of individuals willing to serve as chapter advisor(s).
  - c. Documentation of support from (inter)national office for the person(s) serving as chapter advisor(s).
  - d. Letter of commitment from chapters within the 150 mile radius committing to support the new organization.
10. The Office of Greek Life shall respond in writing to each organization's Letter of Intent to confirm receipt. The response letter shall include the following information:
  - a. An overview of Murray State University;
  - b. The Greek Community;
  - c. And policies and procedures governing social sororities and fraternities.



**c. Presentation**

Each invited organization shall be invited make a formal presentation to the University and Greek Community. Topics shall include:

1. Information and background of the organization;
2. Interest and rationale in expanding to Murray State University;
3. Colonization Process and Chartering Requirements;
4. Membership Development Program;
5. Leadership Development and Educational Programs;
6. Support structures:
  - a. Headquarters;
  - b. Regional;
  - c. Volunteer;
  - d. Alumni;
  - e. Nearby Chapters;
7. Any Additional Information, as determined by the presenting organization.

Following the presentation to the community, delegates or presidents of the respective council shall vote on all organizations presenting and select organizations to expand to the community. The organization(s) shall be notified in writing of the decision and if approved, shall be invited to expand in the following calendar year to Murray State University.

Organizations not selected may reapply for future consideration as outlined in Section II of this document.

**D. Review of Application**

1. Once the Application Packet is received by the Office of Greek Life, the packets are forwarded to the appropriate Governing Council and their respective Advisor (CPC, IFC or NPHC).
2. The Governing Council and their Advisor shall conduct a thorough review of the application and shall follow all procedures in their governing documents and their inter/national headquarters as it relates to expansion.
3. The Governing Council shall render a decision and provide written approval or denial within seven (7) to ten (10) days of the meeting of the Governing Council.
4. The decision of the Governing Council shall then be forwarded by the Office of Greek Life to the Vice President of Student Affairs (VPSA) or the VPSA's designee as the official recommendation of that Governing Council.
  - a. If the VPSA or the VPSA's designee approves the application, the Office of Greek Life shall notify the group with an outline of the conditions under which the colony may be recognized.

- b. If the VPSA or the VPSA's designee denies the application, the Office of Greek Life shall notify the group with a written document citing the reasoning for the decision.
5. The VPSA or the VPSA's designee shall render their decision and provide written approval or denial within seven (7) to ten (10) business days from the date the materials were received.
6. If the group's application is denied, the group shall be eligible to reapply in one calendar year.

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3. Colonies will be required to follow all Governing Council policies during their colonization period, including but not limited to attendance at meetings and programs, payment of dues, etc.
4. Colonies are required to have regular communication with the Office of Greek Life. The colony President shall be required to meet with a representative of the Office of Greek Life at least once a month (except during MSU breaks, i.e. summer, winter).

**F. Chartering**

1. Inter/national organization are required to inform the Office of Greek Life in writing once a colony has been approved to charter.
2. The inter/national organization shall work in conjunction with the Office of Greek Life and the colony to coordinate the installment ceremony.
3. The Office of Greek Life shall notify the respective Governing Council, the Division of Student Life, and the Vice President for Student Affairs or the VPSA's designee.
4. The respective Governing Council shall follow their policies in regards to the transition from colony to chartered organization.

#### **Section IV. Benefits and Expectations**

##### **Benefits**

A registered social sorority or fraternity at Murray State University will be afforded the following:

1. University support through the Office of Greek Life, including access to training, advisement, statistical reports, and related services.
2. The ability to participate in University, Office of Greek Life, and Sorority/Fraternity Governing Council activities.
3. Equal access of designated University facilities for meetings and other approved functions such as recruitment events.
4. Access to future housing opportunities as permitted.

##### **Expectations**

A registered social sorority or fraternity at Murray State University must adhere to:

1. Student Code of Conduct;
2. Governing Documents of the respective Governing Council;
3. Student Organization Handbook;
4. Murray State University Greek Standards;
5. Hazing Policy;
6. Social Event Policy;
7. Facility Policies;
8. All other applicable university, local, state, and federal policies, regulations and laws.

#### **Section V. Contact Information**

For more information, or to submit materials, contact Evan Ditty, Coordinator of Greek Life & Student Leadership Programs through the following channels:

Phone: (270) 809-6953  
Fax: (270) 809-6952  
Email: [editty@murraystate.edu](mailto:editty@murraystate.edu)  
Mail: 2002 University Station  
Murray, KY 42071