

USC Upstate Fraternity & Sorority Life

USC UPSTATE OFFICE OF STUDENT LIFE FRATERNITY & SORORITY LIFE EXPANSION/EXTENSION POLICY

This policy outlines the guidelines and procedures for application, review, and registration of a new social sorority and/or fraternity at the University of South Carolina Upstate (USC Upstate).

USC Upstate is committed to the development of a strong and viable Fraternity and Sorority community. The purpose of these procedures is to ensure that extension/expansion of Greek letter organizations occurs in a manner that includes a carefully developed plan consistent with the educational mission of the University. This approach provides maximum opportunity for successful expansion and a meaningful and rewarding experience for the students within the Greek community. Therefore, when the Office of Student Life, in consultation with the NPHC, IFC, and Panhellenic Councils, believes a new Greek letter organization can strengthen the Greek community, the procedures outlined below will be followed.

Criteria and expectations for Greek letter organizations interested in extension/expansion at USC Upstate are consistent for each governing council; however, the selection process will vary based on governing council. For extensions of National Panhellenic Conference (NPC) sororities, the University will work in concert with the process as outlined in the NPC *Manual of Information* as adopted by the National Panhellenic Conference; however, all University requirements must be met.

The Office of Student Life reserves the right, at any time and at its sole discretion, to alter, amend, change, modify, delete, revise, or restate the terms of this process and may do so without providing advance notice to any existing council or organization, any applying organization, or any other council or organizations.

Extension/Expansion Criteria

1. Only one (1) group per national governing council may expand at USC Upstate per year; exceptions may be reviewed on a case-by-case basis. A waiting list for interested inter/national organizations will be administered and maintained by the Office of Student Life.
2. Only Greek letter organizations affiliated with inter/national organizations may apply and expand at USC Upstate. Greek letter organizations with a formerly active chapter status at USC Upstate, who are now in good standing, may be given first consideration over groups who do not have a prior history at the institution; however, this does not guarantee their expansion at USC Upstate.
3. Membership must be limited to currently enrolled students at USC Upstate

SECTION I: Definitions

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 the University, 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, USC Upstate 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 USC Upstate

SECTION II: Procedure

The Office of Student Life and respective governing council will determine the appropriate time for expansion. After the decision is made, the Director of Student Life will send correspondence to all eligible inter/national Greek letter organizations inviting them to submit a letter of interest and supporting documentation to the Office of Student Life. Prior to initiating contact of potential new student members, each inter/national Greek letter organization wishing to establish a chapter at the University must submit its letter of interest and documentation to the Director of Student Life.

Supporting Documentation

The sorority or fraternity shall provide the Office of Student Life with the following information along with its letter of interest:

1. Documentation of a 501(c)(7) tax status by the Internal Revenue Service
2. Letter of commitment from a person or group of individuals willing to serve as chapter advisor(s)
3. Documentation of support from inter/national office for the person(s) serving as chapter advisor(s)
4. List of chapters/colonies in the designated national region
5. Statistical information for alumni/ae residing in the immediate area (50 mile radius of Spartanburg, SC)
6. Number of chapters closed in the last five years and reasons for closure
7. Inter/national risk management policies related to alcohol, drugs, hazing and facility management
8. Minimum standards of potential members
9. Copy of the new member education/intake curriculum including the length of time the new member education/intake program spans before initiation

10. Information about leadership development programs provided at the local, state, regional, and/or national level(s)
11. List of other institutions where the organization expanded within the past three years and permission to contact those campuses to inquire about the experience
12. Plan of action and timeline for the expansion including support for the organization by the headquarters and alumni; identification of, length of time to be present, and functions to be performed by national, regional, and/or state staff in support of the process; and the level of support and plan for ongoing consultations and supervision for the provisional chapter/charter
13. Financial support available to the chapter from the headquarters and alumni, to include a statement concerning how the headquarters will address any outstanding liabilities or other legal responsibilities incurred by the organization in the event that the expansion is not successful
14. A copy of the inter/national constitution and by-laws containing language that demonstrates compliance with the University and US Department of Education's definition of and criteria for a social sorority or fraternity
15. Rules, regulations, policies, and related information pertaining to the provisional chapter/charter and its operations
16. Inter/national Membership non-discrimination statement
17. Policies or statements relating to the relationship with the host institution, including commitment to uphold the policies of USC Upstate, including but not limited to non-discrimination, sexual harassment, responsibility to report, hazing, and the Code of Student Behavior.
18. If applicable, please include the number of USC Upstate students who have expressed interest in establishing a chapter of your organization on campus.
19. Any additional information requested by the University.

Expectations of the University

Organizations seeking to colonize/charter a chapter at USC Upstate are expected to adhere to the following set of expectations:

1. The national organization must cover the interest group by a policy of general commercial liability insurance, and must present a certificate of insurance prior to recruiting an interest group. The Certificate of Insurance must endorse the University of South Carolina Upstate on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office Student Life.

USC Upstate Office of Student Life Campus Life
Center Suite 210
Spartanburg, SC 29301

Endorsed Additional Insured Language: "University of South Carolina Upstate, including its current and former trustees, officers, directors, employees, volunteer workers, agents, assigns and students, is added to this policy as additional insured.

2. Throughout the duration of the recruitment period until the expansion ceremony at least one, national staff member, consultant or graduate advisor (with special permission/support from the national organization) must stay in the Spartanburg area and be present on campus. This person/these people assume(s) responsibility for the expansion process and is in attendance at all provisional chapter recruitment events.
3. There must be at least one consultant/field representative to work with the provisional chapter/chapter on a regular basis for the period of at least two years after installation/chartering.
4. There must be a specific commitment to continuing support for funding for increased chapter attendance at inter/national and regional leadership training conferences, and the development of alumni support.
5. The organization (as a Provisional chapter or Chartered Chapter) is expected to adhere to all University policies, including, but not limited to:
 - a. The Code of Student Behavior
 - b. Student Organization Handbook
 - c. Office of Student Life Policies
 - d. University Event & Facility Guidelines
 - e. All other applicable local, state, and federal policies, regulations, and laws

Process Following the Submission of Extension/Expansion Materials

The Expansion Committee shall review and consider the outcome of the council's vote as part of its final deliberations. Upon review and consideration of all relevant information, the Expansion Committee shall make a recommendation to the Dean of Students for review and approval as to whether an invitation for registration should be extended.

If the decision is made to not offer an invitation at that time, the notification will be presented in writing to the inter/national Greek organization(s) by the Director of Student Life. Organizations not selected must reapply for future consideration by the Expansion Committee as outlined in Section II.

If the decision is made to issue an invitation, the Director of Student Life will send written notification to the organization. The notification will also request for time to discuss plans with inter/national representatives as it relates to the expansion schedule.

1. The organization will then need to submit a finalized schedule and guidelines of the extension/expansion program through to chartering, including financial obligations of members for their first full year.
2. The fraternal organization must also provide a "deadline date" by which the provisional chapter will be chartered. The group must remain a provisional chapter for at least one academic semester, yet has only two years to fulfill membership obligations.
3. The fraternal organization will not begin extension/expansion efforts until the University receives and approves the written schedule and guidelines. Final written approval of the expansion process including "starting date" will come from the Director of Student Life.
4. The Provisional chapter will be required to register with the Office of Student Life and follow all policies outlined in the Student Organization Handbook.

5. If the fraternal organization is not chartered by the agreed upon date, then, based upon the recommendation of the University, the Greek organization will withdraw from campus.

Prior to beginning the extension/expansion efforts the fraternal organization must submit proof of their general commercial liability insurance certificate. The Certificate of Insurance must endorse the University of South Carolina Upstate on the insurance coverage as additional insured. Commercial Liability Insurance requires a minimum of one million dollars. See the below language concerning the additional insured. Updated insurance certificates must be submitted annually as directed by the Office of Student Life.

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Process for Chartering

The University chartering requirements for the Office of Student Life shall include the following:

1. Submit a request to the Office of Student Life with support from the headquarters inter/national leadership and chapter advisor.
2. Submit membership GPA information.
3. Upon approval, the fraternity or sorority will need to update their registration information with the Office of Student Involvement.
4. The Chapter president must schedule a meeting with the Director of Student Involvement