

ADDENDUM A
Black & Latino Greek Council of West Chester University
Expansion Procedures
Adopted: November 2012

I. EXPANSION COMMITTEE

A. Purpose: The Expansion Committee shall deal with all matters pertaining to the expansion of the Black & Latino Greek Council (BLGC) community. All action in the areas of expansion must be approved and sanctioned by this committee.

B. Membership:

1. The Expansion Committee is a joint Black & Latino Greek Council (BLGC) committee. It shall consist of, but not be limited to, the following individuals: BLGC President, the chapter presidents from each of the BLGC member organizations on campus, and the designated BLGC Advisor from the Office of Fraternity and Sorority Life. Member organizations who have served at least one full semester of their associate member status are eligible to serve on the expansion committee.
2. The Director for Student Involvement & Leadership serves as an ex-officio member. All members of the Committee are appointed by the designated Office of Fraternity and Sorority Life staff member in charge of coordinating the Committee.

C. Duties:

1. To regularly examine the climate of the BLGC community, to determine whether or not expansion is advised and/or appropriate.
2. To regularly report all committee activities to the Fraternity and Sorority Leadership Team and the BLGC governing body.
3. To review the Expansion and Colonization Guidelines at the beginning of each semester to ensure that they reflect the current BLGC and University policies and guidelines.
4. To coordinate all expansion activities.

II. PROCEDURES FOR EXPANSION

A. Fraternity/Sorority expansion may occur through receiving a formal petition for expansion by a national organization staff or volunteer, interest group, or colony.

III. PROCEDURES FOR PETITIONING GROUPS

A. Duties of the Expansion Committee

1. Determine need for expansion.
2. Contact those inter/national organization(s) with a letter of interest on file with or history on the West Chester University campus. Notify them of the plan.
3. Obtain materials and items to be reviewed from those inter/national organizations interested (see below).
4. Expansion Committee reviews materials and determines the groups to be invited to make presentations and meet with University officials.
5. Presentations and meetings are scheduled with the Office of Fraternity and Sorority Life staff, Expansion Committee and BLGC.

B. Duties of the petitioning organization:

1. Interest Group member(s) must meet with the BLGC Advisor once communication has been established with an inter/national organization.
2. The following written requests must be submitted to the BLGC Advisor:
 - i. *From the inter/national organization*: Provide a current, written request expressing the desire to establish a group at West Chester University, accompanied by documentation and supporting materials by the inter/national organization.
 - ii. *From the interest group*: Attached to the inter/national organization request must be at least a one page justification of why the interest group is interested in the specific inter/national organization and reasoning behind the desire to establish a new organization (including why the current BLGC member organizations do not meet their needs.)
3. Provide materials to the Expansion Committee, for review and possible invitation to make a presentation. The Expansion Committee reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided. Also, the Expansion Committee reserves the right to waive any of the following aspects of the documentation for any reason. (*) Unless otherwise noted, all of the following must also be included in the expansion presentations.
4. Alumni Information:
 - i. Total number of alumni in the West Chester & Philadelphia area.
 - ii. Explained interest and support of the alumni in establishing a chapter.
 - iii. A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity.
 - iv. Nearest alumni club/organization/graduate chapter.
5. Information on inter/national support and assistance:
 - i. Advisor program/expectations, specific to WCU group
 - ii. Description of inter/national volunteer (or staff) assistance to colonies and established chapters (i.e., while a colony, after chartering, etc.)
 - iii. Description of conventions, leadership schools, or programs available to colony members
6. A copy of the fraternity constitution/bylaws, both national and local. (*)
7. A copy of the following inter/national policies: (*)
 - i. Hazing policy
 - ii. Sexual Assault policy and program
 - iii. Alcohol and Substance Abuse policy and program
 - iv. Scholarship policies and program
 - v. Membership Education policy and program
 - vi. Recruitment/Membership Intake policy and program
 - vii. Leadership Development and Officer Transition programs
8. Colonization/establishment procedures and standards for establishing a colony
 - i. Short term goals (while still an interest group/colony)
 - ii. Goals for within two years of chartering
 - iii. Long term goals, within five to ten years
9. Chartering Requirements and request process
 - i. Expectations of the colony at WCU for chartering
 - ii. Anticipated timeline for WCU colony
10. NAPA/NPHC/NALFO/NIC/NMGC (inter/national and local) involvement and membership details.
 - a. If the inter/national organization is not a member of one of the above umbrella organizations, a detailed summary of why this is the case will need to be submitted.

11. Statistical information on inter/national strength:
 - i. Total number of chapters nationwide and distribution area
 - ii. Total number of chapters and colonies in Pennsylvania and East Coast regions, specifically listing each
 - iii. Total number of colonizations during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
 - iv. Total number of initiated members
 - v. Total number of colonizations anticipated this year and where, including timeline for each chartering
 - vi. The number of chapters lost during the last three (3) years, including where, when, and why
 - vii. Average size of chapters on campuses similar to WCU
12. A summary of the organizational structure of the fraternity at the chapter and inter/national levels
13. If an interest group exists, a summary of accomplishments thus far as an interest group including but not limited to evidence of community service events and fundraising efforts
14. If an interest group exists, proof of at least seven (7) current active members

C. Additional requirements for the presentation:

1. If an interest group exists, 75% of current interest group members are in attendance for the presentation and a representative from the inter/national organization (regional/national board member, volunteer responsible for expansion).

V. ADDITIONAL INFORMATION

- A. It is recommended that the Expansion Committee give consideration to fraternities or sororities that have filed current letters of interest with the University or BLGC.
- B. Presentations will be made to the BLGC at special meetings called by the Council President.
- C. Evaluations from all presentation panel members, and the information submitted by the inter/national organizations, will be the information used to make the decision as to which fraternities/sororities will be given an invitation to colonize/proceed with the organization recognition process.
- D. Three possible recommendations of the panel members are as follows:
 1. No invitation should be extended at this time, with specific reasons as to why and when another presentation may be made.
 2. More information is needed before a final decision may be made
 3. An invitation to colonize/proceed with Student organization registration should be extended to a specific fraternity or sorority.
- E. An invitation to colonize/proceed with the Student organization registration process requires a majority vote by the members of expansion committee.
- F. After receiving approval, the inter/national organization will be extended an invitation to colonize. If a local interest group/colony already exists, the group may proceed with the student organization registration process. This process is coordinated by the Office of Fraternity and Sorority Life and Office for Student Organization development.
- G. After receiving initial recognition, the interest group will be given "Interest Group" status in BLGC and are subject to, but not limited to, the Colony Requirements section of this document.
- H. The Expansion Committee reserves the right to request additional materials/documentation in order to recommend, invite, and schedule a group for expansion presentations.

VI. PROCEDURES

- A. The inter/national organization must consult with the BLGC Advisor in the Office of Fraternity and Sorority Life regarding all colonization plans and procedures.
- B. The BLGC Advisor will coordinate with the Expansion Committee to specify the guidelines to the inter/national organization for beginning and completing colonization.
- C. The Expansion Committee and the BLGC Advisor in the Office of Fraternity and Sorority Life will help provide any necessary service and information to the inter/national fraternity/sorority regarding colonization, University and BLGC guidelines, policies, procedures, and rules.

VII. INTEREST GROUP/COLONY/NEW CHAPTER REQUIREMENTS

- A. If necessary, the Expansion Committee, BLGC or the University can waive any of the following requirements.
- B. The “interest group period” will be no more than 2 consecutive semesters.
- C. The interest group/colony is responsible for adhering to all requirements as outlined in the SGA Bylaws.
- D. Representatives of the interest group/colony must attend all BLGC meetings as an “Interest Group,” “Colony,” or “Associate Member” and are encouraged to participate in all fraternity and sorority community activities.
- E. The interest group/colony must maintain a Chapter Advisor. The chapter advisor needs to attend all meetings as scheduled for advisors by the Office of Fraternity and Sorority Life, BLGC, or the University.
- F. During the colony period, the colony shall develop programming consistent with the Office of Greek life 5 Star Program.
- G. The colony shall have an inter/national representative visit at least once each semester for as long as the colony exists. This representative shall meet with the BLGC Advisor each semester.
- H. The officers of the colony shall be responsible for keeping all records current and complete each semester.
- I. The colony must file with the Office of Fraternity and Sorority Life a current certificate of insurance verifying liability and social host insurance coverage at the required amount.
- J. Failure to meet any of the above requirements within one year of colonization shall result in a review by the Expansion Committee, BLGC Executive Officers, and the Office of Fraternity and Sorority Life to determine status of recognition.

VIII. FOLLOW-UP REVIEW PRESENTATION:

- A. One full year following the expansion presentations, or immediately following chartering (which ever comes later), the fraternity or sorority must prepare a follow-up review presentation. This will be coordinated with the BLGC President and BLGC Advisor.
- B. The purpose of this presentation is to allow the fraternity or sorority to demonstrate their progress since their last presentations, and since receiving their charter.
- C. This presentation should include, but is not limited to the following aspects:
 - 1. Membership statistics within the most recent two semesters (recruitment/intake)
 - 2. Numbers, chapter membership numbers, academic information, etc.
 - 3. How the fraternity/sorority has developed and implemented programming
 - 4. The short and long term goals of the fraternity/sorority
 - 5. Efforts made to achieve established goals
 - 6. Description of the change within the fraternity/sorority since the expansion presentation

- D. This presentation will be given to the Office of Fraternity and Sorority Life Staff, the Expansion Committee and BLGC.

VIII. BLGC REGULAR MEMBERSHIP:

- A. In accordance with the Membership Levels in the BLGC Constitution, as soon as the colony has fulfilled the BLGC colony requirements, received full chapter recognition by their inter/national organization, and makes the required follow-up review presentation, the organization may petition the respective Council for Regular Membership status.
- D. The BLGC may waive the chartering requirement in order to grant Full Membership status to a group if so desired.

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