



## **National Pan-Hellenic Council Expansion Policy**

The Expansion Packet provides an overview of the process for new or reactivating organizations.

### **Phase One: Application and Intent to Expand**

To begin the process, individual students, interest groups, or inter/national organization representatives should submit the Expansion Interest Form. Once we have received the form, the NPHC Advisor and NPHC general body will determine the council's readiness for growth and communicate next steps in writing. If the council determines that they are ready, the individual who submitted the expansion interest form will receive a letter for the next steps. The council may determine that they are not ready to expand, which allows us to keep your form on file for two years.

Once approved, expansion representatives should create a Google Drive folder or similar aspects with all required documents, and share it with the NPHC Advisor when it is ready for review.

Please include all of the following:

1. Letter of intent from the national organization detailing in one page or less:
  - a. The purpose of the organization
  - b. Desire for recognition at the University of Wisconsin - Madison
  - c. Short term goals (0-1 years)
  - d. Long term goals (3-5 years)
2. An official letter from inter/national organization stating the inter/national organization is aware of and supportive of this interest group's intent to charter/reactivate a chapter at the University of Wisconsin - Madison.
3. A signed letter from an alumna/us or graduate chapter member(s) indicating their willingness to serve as a chapter advisor. Letter must include:
  - a. Name
  - b. Email Address
  - c. Phone Number
  - d. Graduate chapter affiliation
  - e. Graduate chapter address/PO Box
4. Copies of the following inter/national organization materials
  - a. **Overview**
    - i. Name
    - ii. Founding Date

- iii. Values/Principles
- iv. National programming initiatives
- v. National community service or philanthropy efforts
- b. National Policies**
  - i. Constitution and Bylaws
  - ii. Hazing Prevention Policy
  - iii. Member Code of Conduct/Risk Management/Discipline Policy
  - iv. COVID guidelines/protocol for undergraduate chapters
- c. Expansion Procedures**
  - i. Outline of new member recruitment strategies
  - ii. Scholarship/Academic Support plans
  - iii. Sister or brotherhood/Internal development plans
- d. Membership**
  - i. Minimum Requirements for Membership
  - ii. Membership Intake Process, Timeline & Price
  - iii. Member Development Program Outlines
  - iv. New Member Presentation Guidelines
- e. Inter/national Organization Strength**
  - i. Total number of chapters members worldwide (undergraduate, graduate, alumni/ae)
  - ii. Total number of chapters and members in Wisconsin/Region
  - iii. Average chapter size
  - iv. Total number of expansion efforts in the last 5 years
    - 1. Where did the organization expand
    - 2. Number of chapters chartered
    - 3. If failed, why
  - v. Total number of chapters closed in the last 5 years
  - vi. Pending/complete hazing investigations for last 3 years

Upon receipt of application, the NPHC Advisor along with the NPHC Executive Board will determine next steps for the expansion representatives, and communicate in writing.

### **Part Two: Presentation**

Upon completion of application, expansion representatives will be asked to schedule an Expansion Presentation during the semester immediately following the approval of Part One. The Expansion Presentation is an opportunity to provide stakeholders with an in-depth look at the organization wishing to expand. In order to ensure that the expansion representatives are able to establish buy-in and support on campus, the audience for the presentation will include students, department staff, and campus partners.

Guidelines for the Expansion Presentation are as follows:

1. One hour will be allotted for the presentation, and at least 20 minutes should be held for attendee questions.
2. Expansion presentation should include, in any format, all information from the application submitted.
  - a. There is no standard format for the presentation, however we highly recommend you highlight the material in the application while adding additional context for the committee to evaluate.
3. Presentations should be coordinated and presented by either national, regional representatives, or by direct graduate advisor for the petitioning organization.

After review of materials and completed presentation, there are three possible outcomes from the committee decision:

1. Approved: Phase One has been approved and is selected for phase two expansion.
2. Deferred: Application was not approved, but will be considered during future expansion processes when the council is ready for growth.
3. Denied: Application is denied. The organization must wait one year before attempting to reapply.

Following the approval from NPHC, expansion representatives will receive their schedule expansion date. Upon receipt, the expansion representatives may accept their date or schedule a meeting to discuss options for other dates. After a date is mutually agreed on, expansion representatives may move on to phase two.

### **Phase Two: Expansion on Campus**

We are excited to know that your organization will be joining our community at the University of Wisconsin - Madison. As an expanding chapter, you will have one full year from your expansion date to gain recognition as a Registered Student Organization, the Office of Fraternity & Sorority Life, and the NPHC. Your intake activities may commence on the date we have communicated to you. Prior to that date, we ask that you do not begin any activities other than those outlined in the section below. Unapproved activities can result in the revocation of your invitation to expand.

#### ***Prior to Expansion Date***

1. Schedule and attend a meeting with the NPHC Advisor. The topics covered in this meeting will be:
  - a. New member recruitment strategies
  - b. Short term goals for expansion
  - c. Office of Fraternity & Sorority Life
    - i. Chapter Expectations

- ii. Chapter Coach Assignment
  - iii. Recognition
  - iv. Departmental Structure
  - v. Available Resources
- d. National Pan-Hellenic policies
- 2. Host informational meetings for students to become familiar with the organization
  - a. Must be published on the NPHC instagram/website. The Office of Fraternity & Sorority Life will need to sponsor your events until you are a Registered Student Organization.
  - b. No more than 7 in one semester
  - c. Must submit names, NetID's, classification (undergraduate or graduate), within 72 hours of programs.
- 3. Give an overview of organization progress at general body meetings for the NPHC
  - a. No more than twice per semester

***After Expansion Date - Prior to Member Intake***

1. Expansion representatives must submit a letter from inter/national organization headquarters authorizing member intake activity.
2. Expansion representatives must schedule and attend monthly meetings with the NPHC Advisor to last until the group is granted full recognition.
3. Expansion representatives must submit a detailed outline of the membership intake process that includes activities, dates, times, locations, and all persons to be involved with the process.
4. Submit Intake Intent Forms to the NPHC Advisor ([camcgough@wisc.edu](mailto:camcgough@wisc.edu))

Once we have received all materials, you will receive written permission from the NPHC Advisor to begin conducting membership intake activity. No membership intake activity may occur until such permission is received. After the expansion representatives have completed a successful membership intake process and meet the criteria to be approved as a Registered Student Organization as outlined in Appendix A, they may move on to phase three.

**Phase Three: Recognition Status**

Upon completion of phases one and two, expansion representatives should be prepared to present all materials to the NPHC to begin their recognition process. The criteria process for new membership in the NPHC is included below for your reference.

***National Pan-Hellenic Council Recognition***

Article XV: Expansion & Recognition

Section 2: Membership Acceptance

1. Is a registered student organization with the Center for Leadership and Involvement (CfLI); and,
2. Has a minimum of four members, 75% must be undergraduate students from the University of Wisconsin - Madison; and,
3. Complete the Badger Step Up! Canvas course; and,
4. Is in good standing with its International or National Headquarters; and,
5. Has reasonably demonstrated an attempt to comply with the University of Wisconsin-Madison; and,
6. Adheres to all University policies and regulations.

### Section 3: Progress Report

1. An associate member organization must submit to the NPHC Executive Board and the NPHC Advisor a progress report due two weeks before the last day of classes. Included in this report shall be an evaluation on the organization's:
  - a. Growth
  - b. Scholastic achievement
  - c. Financial stability
  - d. Social activities
  - e. Service to the campus and community
  - f. Future plans, goals, and projects
    - i. Outline for membership retention
    - ii. Outline for continued growth (recruitment)
    - iii. Long term goals (3-5 years)
  - g. Any other information relating to the organization's progress
2. Evaluation of the information and materials listed above will be completed by the NPHC Executive Board and NPHC Advisor.
  - a. If the progress report is considered to reflect expectations of active membership the organization will be granted active membership for the following semester.
  - b. If the progress report is considered not to reflect expectations of active membership the organization will remain an associate member and be asked to provide another progress report within its second semester.
  - c. If at the end of the organization's second semester as an associate member, the organization's progress does not reflect expectations of active membership, the organization's membership to NPHC will be put up for review by the NPHC's Judicial process.
3. All Associate status members of NPHC at the University of Wisconsin-Madison will require a two-thirds approval vote by the NPHC member organizations, with each member organization having one vote.

At the end of the associate status period, as determined by the NPHC general body, the group will be granted member status provided they obtain a two-thirds approval vote from the NPHC with each member organization having one vote to cast.

### ***Office of Fraternity & Sorority Life Recognition***

After gaining recognition and approval from the National Pan-Hellenic Council, expansion representatives should schedule a meeting with the Advisor of NPHC to determine if all requirements for recognition have been met. Recognition is granted by OFSL upon demonstrating that the fraternity or sorority is responsibly managed, fiscally reliable, a responsible member of the University property, a constructive member of the campus community and its members willing to observe the rules and laws of the community. These expectations must be continuously met to maintain recognition. In keeping with the expectations that fraternities and sororities be responsibly managed and participate as constructive members of the community, as a general rule, recognition will be granted to the fraternity or sorority chapter under the following conditions:

1. Is a registered student organization; and,
2. Is in good standing with its Inter/National Headquarters. New organizations without an inter/national infrastructure may be exempted from this requirement at the discretion of OFSL on a case by case basis; and,
3. Is accepted by and considered an active participant in one of the four governing councils: Interfraternity Council, Multicultural Greek Council, National Pan-Hellenic Council, or the Panhellenic Association;
4. Has demonstrated a capacity to meet the requirements set forth in the University of Wisconsin - Madison Chapter Expectations.
5. Adhere to all University policies and regulations, including but not limited to:
  - a. Social Event Policies;
  - b. Code of Student Conduct;
  - c. Intake/New Member Education Forms;
  - d. New Member Qualifications;
  - e. Chapter GPA
  - f. New Member Presentation Policy

After expansion representatives have been granted recognition with the National Pan-Hellenic Council and the Office of Fraternity & Sorority Life, they will be considered Recognized. Chapters that are Recognized will be eligible to apply for and receive Council awards, recognized without conditions and considered “in good standing”.