



Office of the Dean of Students
Fraternity and Sorority Affairs
29 Trembley Drive
Bethlehem, PA
Tel: (610) 758-4157 Fax: (610) 758-6692
Web: www.lehigh.edu/ofsa

Multicultural Greek Council Expansion Procedure

The Multicultural Greek Council (MGC) consists of organizations that are historically oriented, founded, or based in a specific culture. This can include, but is not limited to, organizations affiliated with the National Pan-Hellenic Council (NPHC), the National Association for Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), or the National Asian Pacific American Panhellenic Association (NAPA). All culturally-based organizations wishing to expand to Lehigh University must complete by the following procedures:

Step 1: Submit Official Letter of Intent with all Supporting Documents and Materials

Individuals interested in starting a culturally-based Greek-letter fraternal organization must contact the Lehigh University OFSA in writing, expressing their interest through the following means:

1. An Official letter of Intent on letterhead from the inter/national organization expressing their interest in forming a chapter of their organization on Lehigh's campus, including the following components:
 - a. An explanation of the organization's intent and interest to affiliate with Lehigh University.
 - b. The organization's mission statement, outlining the group's goals, outstanding characteristics, and potential benefits to the campus community.
 - c. A compelling growth plan indicating plans for attaining a sustainable membership of the chapter, taking into account Lehigh's student population and demographics.
 - d. A statement and pledge of sponsorship for the potential chapter (from the inter/national organization and/or regional leadership, whichever is most appropriate), including articulation of a commitment to abide by and uphold Lehigh University's policies, regulations, procedures, and community values.
2. Verification that the inter/national organization is affiliated with any of the following:
 - National Pan-Hellenic Council (NPHC)
 - North-American Inter-Fraternity Conference (NIC)
 - National Association of Latino Fraternal Organizations (NALFO)
 - National Multicultural Greek Council (NMGC)
 - National Asian Pacific American Panhellenic Association (NAPA)
 - If the organization is not a member of one of these organizations, documentation must be given as to the reasoning for this.*
3. Proof of \$1,000,000 liability insurance.
4. The name and contact information, and a signed, written statement indicating willingness to serve in an advisory/support/resource capacity, from each of the following parties:
 - a. A faculty/staff advisor from Lehigh University
 - b. A chapter alumni/ae advisor
 - c. A graduate chapter, if applicable
 - d. A representative from the inter/national organization

5. Copies of the following inter/national organization policies, procedures, and programs:

- Logistical Information:
 - a. Name of organization
 - b. Founding date and location
 - c. Membership statistics:
 - i. Current number of chapters and colonies (national and regional)
 - ii. Current number of undergraduate members (national and regional)
 - iii. Current number of alumni/ae (national and regional)
 - iv. Average chapter size
 - v. Number of chapters founded in the last five years
 - vi. Number of chapters closed in the last five years (and their reasons for closing, if applicable)
 - d. Membership costs (new member, initiation fees, insurance, regular dues, etc.)
- Program Policies:
 - a. Position on hazing prevention/hazing policy and risk management
 - b. Intake policies and guidelines
 - c. Complete new member program
 - d. Minimum standards for potential new members
 - e. Scholarship/academic support programs*
 - i. *In the event that a regional/national program does not exist, the organization should state its intention to create a plan to suit the needs of a chapter at Lehigh University
 - ii. A timeline for development and implementation of such a plan should be included
 - f. Community service and philanthropy programs/requirements
 - g. Constitution and by-laws
 - h. Leadership/member development programs
 - i. Code of Conduct/Standards/Judicial procedures
- Colonization/Chartering:
 - a. Procedures for colonization/chartering (potential time-line, if plausible)
 - b. Ongoing support for colony/new chapter
- Organizational Support:
 - a. List of all chapters and locations
 - b. Volunteer support at the local, district, area, and regional level (as applicable)
 - c. Nearest chapter(s)
 - d. Number of alumni/ae in the Lehigh Valley area
 - e. Contact information of committed alumni/ae
- Resources:
 - a. Inter/national organizational structure and contact information
 - b. Foundation scholarships/loans
 - c. Leadership schools, retreats, conventions, and/or relevant meetings
 - d. Publications



Office of the Dean of Students
Fraternity and Sorority Affairs
29 Trembley Drive
Bethlehem, PA
Tel: (610) 758-4157 Fax: (610) 758-6692
Web: www.lehigh.edu/ofsa

The potential group will meet with a representative from OFSA to review the application utilizing the “Criteria to Evaluate Applications to Form a Greek-letter Fraternal Organization.” Should a negative review be rendered, the decision will outline the reasons for the negative review and provide an opportunity for the organizer of the petitioning group to meet with the OFSA staff to discuss ways to improve the application.

Step 2: Expansion Committee Review

Once the application is approved by OFSA staff, it will be turned over to the Expansion Committee for discussion and preparation for an expansion presentation.

- Presentations are organized and scheduled by the Expansion Committee, per recommendation of the System Wide Assessment Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni.
- The presentations made by inter/national organizations (or their appointed graduate chapter representatives) must include the following information, in addition to the information called for in the submitted application:
 1. A plan for meeting the standards and policies set by Lehigh University, the OFSA, and the Multicultural Greek Council.
 2. A growth plan for attracting and attaining a membership necessary to ensure sustainability of the chapter in coming years, including:
 - a. Acknowledgement and understanding of Lehigh’s student population and demographics.
 - b. A reasonable and achievable 6-12 month timeline for subsequent expansion, if approved.
 3. A plan for success in utilizing and completing the annual Accreditation process of Lehigh University.
- The Expansion Committee will be allotted time to question the group, focusing on:
 1. Feasibility of expansion plan.
 2. Likelihood of success in presented growth plan, based on Lehigh’s campus and student population.
 3. Strength of organization’s support and resources, indicating strength and sustainability of chapter and future member’s experiences with the organization.
 4. Benefits organization can provide to Lehigh’s campus and student experience.
- Expansion Committee will vote whether to invite group to campus for Provisional Recognition. No more than one new organization will be welcomed to campus per semester. If another organization has already been welcomed to campus, the Expansion Committee will provide petitioning organization with timeline for campus recognition.

Step 3: Complete Provisional Chapter Requirements

If approved, the organization will be recognized as a Provisional Member of the Multicultural Greek Council, and will be eligible to host informational meetings, scholarship events, or community service projects on campus in order to determine interest in the proposed organization. Certain responsibilities will be expected of provisionally-recognized organizations:



Office of the Dean of Students
Fraternity and Sorority Affairs
29 Trembley Drive
Bethlehem, PA
Tel: (610) 758-4157 Fax: (610) 758-6692
Web: www.lehigh.edu/ofsa

1. Provisional Recognition period should not exceed 3 consecutive academic semesters.
2. Organizations will reserve university facilities through the OFSA.
3. Recruitment Event sign-in sheets must be submitted to the OFSA within 72 hours of each informational event.
4. Organization must abide by and uphold all MGC, OFSA, and Lehigh University policies, regulations, procedures, and community values.

Once the group has attained a minimum of 5 eligible students, the organization can petition for Formal Recognition on Lehigh's campus and within the Multicultural Greek Council. Student eligibility is as follows:

1. 2.5 cumulative GPA.
2. 12 earned Lehigh Credits, or 12 Transfer Credits and proof of a 2.5 GPA from the student's previous institution.
3. Good standing with the University, as well as any of the Greek Governing bodies currently represented on campus.

The process for petition of Formal Recognition is as follows:

1. An Official Letter of Completion, submitted to the MGC President and Council Advisor, indicating completion of Provisional Chapter Requirements have been achieved/upheld.
2. A list, in alphabetical order, of each individual's name, contact information, social Lehigh University ID number, year in school, major, number of completed credits, intended graduation date, and any leadership positions held at Lehigh University.
3. A presentation to the MGC, including the following components:
 - a. A review of the major components presented to the Expansion Committee.
 - b. An introduction of any initiated members of the organization.
 - c. An introduction of any advisors supporting the organization.
 - d. An explanation of the organization's ability to contribute to and uphold the MGC Community Standards, in addition to the OFSA and Lehigh University policies, procedures, and regulations.

Upon successful presentation, the organization will be deemed an Active Member of the Multicultural Greek Council and Recognized Fraternity/Sorority Chapter of Lehigh University, and will inherit all rights and responsibilities of membership.

If after four semesters, the attempt to establish a chapter is unsuccessful, the OFSA will rescind the invitation to expand and all efforts will be halted. Extensions may be applied for, but are not assumed granted without approval of the Expansion Committee.

Failure to comply by this policy may jeopardize the organization's expansion and recognition at Lehigh University.