

Establishment of a Fraternity or Sorority at Lehigh University

For a sorority or fraternity to operate as an active organization at Lehigh University, it must be recognized by the University and be affiliated with one of the three governing councils: the Cultural Greek Council (CGC), the Interfraternity Council (IFC), or the Panhellenic Council (PHC). These three governing councils work collaboratively with the Office of Fraternity and Sorority Affairs (OFSA) on all decisions regarding the fraternity and sorority community, including the growth of the community through the addition of new or returning chapters.

All fraternity or sorority expansion/extension at Lehigh University must first be approved by both the Vice President of Student Affairs and the Dean of Students. Once approved, the Assistant Dean/Director of Fraternity and Sorority Affairs (OFSA) will convene a committee to oversee expansion efforts which will include the President of the appropriate council (CGC, IFC, or PHC), the Director of Housing Services, the Associate Director of Fraternity and Sorority Affairs, a student representative, and a representative from the Division of Student Affairs, or any of the above's designee. This committee will report to the Vice President for Student Affairs.

Organizations seeking University recognition must first receive permission in writing from OFSA to begin the expansion process before proceeding to the council. Any organization wishing to expand to Lehigh University must meet all requirements as outlined in the [Lehigh University Recognition Policy for Fraternities and Sororities](#). An organization must have an established Inter/National Headquarters (IHQ); an active liability insurance policy with minimum limits of \$1,000,000 per occurrence/\$2,000,000 aggregate on an occurrence basis with Lehigh University named as an additional insured, as well as working governing documents, among other requirements as outlined in the council specific procedure.

For organizations wishing to expand to Lehigh University which would be affiliated with a city-wide charter or graduate chapter, please refer to the Lehigh University Office of Fraternity and Sorority Affairs City-Wide Chapter Relationship Statement in Appendix A.

Section 1: University Expectations for Expansion

1. Expansion Application Process
 - a. Organizations will be notified if the council is open for expansion through the appropriate channels or after expressing interest.
 - b. All organizations must submit their applications to the Office of Fraternity and Sorority Affairs. Applications will only be accepted if the council is open for expansion. Preference will be given to organizations that have previously existed at Lehigh University.
 - c. In partnership with the councils, the University will determine how many chapters would be successful establishing in the same year. This decision will happen in partnership, when appropriate, with the inter/national organization staff.
 - d. We recognize the National Panhellenic Conference utilizes an expansion process that requires the Council to first vote to open for expansion. We will follow all rules in the current Manual of Information regarding Panhellenic extension.

2. Inter/national organization support
 - a. IFC and PHC chapters interested in expansion at Lehigh University must commit to having inter/national staff consistently present on campus for a minimum of one year while the chapter is getting started.
 - b. CGC chapters must submit a regional support plan that is approved by OFSA.

3. Facilities
 - a. Organizations interested in leasing a University-owned facility must be approved through Housing Services. Organizations will be eligible for group housing at the start of the academic year following their first initiation of members. Group housing is not guaranteed and is offered at the discretion of Lehigh University.

4. Application Content Expectations
 - a. Name of organization, evidence of alumni/ae support, along with the name and contact information of prospective chapter advisors.
 - b. Member size goal, including the expected number of founding members.
 - c. Information about the inter/national organization's strength and presence on other college campuses.
 - d. Information about recent new chapter efforts this group has completed.

- e. An inter/national Anti-Hazing Policy or statement, including educational resources provided to members.
- f. An inter/national inclusion statement or anti-discrimination statement/policy prohibiting discrimination on the basis of age, color, disability, gender identity or expression, genetic information, marital or familial status, national or ethnic origin, race, religion, sex, sexual orientation, or veteran status.
 - i. Single-sex fraternal organizations shall be entitled to single-sex membership consistent with regulations promulgated pursuant to Title IX of the U.S. Education Act Amendments of 1972 and such other applicable laws or regulations.
- g. A written constitution and bylaws for the proposed organization which demonstrates alignment of organization's values and mission with those of Lehigh University.
- h. A copy of the organization's inclusive membership policy and/or statement on allowing transgender persons membership in their organization, should one exist.
- i. A brief statement of the organization's history, including the number of chapters and growth rates, inter/national philanthropy or community service initiatives, scholarship achievement programs, leadership development, commitment to campus community health, goals, and values.
- j. An outline of provided and required educational programming on diversity, equity, and inclusion, alcohol and substance abuse, sexual violence, hazing prevention, mental health, and other important health and safety topics.
- k. Identify chapters at neighboring colleges or universities.
- l. Note any previous chapter presence at Lehigh, including reasons for previous dissolutions. Include lessons learned or commitments moving forward to address reasons for past dissolutions.
- m. A letter of endorsement from the charter-granting inter/national organization with the commitment of full-time staff (and/or regional leadership for CGC) in writing. This letter will include a detailed explanation of the resources to be devoted to the expansion process, including the name and contact information of the person(s) charged with leading the effort.
- n. The inter/national organization's plan to ensure effective chapter operations and officer training once new members have been initiated.

- o. A copy of the group's risk and social event management policy, including the organization's Certificate of Insurance, must comply with [Lehigh University Recognition Policy for Fraternities and Sororities](#).
- p. A detailed outline of the chapter's new member orientation/education program or membership intake process implemented by its founding members, which must address the following areas:
 - i. Purpose of the program - why is a process necessary?
 - ii. Goals of the program - what are the desired outcomes of the program?
 - iii. A detailed calendar of activities, day by day; a description of the activities and what desired outcome(s) they intend to achieve; and, how the activities and expected outcomes align with the organization's values and mission and those of the University.
 - iv. Length of the program (**must be no longer than six weeks**)
 - v. Responsibilities of new members, chapter members, and officers
 - vi. Demonstrated knowledge/understanding of university anti-hazing policies
 - vii. Financial obligations for new and continuing members, including a clear plan for how this information will be shared upfront with all members going forward.
- q. In addition to the information requested above that should comprise the expansion packet, all applicants should be aware that the primary factor the Expansion Committee will utilize in its recommendations is the potential for long term success. The expansion committee will also take into account the history and legacy of organizations. The most important variable in the decision to invite a group to expand is the quality of their proposal and the chances of success in the future.

5. Council Approval

- a. The Office of Fraternity and Sorority Affairs will share all application materials with the council expansion/extension committee, which will then determine if the fraternity or sorority should be invited to give a presentation to the campus. Only those organizations invited will be allowed to make a presentation to the campus.
- b. The council expansion/extension committee will determine if the fraternity or sorority meets the criteria to establish a chapter at Lehigh University.

6. Ineligibility for Expansion

- a. Chapters that have been dissolved or terminated by the University, but continue to exist as an unrecognized organization, or were started without

participating in a University-sanctioned expansion/extension process, shall not be eligible for recognition.

Section 2: Cultural Greek Council Expansion Process

All organizations wishing to expand to the Lehigh University Cultural Greek Council will be required to follow the steps set forth in this process.

Lehigh University reserves the right to accept, approve, or reject any fraternity seeking recognition and/or expanding at Lehigh University. The Cultural Greek Council (CGC) 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).

Following the creation of a university Expansion Committee, the Cultural Greek Council will convene to discuss a potential timeline for expansion within the CGC. To that end, the following steps will be taken.

1. The Office of Fraternity and Sorority Affairs and Cultural Greek Council will work with any eligible organization interested in expansion.
2. The interested organization must submit a 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 components outlined in Section 1 of this document.
3. The Cultural Greek Council President will form a committee consisting of delegates from each recognized CGC organization to review the requests for expansion.
4. The Expansion Committee will vote whether to invite the group to campus for Provisional Recognition.
 - a. 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 the petitioning organization with a timeline for campus recognition.
5. If approved, the organization will be recognized as a Provisional Member of the Cultural 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:

- a. The provisional Recognition period should not exceed 3 consecutive academic semesters.
 - b. Organizations will reserve university facilities through the OFSA.
 - c. Recruitment Event sign-in sheets must be submitted to the OFSA within 72 hours of each informational event, including each individual's full name, Lehigh ID, and LIN.
 - d. Organizations must abide by and uphold all CGC, OFSA, and Lehigh University policies, regulations, procedures, and community values.
6. 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 Cultural Greek Council.
 - a. An Official Letter of Completion, submitted to the CGC President and Council Advisor, indicating completion of Provisional Chapter Requirements have been achieved/upheld.
 - b. A presentation to the CGC, including the following components:
 - i. A review of the major components presented to the Expansion Committee.
 - ii. An introduction of any initiated members of the organization.
 - iii. An introduction of any advisors supporting the organization.
 - iv. An explanation of the organization's ability to contribute to and uphold the CGC Community Standards, in addition to the OFSA and Lehigh University policies, procedures, and regulations.
 7. Upon a successful presentation, the organization will be deemed an active member of the Cultural Greek Council and a recognized fraternity/sorority chapter of Lehigh University and will inherit all rights and responsibilities of membership.
 8. If after the 10th day of the fourth semester of provisional recognition 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 the approval of the Expansion Committee.
 9. Failure to comply with this policy may jeopardize the organization's expansion and recognition at Lehigh University.

Statement on Inactivity

An inactive chapter is defined as any fraternity or sorority that has previously met recognition requirements set forth by the University and the Cultural Greek Council and has since experienced a period of inactivity due to low or no undergraduate membership. If a chapter has:

1. Been inactive for a period of no more than three consecutive semesters shall be eligible to maintain a presence on campus and must notify the OFSA of its intent to return to campus no later than the 10th day of the fourth consecutive semester of inactivity. Failure to do so will result in the loss of campus recognition and will require any future expansion efforts to be conducted through the Expansion Policy.
2. Been inactive for more than three consecutive semester and does not submit a petition to return to campus until after the 10th day of the fourth consecutive semester of inactivity, the chapter will be treated as a re-chartering or expansion project and the organization must meet all requirements set forth by the OFSA Expansion Policy in order to regain recognition.

Section 3: Interfraternity Council Expansion Process

All organizations wishing to expand and/or activate to the Lehigh University Interfraternity Council will be required to follow the steps set forth in this process.

Lehigh University reserves the right to accept, approve, or reject any fraternity seeking recognition and/or expanding at Lehigh University. This model for controlled expansion respects the NIC open expansion directive stating that “the North-American Interfraternity Conferences states its support for open, unrestricted expansion for all college and university fraternity systems, and charges Interfraternity Councils and member fraternities to move toward such a program”, while maintaining campus-based authority over the process to ensure success for all parties involved.

Following the creation of a university Expansion Committee, the Interfraternity Council will convene to discuss a potential timeline for expansion within the IFC. To that end, the following steps will be taken.

1. The Office of Fraternity and Sorority Affairs and Interfraternity Council will work with the North-American Interfraternity Conference to contact organizations interested in expansion. The communication will request specific information outlined in Section 1 of this document, and will include information about the proposed timeline for the establishment of a new organization.
2. The Interfraternity Council President will form a committee consisting of delegates from each recognized IFC organization to review the requests for expansion.
3. A formal request for expansion must be submitted by the inter/national organization to the Office of Fraternity and Sorority Affairs by the provided deadline. These requests will be shared with the Expansion Committee and the Interfraternity Council.
 - a. Requests for expansion from other entities, such as groups of students or alumni associations, will not be considered.
4. The expansion committee will review each request for expansion received to evaluate which organization(s), if any, should be invited to make an expansion presentation on campus.
5. Presentations will be organized and scheduled by the Expansion Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni advisors. Only

organizations approved by the Expansion Committee will be invited to give a presentation.

- a. Presentations should include an overview of the information outlined in Section 1 of this document.
 - b. On the day of the presentation, the invited organization will attend meetings with the Expansion Committee and the Interfraternity Council.
6. After reviewing all requests for expansion and feedback from attendees at the expansion presentations and Interfraternity Council, the Expansion Committee can recommend to the Vice President of Student Affairs that a particular applicant group(s) be granted approval to expand and University recognition, suggest adjustments to the applicant's proposal, or recommend that no current applicant group warrants an offer of recognition. The Vice President of Student Affairs makes the final decision.
7. Upon acceptance by the Vice President for Student Affairs of a recommendation to grant recognition, the inter/national organizations participating in the presentations will be notified of the outcome. An invitation and preferred timeline for expansion is sent to the organization(s) selected.
8. Upon arrival at Lehigh University the potential new group(s) must follow the procedures set forth for expansion and full integration into the Lehigh Fraternity and Sorority Community.
9. Failure to comply with this policy may jeopardize the organization's expansion and recognition at Lehigh University.

Section 4: Panhellenic Council Expansion Process

All organizations wishing to expand and/or activate to the Lehigh University Panhellenic Council will be required to follow the steps set forth in this process.

Lehigh University reserves the right to accept, approve, or reject any women's fraternity or sorority seeking recognition and/or expanding at Lehigh University. This model for controlled expansion respects the NPC directive on the "Proper Authority" stating that the "NPC Panhellenic Extension Committee is the proper authority where there are two or more NPC sororities present on campus, then a vote of those NPC sororities as evidenced in written minutes of the College Panhellenic Council", while maintaining campus-based authority over the process to ensure success for all parties involved.

Following the creation of a university Expansion Committee, the Panhellenic Council will convene to discuss a potential timeline for expansion within the PHC. To that end, the following steps will be taken.

1. The Panhellenic Council will notify the NPC Area Advisor of the College Panhellenic's desire to explore the possibility of adding another NPC organization on campus. The council will also consult with the NPC Panhellenic Extension Committee chairman.
2. The Panhellenic Council will propose a vote to form an Extension Exploratory Committee (EEC), to be voted on no less than two weeks later.
3. If the motion to create an Extension Exploratory Committee passes with the required majority, the Panhellenic will form an EEC composed of the Assistant Dean/Director of Fraternity and Sorority Affairs, the Associate Director of Fraternity and Sorority Affairs, the Panhellenic President, 2-3 delegates from the Panhellenic community, and 2-3 alumnae advisors.
4. The EEC will gather relevant recruitment and enrollment statistics to assess the needs of the campus. The committee will compile an official report and include a recommendation as to whether to extend or not extend at this time. This report should include information such as:
 - a. Enrollment statistics for the past five years
 - i. Number of full-time students at Lehigh
 - ii. Number of full-time female students at Lehigh
 - iii. Male-female student ratio
 - b. Recruitment statistics for the past five years
 - i. Number of students registered for Panhellenic primary recruitment
 - ii. Number of students accepting bids during Panhellenic primary recruitment

- iii. Number of students not placed during Panhellenic primary recruitment
 - iv. Number of students accepting bids during Continuous Open Bidding
 - v. Quota
 - c. Chapter Membership Statistics for the past five years
 - i. Total
 - ii. Number of chapters at total
 - iii. Average chapter size
 - d. Housing Statistics
 - i. Average chapter house capacity
 - ii. Average chapter house occupancy over five-year period
 - iii. Campus housing and property options for the new organization(s)
 - e. Growth Analysis
 - i. Chapter history of NPC organizations on campus
 - ii. Date of last NPC organization added to campus
 - iii. Date of last NPC organization to close on campus
 - f. Key questions to consider:
 - i. Is the system currently unable to accommodate women wanting affiliation?
 - ii. Has total been adjusted to make current chapters larger to accommodate these women?
 - iii. Are chapter sizes manageable and chapter houses full to capacity?
 - iv. How will the addition of another NPC organization enhance the Panhellenic community?
 - v. If extension is approved, what timetable does the campus anticipate for the establishment of a new organization?
 - vi. If extension is approved, how will the College Panhellenic support the needs of any struggling organizations?
 - vii. If extension is approved, how will the college Panhellenic support the needs of the new organization?
- 5. The report from the EEC will be distributed to the College Panhellenic Council, the Panhellenic delegates, and the Chief Panhellenic Officers of the existing chapters at Lehigh University for consideration. The EEC will present their findings and recommendations to the Panhellenic Council.
- 6. Two weeks after the EEC report has been distributed, the Panhellenic Council will hold a vote on whether to open the campus for extension.
 - a. Should the vote pass, the council will move forward with the next steps outlined below.

- b. Should the vote fail, the council will place the EEC report into their archived files for future reference.
 - c. At the close of this vote, the EEC will be dissolved.
7. Following the successful vote to open the campus for extension, the Expansion Committee will notify the NPC Panhellenic Extension chairman and Area Advisor and will submit a NPC Extension Bulletin.
 - a. Following the release of the NPC Extension Bulletin and before invitations to present on campus are given, Lehigh will offer the opportunity for organizations to make exploratory visits. These will be optional visits for information-gathering purposes only. The Expansion Committee will coordinate all exploratory visits.
8. A formal request for extension must be submitted by the inter/national organization to the Office of Fraternity and Sorority Affairs by the provided deadline. These requests will be shared with the Expansion Committee and the Panhellenic Council.
 - a. Requests for expansion from other entities, such as groups of students or alumni associations, will not be considered.
9. The expansion committee will review each request for expansion received to evaluate which organization(s), if any, should be invited to make an expansion presentation on campus.
10. Presentations will be organized and scheduled by the Expansion Committee. Invitations to view the presentations will go out to members of the fraternity and sorority community, faculty, staff, students, and alumni advisors. Only organizations approved by the Expansion Committee will be invited to give a presentation.
 - a. Presentations should include an overview of the information outlined in Section 1 of this document.
 - b. On the day of the presentation, the invited organization will attend meetings with the Expansion Committee, the EEC, and the Panhellenic Council.
11. After reviewing all requests for expansion and feedback from attendees at the expansion presentations the Extension Committee will prepare an official motion to be voted on at a Panhellenic Council at the same meeting. This motion will not be taken back to the chapter or NPC member organizations for input.
12. Based on this vote, the University Expansion Committee will then recommend to the Vice President of Student Affairs that a particular applicant group(s) be granted approval to expand and University recognition, suggest adjustments to the applicant's proposal, or recommend that no current applicant group warrants an offer of recognition. The Vice President of Students Affairs makes the final decision.

13. Upon acceptance by the Vice President for Student Affairs of a recommendation to grant recognition, the inter/national organizations participating in the presentations will be notified of the outcome. An invitation and preferred timeline for expansion is sent to the organization(s) selected.
14. Upon arrival at Lehigh University the potential new group(s) must follow the procedures set forth for expansion and full integration into the Lehigh Fraternity and Sorority Community.
15. Failure to comply with this policy may jeopardize the organization's expansion and recognition at Lehigh University.