



**California State University, San Marcos
Fraternity & Sorority Life Expansion Plan**

The Student Leadership & Involvement Center (SLIC) and Fraternity & Sorority Life (FSL) staff oversee the expansion process for all social, professional, and culturally-based fraternal organizations. Expansion is encouraged when a need exists or a(n) inter/national fraternity or sorority requests to bring an additional organization to campus and the addition of the organization is recommended by the Interfraternity Council (IFC), Multicultural Greek Council (MGC), National Pan-Hellenic Council (NPHC), or Panhellenic Council (PC). The expansion process serves to ensure that petitioning fraternities and sororities become successful contributors to the missions of Cal State San Marcos, the fraternity and sorority community, and its respective organizations.

The fraternity and sorority community at California State University San Marcos is a diverse and rapidly growing community with over 700 students and 4 governing councils that represents 18 organizations of various values, principles, and identities. We value and seek organizations whose ideals align with the mission and vision of the University and are committed to providing the resources necessary to cultivate a strong and sustainable organization. This document is designed to educate interested students, inter/national fraternities and sororities, and local organizations of the procedures necessary to become affiliated as a prospective chapter or organization at the University.

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University Model for Growth

To support the experience and intentional growth, CSUSM (California State University, San Marcos) operates under a closed and open expansion/ extension model, meaning that new groups will only be considered when the campus is ready and able to support these organizations and thus open for expansion/extension. It is recommended that interested students and/or organizations contact the Coordinator of Fraternity & Sorority Life to confirm the campus readiness for expansion/extension and thus the anticipated review cycle.

Campus Crashing

Campus “crashing” or forming a group of interested students without the approval of Student Leadership & Involvement Center will not be tolerated and can jeopardize an organization’s application to expand/extend at CSUSM.

Recognized Organizations

Any group interested in expanding to California State University San Marcos must have an established Inter/National Headquarters and be recognized by one of the following umbrella organizations:

- North American Interfraternity Conference (NIC)
- National Panhellenic Conference (NPC)
- National Multicultural Greek Council (NMGC)
- National Pan-Hellenic Council (NPHC)
- National Association of Latino Fraternal Organizations (NALFO)
- National Asian Pacific American Panhellenic Association (NAPA)

Exceptions may be granted for fraternities and sororities which are not affiliated with the above umbrella organizations but are part of a local, national, or international organization with appropriate insurance coverage and support.

Fraternity & Sorority Life Expansion Overview

- I. Campus Readiness
 - a. The Student Leadership & Involvement Center will conduct annual feasibility studies to assess readiness for possible expansion. Student Leadership &



- b. Involvement Center will have the discretion to conduct a feasibility study based on campus openness to expansion and the needs of the community. An annual review (feasibility study) of the CSUSM environment for expansion/extension readiness shall include the following:
 - i. The council with which the organization plans to affiliate is ready to open for expansion
 - ii. The stability and membership retention rates of recognized chapters
 - iii. Size of current chapters as related to physical campus facility limitations and chapter member experience
 - iv. Formally assessed interest and documented need from students; demand for alternative organization options
 - v. Enrollment trends
 - vi. The number of men/women involved in Fraternity & Sorority Recruitment
 - vii. The number of regional or inter/national Fraternity & Sorority organizations expressing interest to establish at the university
 - c. If the University determines that there may be some possibility of new growth, the Student Leadership & Involvement Center will convene a Fraternity & Sorority Expansion Committee. Student Leadership & Involvement Center will have an annual feasibility study to assess.
 - d. The University has the right to deny or delay expansion for any group coming to campus after formal recommendation from the Expansion Committee and has the right to decide if and when campus is ready to expand.
- II. Fraternity & Sorority Expansion/Extension Committee
- a. This committee will make recommendations to the University regarding expansion. The committee will review a feasibility study prepared by Student Leadership & Involvement center and provide a formal recommendation if new growth is warranted.
 - b. The committee will be chaired by the Coordinator of Fraternity & Sorority Life and is composed of:
 - i. One (1) fraternity/sorority associated student of each affiliated council;
 - ii. Two (2) chapter or faculty advisors of established fraternity/sorority chapters;



- iii. One (1) faculty/staff member who is or is not a current advisor for a fraternity/sorority and
 - iv. The Director of Student Leadership & Involvement Center
 - c. Groups recommended for expansion are expected to follow one of the three specific council expansion procedures: Interfraternity Council Expansion Procedure, Culturally Based Fraternity/Sorority Expansion Procedure, or Panhellenic Council Extension Procedure.
 - i. Each expansion procedure will be made up of a sub-committee that consists of one (1) representative per recognized chapter of that council.
 - ii. These procedures are designed specifically to fit the needs of the organizations and umbrella groups that have an interest in expanding at CSUSM.
- III. Solicitation of Interest
 - a. There are two processes by which a fraternity or sorority provide interest in establishing a chapter at CSUSM:
 - i. Process for Organization Solicitation of the University
 - 1. A regional or inter/national organization initiates formal contact with the University to establish a Fraternity or Sorority on campus. Formal contact will include information necessary to start the expansion/extension process as outlined in Necessary Documentation (Section IV).
 - a. This may include an interest group that has formed and has been in formal communication with a regional or inter/national organization
 - 2. The Fraternity & Sorority Extension Committee will review with the specific council procedure sub-committee to determine umbrella organization policies and procedures, following a recommendation if the organization will be invited to move forward in the Expansion/Extension Review process.
 - ii. Process for University Solicitation of Organizations
 - 1. The Coordinator of Fraternity & Sorority Life will draft a letter in conjunction with the VPSA inviting regional or inter/national organizations to expand/extend at CSUSM. The written notice



2. will be posted online and sent out to umbrella organizations and those organizations who have indicated interest in the campus. The letter will detail the deadlines for submitting information to the campus and the process by which selected groups will be invited to join the university community. Organizations who do not submit expected information by the deadlines established in written notice will not be considered for expansion/extension.
3. The Coordinator of Fraternity & Sorority Life will gather information and convene the Fraternity & Sorority Expansion/Extension Committee with the appropriate council procedure sub-committee to review the information and request further information if needed.

IV. Necessary Documentation

- a. Initial request for expansion/extension will be received and evaluated by Student Leadership & Involvement Center and/or the Fraternity & Sorority Expansion/Extension Committee.
- b. When a regional or inter/national organization is interested in becoming part of the CSUSM community, the following information must be submitted:
 - i. Submit an Expansion Interest Form
 1. Attach a Letter of Interest and the organization's philosophy in relation to the Mission of CSUSM, including the commitment to recruit diverse membership.

If selected for consideration by the Fraternity & Sorority Expansion/Extension Committee and the respective governing council, the Expansion Application Packet will be requested. The University requests that you utilize the Expansion Application Packet form for reference; additional information and supporting documents may be submitted



Interfraternity Council Expansion Procedure

Interested groups who have been recommended by the expansion committee to form an organization under the umbrella group of the North American Interfraternity Conference (NIC) are expected to participate in the following:

1. Consult with the Student Leadership & Involvement Center, who will work with NIC and the Interfraternity Council to contact all organizations interested in expansion and request appropriate materials and a formal request regarding extension from those organizations.
2. Determine if and when an on-campus presentation from the prospective fraternity to the IFC general body at a regularly scheduled meeting is needed (Invite selected organization(s) for expansion to make on-campus or virtual presentations to the IFC general body and expansion committee).
3. Following the presentation, the IFC general body will provide recommendations to the expansion committee to determine when the group will start.
 - a. If the petitioning group is affiliated with the NIC, the IFC Expansion sub-committee will determine a timeline of when the group can start the official expansion, not to exceed 4 years after the time of petition.
 - b. If the petitioning group is not affiliated with the NIC, after the presentations, the IFC General Body will vote on if they would like the group to join their council. Based on the vote, formal recommendations will be provided to the Fraternity & Sorority Expansion/Extension Committee.
4. Once the timeline is voted on and established, the Fraternity & Sorority Expansion Committee will send a formal recommendation to the Vice President of Student Affairs or designee for final approval and letter.
5. The IFC Expansion Procedure sub-committee reserves the right to decline a group for presentation to the IFC general body if all aspects of the requested materials are not provided. In addition, the committee may waive any aspects of the required documentation or choose not to consider a group for any reason.
6. Upon approval and/or recognition by the committee, a fraternity's provisional status will last one full academic year, beginning the next succeeding semester.
7. After expansion commences/recognition is extended, the group is subject, but not limited to, (section of new chapter requirements).

Culturally Based Fraternity/Sorority Procedure

Interested groups who have been recommended by the expansion committee to form an organization under one of the following umbrella groups – National Multicultural Greek Council (NMGC), National Pan-Hellenic Council (NPHC), National Association of Latino



Fraternal Organizations (NALFO), National Asian Pacific Islander Desi American Panhellenic Association (NAPA) - are expected to participate in the following:

1. Consult with Student Leadership & Involvement Center to identify organizations within the appropriate umbrella group who may be interested in expansion and request appropriate materials and a formal request regarding extension from those organizations.
2. After all requests and supporting materials have been submitted, the Fraternity & Sorority Expansion Committee (along with the Multicultural Greek Council or National Pan-Hellenic Council, if established) will select finalists to present to the general body at a regularly scheduled meeting (in-person or virtual). Those groups interested but not selected will be notified by the Coordinator of Fraternity & Sorority Life.
3. Following campus presentations, a recommendation will be provided by the Multicultural Greek Council or National Pan-Hellenic Council to the Fraternity & Sorority Expansion Committee, who will then make a formal recommendation to invite and establish on campus.
 - a. Established and recognized organizations within MGC and NPHC must follow their umbrella organization policies when providing recommendations.
4. Formal recommendation will be sent to the Vice President of Student Affairs or designee for final approval.
5. Once an invitation is extended and accepted, the Student Leadership & Involvement Center will begin working with the selected organization to prepare a schedule for establishment.

Panhellenic Council Organization Extension Procedure

Panhellenic Council Organization Extension Procedures strictly follows the NPC Manual of Information, *Unanimous Agreement V (Extension)*. The Panhellenic Council should consult with the Coordinator of Fraternity & Sorority Life, NPC Area Advisor, and the NPC Extension Committee Chair if they believe that they are at a point of extension.

The Panhellenic Council will adhere to the NPC MOI (Manual of Information) Extension Exploratory Process after reviewing readiness factors with the NPC Area Advisor, NPC Panhellenic Extension Committee Chair, and the Coordinator of Fraternity & Sorority Life.



Establishing of a New Chapter

The Vice President of Student Affairs or designee will send a final letter approving the organization to expand and will need to be accepted by the invited organization.

In accepting an invitation from the University to establish a new chapter at CSUSM, the regional or inter/national organization must submit the following to Student Leadership & Involvement Center:

1. Expansion/extension procedures including plans for initial membership recruitment, officer training programs and visitation schedules of Inter/National Officers and Regional Officers.
2. Contact roster of primary faculty/staff campus advisor, chapter advisor, and a minimum of two alumni advisors willing to assume positions as advisors and/or corporation board members.
3. Copies of both local and inter/national Constitution and Bylaws.
4. Copies of insurance policies and a current Certificate of Insurance.
5. A letter of support from the inter/national organization that a charter will not be granted until a recommendation from the Coordinator of Fraternity & Sorority Life is approved by the VPSA and is received by the inter/national organization.
6. Student Leadership & Involvement Center may revoke new chapter status through due process and reasonable cause. Refer to the University Response and Administrative Review Processes in Student Organization Handbook (SECTION).
7. The regional or inter/national organization must award the new chapter full chapter status within two years of the University granting new chapter status. If the chapter status is not awarded within two years, the new chapter status will be revoked. Student Leadership & Involvement center can grant an extension for good cause depending on the presented circumstances.
8. Student Leadership & Involvement Center will work to develop a new chapter establishment plan in collaboration with regional or inter/national representatives that will provide opportunities to highlight the organization in a manner that takes into consideration the time frame during which the new chapter is invited to campus and sets the organization up for success given the campus' deferred recruitment process.