



THE UNIVERSITY OF ARIZONA

# Fraternity & Sorority Programs

**The University of Arizona**  
**Fraternity & Sorority Programs**  
**Recognition Policy**

Formally known as the “Expansion Policy and Procedures”

**Updated December 2023**

**Implementation January 1, 2024**

## **About This Policy**

Recognition is the official process through which Fraternity & Sorority Programs grants approval for a social fraternity or sorority (“Organization”) to operate as a recognized student organization on campus. This status enables the organization to enjoy the various advantages of being a registered student organization.

## **Policy Outline**

- I. Extension for National Panhellenic Conference (NPC)
- II. Recognition Procedures
- III. Recognition Packet
- IV. Recognition Presentation Guidelines
- V. Recognition Review Committee
- VI. Greek Governing Council
- VII. Dormant Organization
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## **I. Extension for National Panhellenic Conference (NPC)**

1. The extension of NPC sororities shall be conducted in accordance with a formal extension plan that has received approval from both the Panhellenic Council and Fraternity & Sorority Programs. This process must adhere to the Extension Procedures outlined in the National Panhellenic Conference Manual of Information.

## **II. Recognition Procedures Overview**

1. Submit a formal letter of intent to the Fraternity & Sorority Programs Assistant Director. This letter should include the support of the Inter/National Headquarters.
2. Submit all recognition packet materials by the appropriate deadline in a single PDF format. This must be emailed to the Fraternity & Sorority Programs Assistant Director. The Recognition Review Committee will comprehensively review the submitted packet and assess whether the organization's packet meets the required criteria.
3. If the Recognition Review Committee determines that the organization's packet meets the required criteria, the organization will be invited to give a virtual presentation to the Recognition Review Committee and fraternity and sorority community leaders in accordance with the recognition presentation guidelines.
4. Upon request by the Dean of Students Office and Fraternity and Sorority Programs, participate in a virtual meeting with Dean of Students Office and Fraternity & Sorority Programs staff members.
5. Receive the final decision regarding the organization's university recognition. The final decision regarding the organization's university recognition will be made by the Vice Provost for Campus Life and Dean of Students, who may consider feedback provided by anyone involved in the review process. This decision is final and not subject to appeal.

## **III. Recognition Packet**

1. An organization seeking recognition must provide the Recognition Review Committee with the recognition packet materials in a single PDF format.
2. The Recognition Review Committee will meet and review recognition packets twice per year. Recognition packets must be submitted by the deadlines below:
  - i. The deadline for groups interested in receiving recognition for the upcoming spring semester is September 1<sup>st</sup>.
  - ii. The deadline for groups interested in receiving recognition for the upcoming fall semester is February 1<sup>st</sup>.
3. Recognition packet materials must include:
  - i. Alumni Information
    - Specify the total number of alumni residing in Tucson and the location of the nearest alumni club, organization, and/or graduate chapter.
    - Furnish documentation demonstrating the interest and support of Tucson-based alumni in establishing a chapter.
    - Identify a Tucson-based alumnus/alumna who will assume the role of the designated Chapter Advisor.
    - List additional alumni interested in contributing to the chapter in an advisory capacity. Include their name, city of residence, primary email, and contact number.
  - ii. A copy of the fraternity's constitution and bylaws encompassing national and local documents.
    1. If local constitutions and bylaws are not created until recognition is granted, please provide a copy of the templates and resources provided to founding

- members to make those documents and the processes they are to follow when writing those documents.
- iii. Copies of the following:
    - Hazing policy.
    - Sexual assault response policy and related programs.
    - Alcohol and other drugs policy and related programs.
    - Academic policies and related programs.
    - Documentation of an internal judicial process for addressing members who violate organization, university, state, and/or federal policies.
    - Membership education policy and related programs.
    - Leadership development and officer transition programs.
    - Advisor training program.
    - Chartering requirements.
    - Chapter accreditation process.
  - iv. A detailed timeline of the chapter's plan for the first four (4) semesters on campus, including recruitment plans, chartering process potential date, etc.
  - v. Statistical data regarding the organization's national presence:
    - Total number of chapters nationwide, including their geographic distribution.
    - Total number of chapters and expansion groups within Arizona and the West Coast region, listing each group and their locations.
    - List of chartered and expansion groups from the last five (5) years and their statuses. If failed, please include what led to the failure.
    - Total number of lifetime-initiated members.
    - Total number of chartering or expansion groups expected to be formed during the same time as the Arizona expansion.
    - List of chapters that have closed in the past five (5) years. Please include location, school, date, and reason for closure
    - Are there chapters that have headquarters recognition but not university recognition? Please include the location, school, and date of loss of university recognition.
    - Average chapter size on campuses like The University of Arizona.
  - vi. Submission of two (2) Campus-Based Professionals Letters of Reference from recent expansions.
  - vii. Information regarding National support:
    - Number of travel consultants, including program descriptions and time commitments for this expansion.
    - Advisor program details specifically tailored to this expansion.
    - Description of HQ staff support delineated into phases such as chartering, post-chartering, and during established chapter status.
    - Overview of conventions, leadership programs, and available programs for chartering and initiated members.
    - National expansion budget allocation and the chartering or colony group percentage.
  - viii. Organization's mission and values statement with an explanation for how the organization will demonstrate a commitment to and promote those values during their tenure at The University of Arizona

- ix. Expanding organizations should articulate a plan for how they will create positive relationships with other chapters and with key constituents across campus/community.
- x. Local purposes and goals
  - Goals while still a chartering group
  - Goals for within two (2) years of chartering
  - Vision for three (3) to five (5) years for where the chapter should be. At a minimum, the vision should include:
    - Membership numbers
    - Campus Involvement
    - Community Involvement
    - Academics
    - Leadership Development
    - Membership Education Initiatives
    - Diversity, Equity, and Inclusion
  - Long-term goals, including the above topics, within five (5) to ten (10) years.
- xi. If a group is returning to campus or from disciplinary action, describe the following:
  - Reasons why the chapter left campus and when.
  - How the group plans to avoid this from happening again
  - How the group has cleared up any debts or circumstances still left incomplete from when previously on campus (if applicable)

#### **IV. Virtual Recognition Presentation Guidelines**

1. An Inter/National HQ staff member(s) or volunteer must make and lead the presentation.
2. The Chapter Advisor listed in the recognition packet must be present for the presentation.
3. The presentation should be no longer than 30 minutes in length and the presenters should be prepared to answer questions from the audience at the close of their presentation.
4. Presentations should include the following information:
  - i. Total number of alumni in Tucson.
  - ii. Explained interest and support of the Tucson alumni in establishing a chapter.
  - iii. An alumnus/na located in Tucson who will be the designated Chapter Advisor
  - iv. A list of additional alumni who are interested in working with the chapter in an advisory capacity.
  - v. Nearest alumni club/organization/graduate chapter
  - vi. Hazing policy
  - vii. Sexual Assault policy and program
  - viii. Alcohol and Substance Abuse policy and program
  - ix. Scholarship policies and program
  - x. Membership Education policy and program
  - xi. Rush/Recruitment/Membership Intake policy and program
  - xii. Leadership Development and Officer Transition programs
  - xiii. Advisor Training and Development program
  - xiv. Chapter Accreditation Process/Standards for Chartered Chapters
  - xv. A detailed explanation of the Inter/National organization's philosophy around contact and partnership with the host institution.
  - xvi. Expanding the organization's mission and values statement with an explanation for

how the colony/chapter will remain relevant to those values during their tenure at UA.

- xvii. Expanding organizations should articulate a plan for how they will create positive relationships with other chapters and with key constituents across campus/community.
- xviii. Short-term goals (while still a colony/new group)
- xix. Goals for within two years of chartering
- xx. If a group is returning to campus or from disciplinary action, describe the following:
  - Reasons why the chapter left campus and when.
  - How the group plans to avoid this from happening again.

#### **V. Recognition Review Committee**

1. The Recognition Review Committee thoroughly reviews the submitted recognition packets to assess whether the organization's packet meets the required criteria and attends the virtual presentation.
2. The Assistant Director from Fraternity & Sorority Programs will be the Chair.
3. The committee's rotating membership shall include, but is not limited to, the following: IFC President, Panhellenic President, USFC President, and up to three additional chapter presidents from any governing council appointed by the Assistant Director.
4. Each rotating member's term will last one year (two semesters) and coincide with their concurrent term in their respective positions.

#### **VI. Greek Governing Council**

1. After receiving recognition, the organization must join and maintain a recognized Greek Governing Council membership. The recognized councils are the Interfraternity Council, the United Sorority & Fraternity Council, and the Panhellenic Council.
2. The Greek Governing Council determines how membership status is granted.

#### **VII. Dormant Organization**

1. A dormant organization is defined as one in which the membership falls below five (5) undergraduate active members.
2. A dormant organization retains recognition for two (2) semesters to attain the necessary membership of five (5) members. After two (2) semesters, university recognition will be withdrawn. If the organization subsequently seeks recognition, it must go through the entire recognition process described above.
3. A dormant organization must comply with all policies applicable to Recognized Organizations.
4. A dormant organization that does not meet the requirements outlined in this section must petition for recognition as outlined in this document.

#### **VIII. Additional Polices**

1. If the Dean of Students Office revokes the Organization's recognition, and once the loss of recognition expires, should the Organization wish to rejoin the Fraternity and Sorority Community, it must seek recognition in accordance with this policy in addition to satisfying any other terms/sanctions set forth by the Dean of Student's Office in connection with the revocation of recognition.