

### **Culturally-Based Chapter Expansion Requests**

*Starting Campus-Based Chapters for Groups Affiliated with the National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), National Multicultural Greek Council (NMGC), or National Asian Pacific Islander American Panhellenic Association (NAPA)*

A request for the university to consider the establishment of a new culturally-based social fraternity or sorority may be initiated by a group of interested students or the national office (the “petitioning group”). Either party may submit the request to the Office of Student Programs & Engagement in writing and must include the following information:

- An explanation of the intent of the organization and its interest in establishing a chapter at Bentley University.
- Confirmation from the national organization of its knowledge of the interest group and the support the national organization will provide the group, as well as the national organization’s requirements for chartering. The petitioning group must also list all currently recognized chapters and a list of local support, such as alumni in the area, regional officers/advisors, or other local chapters.
- Names of current students interested in affiliating with the group, including class years, emails and phone numbers. A demonstration of the long-term sustainability and interest in the organization among students must also be documented.
- National Bylaws and Constitution
- Verification if the national organization is affiliated with any of the following:
  - National Pan-Hellenic Council (NPHC)
  - North-American Interfraternity Conference (NIC)
  - National Association of Latino Fraternal Organizations (NALFO)
  - National Multicultural Greek Council (NMGC)
  - National Asian Pacific Islander American Panhellenic Association (NAPA)
  - National Panhellenic Conference (NPC)
- Notification of any pending legal action being taken against other chapters and/or the national organization
- If the organization is attempting to reactivate a previously approved but since suspended or revoked charter (instances of noncompliance or misconduct), documentation of the group’s financial and judicial standing and history with both the university and the national organization must be provided and verified. If the organization is attempted to reactive a previously approved but since inactive or re-recognized charter (instances of lack of interest), the organization may work with SP&E on reactivation per the Student Organization Guidebook.

Upon receipt of the request, the Office of Student Programs & Engagement will convene an expansion committee to consider the request. The expansion committee will be made up of six members: three staff members chosen by the Senior Associate Director of Student Programs & Engagement and three undergraduate students: one student chosen by the FSL Presidents Council, one student chosen by the Identity & Advocacy Leadership Council, and one student chosen by the Student Government Association executive board. One member of the committee will serve as chair of the committee. A simple majority is required for all expansion committee decisions.

SP&E will document and disseminate information relevant to the following considerations for the expansion committee to consider alongside the information contained in the petitioning group's request.

- Enrollment data and trends
- Recruitment data and trends
- Status of the existing Fraternity & Sorority Life community (membership data, number of chapters, FSL community health and safety climate, and related information)
- Ability for a new organization to meet the University's expectations for fraternities and sororities, outlined in the FSL Community Standards Program and other University policies

The expansion committee will consider the above information and the petitioning group's request before voting on whether to invite the petitioning group to present to the expansion committee. A vote not to invite the petitioning group to present to the committee effectively terminates the process. The chair of the expansion committee then writes to the petitioning group, outlining the committee's rationale for its denial. A vote to invite the petitioning group to present to the committee moves the process forward. At that point, the group must prepare a presentation that includes the following:

- Organization Information
  - Name of organization
  - Founding date and location
  - Membership statistics:
    - Current number of chapters and new chapters
    - Current number of undergraduate members and alumni/ae
    - Average chapter size
    - Number of chapters closed in the last five years and their reasons for closing
  - Membership costs: new member, initiation fees, membership dues
  - National organization leadership and location
- Program Policies
  - Plan of consultations and supervision for establishing a new chapter
  - Position statements and trainings on hazing, alcohol and other drugs, sexual violence prevention, health education, and diversity, equity and inclusion
  - Recruitment/intake policies
  - Complete new member program
  - Minimum standards for potential new members
  - Scholarship/academic support programs
  - Community service and philanthropy programs/requirements
  - Sample chapter constitution and bylaws
  - Leadership/member development programs
  - Code of conduct/standards/judicial procedures
  - Risk management program and/or policy
  - Proof of insurance
- Organizational Support
  - List of all chapters and locations
  - Volunteer support at the regional/district and local level
  - Approval from the inter/national organization to establish a new chapter

- Nearest chapter(s)
- Number of alumni/ae in the Boston area (a 30-mile radius of campus and a 60-mile radius of campus)
- The name, address, telephone number and email address of a faculty/staff from Bentley University who has agreed to serve as an advisor and a written letter of support from that individual, outlining their intended contributions and support to the organization.
- The name, address, telephone number and email address of the chapter alumni/ae advisor(s) and a written letter of support from that individual, outlining their intended contributions and support to the organization.
- Establishment Process
  - Timeline for establishment as a new chapter
  - Names of current students interested in affiliating with the group as well as students interested in serving as officers, including class years, emails and phone numbers. A demonstration of the long-term sustainability and interest in the organization among students must also be documented.
  - Marketing plan and 5 year recruitment plan
  - What support the organization will need from the University community
  - Support the organization will receive from the national organization during the establishment/new chapter process

The date, time, location, and duration of the presentation will be determined by the expansion committee, with the goal to have the group present during the same academic term in which the initial request was received. The petitioning group must provide all presentation materials and the above information in writing to the chair of the expansion committee at least 2 weeks in advance of the scheduled presentation. The presentation day may also include visits/meetings between the national organization and/or student group and members of the campus community, as determined by the expansion committee. The presentation will be open to all members of the Bentley University community, who may use this as an opportunity to learn more about the organization and ask questions. The expansion committee will solicit feedback from all presentation attendees and, after considering the feedback and all of the information involved in the process, will vote within one week of the presentation on whether to approve the group's request for establishment on Bentley University's campus. If the committee decides to approve the request, the committee will also stipulate parameters for the establishment of the chapter and the recruitment of its founding class, what support for those efforts will look like from the campus and national organization, and other requirements, and these parameters will be documented and signed by representatives of the student group, national organization and SP&E. Once this document is signed, the new chapter is considered a recognized student organization and will maintain recognition unless and until it loses recognition per University policy.

Student Programs & Engagement, in consultation with the expansion committee, may adapt the format or content of any element of this process based on the unique needs of the petitioning group, such as the availability of headquarters staff to assist students with the original request letter or campus presentation, as well as their ability to travel to campus, among other factors.

Policy developed based on [Baylor University](#) and [Drexel University](#) expansion policies.

### City-Wide Chapter Expansion Requests

City-wide chapters provide students with the opportunity to join an organization whose membership is not made up of only Bentley students but rather of students from Bentley and area colleges and universities. Each city-wide chapter operates under one constitution/bylaws and one set of elected officers, holds one initiation, and is chartered and recognized by the organization's national headquarters. Recognized city-wide chapters are only those who have been approved for recognition under the University's expansion policy and have Bentley University listed on their charter.

New requests for Bentley University recognition of city-wide chapters not currently recognized by the University must be submitted to Student Programs & Engagement. A request may be initiated by a group of interested students or the national office (the "petitioning group"). Either party may submit the request to the Office of Student Programs & Engagement in writing and must include the following information:

- Organization Information
  - An explanation of the intent of the organization and its interest in adding Bentley University to the chapter's charter.
  - National Bylaws and Constitution
  - Verification if the national organization is affiliated with any of the following:
    - National Pan-Hellenic Council (NPHC)
    - North-American Interfraternity Conference (NIC)
    - National Association of Latino Fraternal Organizations (NALFO)
    - National Multicultural Greek Council (NMGC)
    - National Asian Pacific Islander American Panhellenic Association (NAPA)
    - National Panhellenic Conference (NPC)
  - Number of chapters closed in the last five years and their reasons for closing and notification of any pending legal action being taken against other chapters and/or the national organization
  - If the organization is attempting to reactivate a previously approved but since suspended or revoked charter (instances of noncompliance or misconduct), documentation of the group's financial and judicial standing and history with both the university and the national organization must be provided and verified. If the organization is attempted to reactive a previously approved but since inactive or re-recognized charter (instances of lack of interest), the organization may work with SP&E on reactivation per the Student Organization Guidebook.
- Program Policies
  - Position statements and trainings on hazing, alcohol and other drugs, sexual violence prevention, health education, and diversity, equity and inclusion
  - Recruitment/intake policies
  - Complete new member program
  - Minimum standards for potential new members. Membership costs: new member, initiation fees, membership dues
  - Code of conduct/standards/judicial procedures
  - Risk management program and/or policy
  - Proof of insurance

- Marketing plan and 5 year recruitment plan
- Organizational Support
  - Confirmation from the national organization of its knowledge of the request and the support the national organization will provide the group, as well as the national organization's requirements for adding Bentley University to the charter. The petitioning group must also list all current member institutions of the charter, regional officers/advisors, or other local chapters
  - Names of current members and their institutional affiliation, as well as any Bentley students interested in affiliating with the group, including class years, emails and phone numbers
  - The name, address, telephone number and email address of the chapter alumni/ae advisor(s) and a written letter of support from that individual, outlining their intended contributions and support to the organization
  - What support the organization will need from the University community
  - Support the organization will receive from the national organization during the establishment/new chapter process

Upon receipt of the request, the Office of Student Programs & Engagement will review the request and consider it alongside enrollment data and trends, recruitment data and trends, the status of the existing Fraternity & Sorority Life community (membership data, number of chapters, FSL community health and safety climate, and related information), and the ability for a new organization to meet the University's expectations for city-wide fraternities and sororities, outlined above. Student Programs & Engagement will present a summary of the request along with its intended decision on whether or not to support the request to the following groups: FSL Presidents Council, Identity & Advocacy Leadership Council, and Student Government Association. These groups will have the opportunity for questions and feedback, which must be considered in SP&E's final decision-making process. SP&E will notify the petitioning group and these three groups of its final decision no later than one month from the initial request.

Non-recognized city-wide chapters may only recruit Bentley students with written prior approval of Student Programs & Engagement.

[Policy developed based on Ohio Wesleyan University policy.](#)