

## FRATERNITY & SORORITY RECOGNITION AND EXPANSION POLICY

Adapted from the Fraternity and Sorority Policy Manual, available at [www.newpaltz.edu/saus/greeklife.html](http://www.newpaltz.edu/saus/greeklife.html)

### TYPES OF RECOGNITION

Any social or fraternal organization with a selective membership process must obtain college recognition through the Office of Student Activities and Union Services to use campus facilities and function on the campus. This recognition is conditional and exists at the authorization of the College President or his/her designee.

A list of recognized fraternities and sororities may be found on the Office of Student Activities and Union Services' website: [www.newpaltz.edu/saus/greeklife.html](http://www.newpaltz.edu/saus/greeklife.html) . Please note that if an organization is not listed, it is unrecognized.

**Recognized Chartered Organization:** This is an organization that has been granted all rights, privileges, obligations, and appropriate use of College resources as a fraternity or sorority.

**Recognized Interest Group:** This is an organization fully recognized by SUNY New Paltz, the Office of Student Activities, the United Greek Association, and appropriate sub-governing board. This organization has completed all the steps towards receiving Recognized Chartered Organization status, but is simply awaiting their charter from their national office. Once a Recognized Interest Group provides a copy of its charter, its status with the college will automatically change to Recognized Chartered Organization.

**Provisional Interest Group:** This is a temporary status, not to exceed one calendar year, during which time a newly-formed group of interested potential members of a new or previously recognized fraternity or sorority must attempt to meet the requirements for Recognized Interest Group status. Provisional Interest Groups enjoy most rights and privileges of Recognized Chartered Organizations. Provisional Interest Groups not induct New Members into the fraternity or sorority until they have achieved Recognized Interest Group or Recognized Chartered Organization status.

### FRATERNITY AND SORORITY EXPANSION POLICY

SUNY New Paltz recognizes that a strong fraternity and sorority community is a constructive element of student life. Given that the United Greek Association and the appropriate sub-governing board supports a period of expansion, the Office of Student Activities and Union Services will work with organizations seeking to establish or re-charter chapters at SUNY New Paltz. In overseeing this process, there must be substantial evidence of the ability of the proposed organization to contribute to the Fraternity and Sorority Community, and to conduct itself in a manner consistent with the principles and policies stated in the SUNY New Paltz Student Handbook and the Fraternity and Sorority Policy Manual.

Expansion of a new or previously-recognized organization onto campus must be undergraduate student initiated, and the procedures below listed below must be followed. The Assistant Director of Student Activities and Union Services (or designee) will administer correspondence, collect required materials and documentation, and track the progress of each organization.

In the case that a Fraternity or Sorority wishes to seek recognition at SUNY New Paltz, but does not have any/enough undergraduate student interest, the (Inter)National/Regional Office may coordinate one General Informational Meeting on campus with the Assistant Director of Student Activities and Union Services. The purpose of this meeting would be to garner student interest in the expansion efforts of this organization. Requests must be made to the Assistant Director at least one month in advance. Requests will only be granted if the following documentation listed in Steps 2a, 2b, and 3d from *Steps to Establishment or Re-Recognition of Fraternities and Sororities* is on file with the Office of Student Activities and Union Services. Only one General Information Meeting per unrecognized organization per calendar year will be accommodated.

Please note that sororities affiliated with the National Panhellenic Conference have a slightly different expansion process. Interested students and/or organization representatives should meet with the Office of Student Activities and Union Services to discuss that process.

### **STEPS TO ESTABLISHMENT OR RE-RECOGNITION OF FRATERNITIES AND SORORITIES**

1. A student meets with the Assistant Director of Student Activities and Union Services to indicate his/her interest in either establishing a new or previously recognized fraternity or sorority. The purpose of this meeting is to review the steps to establish or re-recognize a fraternity/sorority, to ensure that the student understands the policies and expectations associated with this process, and to determine the possibility of the particular organization's recognition at New Paltz. Ultimately, the decision to permit an organization to move forward towards full recognition is at the discretion of the Office of Student Activities and Union Services, on behalf of the College.
2. The Regional/(Inter)National Office of the fraternity or sorority must provide the following documentation to the Assistant Director of Student Activities and Union Services:
  - a. A letter of authorization indicating that the organization is interested in seeking recognition at SUNY New Paltz and will provide support and advisement to the student members. This letter must also indicate whom from the Regional/(Inter)National Office would be the main point of contact and/or advisor to the group, his/her title, and his/her contact information.
  - b. A copy of the organization's expansion policy, procedures, and expectations.

***Please note: at this point, an unrecognized organization enjoys neither rights nor privileges at SUNY New Paltz. Only when a group has completed Step 3 of this process does that group gain Provisional Interest Group status.***

3. The Assistant Director of Student Activities and Union Services or designee must receive the documentation and policies as described below. Materials may be emailed, mailed, faxed, or delivered to the Assistant Director of Student Activities and Union Services (please see [www.newpaltz.edu/saus](http://www.newpaltz.edu/saus) for appropriate contact information).
  - a. A Potential Provisional Interest Group Roster with the names and contact information of a minimum of eight undergraduate students granted authorization (see above) to form a Regional/(Inter)National affiliate organization. Each student must be a full-time, matriculated

undergraduate student, must have completed at least 12 credits at SUNY New Paltz, and must have a minimum cumulative GPA of 2.50 or higher; first-semester transfer students are eligible with a 2.70 cumulative GPA or higher from their previous institution. Potential Provisional Interest Group Rosters are available at [www.newpaltz.edu/saus](http://www.newpaltz.edu/saus) .

Please note that the College expects that all of the names on this documentation will become initiated members of the fraternity or sorority once the group has achieved Recognized Interest Group status. Therefore, once the group achieves Provisional Interest Group status, the roster of the group should not change until the recognition process is completed.

- b. A letter of authorization from the Regional/(Inter)National Office for the specifically named individuals currently enrolled at SUNY New Paltz to form a colony, chapter, interest group, or affiliate organization. This letter must also indicate which New Paltz student will serve as the main point of contact of the potential Provisional Interest Group.
  - c. The name of the SUNY New Paltz part/full time faculty or professional staff member who has agreed to serve as the advisor to the organization. Please submit this information via an Advisor Agreement Form (available at [www.newpaltz.edu/saus](http://www.newpaltz.edu/saus) ).
  - d. The following documentation from the organization's (inter)national office:
    - i. Constitution and By-Laws (complete and current)
    - ii. New Member Program
    - iii. Risk Management Policies and Procedures
    - iv. Hazing Policies
    - v. Financial Requirements
    - vi. Code of Conduct
    - vii. Proof of Liability Insurance – for (Inter) National Organizations
    - viii. Outline of the requirements for Good Standing
    - ix. Certification that the constitution by-laws, policies, regulations and practice of the organization do not restrict membership on the basis of race, creed, natural origin, age, disability, sexual preference or marital status, and further that the active members on campus have authority independent to any national organizations to determine membership in the campus affiliate.
4. After all of the above information is received, reviewed, and verified, an Introductory Meeting will take place. This meeting will be scheduled by the Assistant Director of Student Activities and Union Services; please allow at least two weeks after all above documentation is received for this meeting to be scheduled. This will account for material review, and email-scheduling of all involved parties.

The following parties must attend the Introductory Meeting:

- All members of the Potential Provisional Interest Group (see Step 3b)
- The main point of contact from the (inter)national/regional office, acting on behalf of the fraternity or sorority to oversee and advise the students at New Paltz (see step 2a).
- The Assistant Director of Student Activities and Union Services
- The President or Vice-President of the United Greek Association
- The President or Vice-President of the appropriate sub-governing board, as determined by the Assistant Director of Student Activities and Union Services (based on national affiliation, etc.), the group's faculty/staff advisor, the United Greek Association President or Vice-President, and representative(s) from the organization's (Inter)National/Regional Office. After this meeting, the

group may receive Provisional Interest Group status for the period of one calendar year. Provisional recognition grants organizations the same rights and privileges as fully recognized organizations with the exception of voting privileges on the respective sub governing board and UGA.

The following parties are encouraged to attend the Introductory Meeting:

- The Director of Student Activities and Union Services
- The Faculty/Staff Advisor to the Potential Provisional Interest Group (see Step 3c)

The agenda of the Introductory Meeting will include:

- Formally establishing a relationship between the interested students, the fraternity/sorority, and the College.
- Reviewing the upcoming steps towards full recognition (see below).
- The UGA President and sub-governing board President will provide copies of their constitutions and to review the recognition procedures for their respective councils. The Presidents will share contact information with the main point of contact for the potential Provisional Interest Group.
- A roundtable discussion and opportunity to answer any questions that any party has regarding the potential recognition of the fraternity or sorority.

Within two business days after this Introductory Meeting, the group will receive Provisional Interest Group status for the period of one calendar year. This status will be granted by the Office of Student Activities and Union Services, on behalf of the College. Provisional Interest Group recognition grants an organization the same rights and privileges as fully recognized organizations with the following exceptions:

- The Provisional Interest Group does not have voting privileges for their sub-governing board nor UGA.
- The Provisional Interest Group is not permitted to participate in any New Member Education Program until it has achieved full recognition.

5. Once the Provisional Interest Group feels they are prepared, the main point of contact for the group should contact the President of the sub-governing council to request time on the agenda for their presentation. Please refer to the sub-governing council's constitution for expectations and procedures associated with new organizations seeking recognition.

After presentation and voting, the President of the sub-governing board will provide its decision to the Assistant Director of Student Activities and Union Services in writing. Outcomes can include:

- Recommendation that the Provisional Interest Group receive college recognition, and a statement that the group will be a recognized member organization of that council.
- A decision to not support the Provisional Interest Group for college recognition. If this is the case, the sub-governing board must also provide documentation citing why the group did not receive support; this will be shared with the Provisional Interest Group. In this case, the Provisional Interest Group may present to another sub governing board (if appropriate) or appeal for a second presentation to the desired sub-governing board within the time permitted under their provisional status. If all options are exhausted and/or the provisional status has expired, the Provisional Interest Group must disband immediately, and the fraternity/sorority cannot initiate intentions for recognition until one calendar year from this date.

6. Once the Assistant Director of Student Activities and Union Services receives a letter of support and recommendation from the sub-governing board, he/she will notify the main point of contact that they are approved to move forward. Once they feel they are prepared, the main point of contact for the Provisional Interest Group should contact the President of UGA to request time on the agenda for their presentation. Please refer to UGA's constitution for expectations and procedures associated with new organizations seeking recognition.

After presentation and voting, the President of UGA will provide its decision to the Assistant Director of Student Activities and Union Services in writing. Outcomes can include:

- Recommendation that the Provisional Interest Group receive college recognition, and a statement that the group will be a recognized member organization of UGA.
  - A decision to not support the Provisional Interest Group for college recognition. If this is the case, the President of UGA must also provide documentation citing why the group did not receive support; this will be shared with the Provisional Interest Group. In this case, the Provisional Interest Group may request a second presentation to UGA within the time permitted under their provisional status. If the Provisional Interest Group does not receive recommendation and membership in UGA and/or the provisional status has expired, the Provisional Interest Group must disband immediately and the fraternity/sorority cannot initiate intentions for recognition until one calendar year from this date.
7. Once the Office of Student Activities and Union Services has received documentation of support and recommendation from the UGA, an official letter of recognition from the Director of Student Activities and Union Services, on behalf of the College, will follow. This will ratify the organization's status as a Recognized Interest Group, and the organization will enjoy the rights and privileges associated with this status.

In the case that the organization achieves Recognized Interest Group status during the fall or spring semester's window for New Member Education, the (inter)national organization may begin an approved New Member Education Program in accordance with all policies and expectations outlined. Otherwise, the group will need to wait to begin New Member Education activities during the following semester.

The organization's recognition will be probationary for two calendar years, or until the successful completion of two new member classes, whichever is longer. During this time, the Office of Student Activities and Union Services, on behalf of the College, reserves the right to revoke an organization's recognition if the organization is involved in alleged policy violation(s) or if the organization drops to zero members.