



Fraternity and Sorority Life  
McKENDREE UNIVERSITY

**Expansion Packet and Procedures**

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## Introduction

The fraternity and sorority community at McKendree University has made significant strides in the last couple of years in increasing the interest of the student population in social Greek-letter organizations. As a result, there is a need to maintain a consistent process for expansion. The university desires to create a precedent that can help create a lasting community. This packet will help to establish a precedent that can be evaluated and revised as expansion practices and models change.

This packet and the included requirements will be shared with any fraternity or sorority that is interested in establishing a chapter at McKendree University. The expansion of a fraternity or sorority should not be taken lightly as the introduction of new organizations could be extremely beneficial to the community or particularly detrimental depending on the timing, current state of the community, and the support the new chapter receives. The Office of Fraternity and Sorority Life (OFSL) believes that the below requirements and criteria will ensure that the support and resources needed for an organization to be successful will be in place prior to the formation of a group. The requirements and criteria emphasize the importance of a partnership with the university, OFSL, and the national fraternity or sorority.

Questions about this packet can be directed to OFSL coordinator(s).

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## General Information

### ***Welcome to Lebanon, IL***

The town of Lebanon, Illinois lies on the border of greater metro area of Saint Louis, Missouri. The town was founded in 1814 and is a historic town with a population of 4,400. The location of Lebanon provides our students with a small-town atmosphere with large city (St. Louis) amenities within a short drive. Lebanon offers a main street shopping district with unique shops and restaurants within walking distance of the university. For more information on Lebanon, you can visit the town's website: <https://www.lebanonil.org/city/>

### ***McKendree University***

McKendree University is Illinois's first institution of higher education. We are a private liberal arts institution with a mission focused on providing a high-quality education as we cherish our historic relationship with the United Methodist Church. The environment encourages open dialog and mutual respect among students from diverse backgrounds. McKendree University is home for about 1,400 undergraduate students. About 65% of those students are in-state. McKendree University also recruits students from roughly 40 states and about 38 countries worldwide. McKendree University offers baccalaureate degrees through four schools in business, education, nursing and health professions, and liberal arts and sciences. Approximately 52% of our students are men and 48% women. The racial composition of our undergraduate population is 65% white, 13% Black or African-American, 5% Latino, 3% Multiracial, and less than 1% of our students identify as Asian or Native/Indigenous. We have a very involved student base. Over 60% of our students are athletes. Another 12% are involved in fine arts such as band or theater.

We have additional campuses located at Scott Air Force Base and Radcliff, Kentucky.

To learn more about our institution, please visit our website: [www.mckendree.edu](http://www.mckendree.edu).

### ***Make your Mark***

With the small campus atmosphere, students can make and leave a legacy during their time as a student here. Our campus prides itself on the close-knit community we have and translate this into the care and compassion our faculty and staff have for our students

The student population is actively involved in a wide range of activities outside of the classroom. We strive for student learning and growth through every facet of their college experience. In campus activities, we have over one hundred different student organizations for students to have the opportunity to join and be a part of a wide range of groups. We have over thirty collegiate level athletic sports here at McKendree student compete in the Great Lakes Valley Conference, Division II

It is important that our students experience a community atmosphere, and we have a strong residence life department to provide the on-campus living experience. Approximately 72% percent of the undergraduate population remain in campus housing with around 86% percent of first-year students living on campus.

## Fraternity and Sorority Community

The vision of the fraternity and sorority community is to be committed to continuous development by crafting an experience committed to the institution's four foundational pillars: Responsible Citizenship, Engagement, Academic Success, and Lifelong Learning.

The mission of the community is to provide a high-quality, values-based experience for members of the fraternity and sorority community. We accomplish this within our four foundational pillars of responsible citizenship, engagement, academic success, and lifelong learning.

### **Responsible Citizenship**

Being a responsible citizen within the university community and beyond is vitally important. Students will understand inclusion in regards to personal and social responsibility. Members of our community will be involved in community service, social justice, and diversity topics as it relates to our fraternal values.

### **Engagement**

Engagement is a key part of being a successful member of our global community. Members will engage as leaders in co-curricular activities, athletic teams, academic-related groups, and off-campus activities as they develop the bonds of friendship.

### **Academic Success**

Academic success stems from the fraternity and sorority community in critical thinking within the classroom. Our community will encourage scholarship for members to excel proficiently in their academic studies.

### **Lifelong Learning**

Transferable skills and experiences will help prepare our members to become productive members of society and exemplary fraternity men and sorority women for life.

McKendree University offers a fraternity and sorority community full of history, diversity, and opportunity. Each social Greek-letter organization offers an experience different from the other chapters on campus—a quality which allows students to leave a personal and lasting legacy on the chapter's history. The community at McKendree University is comprised of chapters spanning multiple governing councils including the North-American Inter-fraternity Council (NIC), National Panhellenic Conference (NPC) the National Pan-Hellenic Council (NHPC), as well as a few local organizations. The current community consists of five recognized Greek organizations and one governing council. We have two local sororities, Kappa Lambda Iota (1869) and Kappa Sigma Tau (1992). We have one national sorority, Sigma Sigma Sigma (2011). We have two national fraternities of Alpha Delta Gamma (2012) and Phi Beta Sigma, Inc. (2019).

The unique dynamic of our community provides our students with the ability to craft and give input in the experience they will have and the future of their community. The current structure of fraternity and sorority recruitment is a semi-formal structure, where they have a loose schedule to follow with selected themed nights, along with the freedom and flexibility to build within the time and date blueprints. Phi Beta Sigma follows a different structure as governed by their National Headquarters in agreeance and compliance with McKendree University.

The Office of Fraternity and Sorority Life is always looking to expand and improve. Additionally, the governing body, Inter-Greek Council (IGC) is focusing on more Greek unifying events and structure for the community as a whole. OFSL and the administration's goals include:

- Desire to increase the undergraduate population involved in Fraternity and Sorority Life
- Refine programming and outreach utilizing data from assessment
- Foster a safe environment for students to create their fraternal experience
- Connect the fraternal experience towards the values and mission of the university

## No Hazing Clause

### *Office of Fraternity and Sorority Life*

McKendree University supports a “Zero Tolerance” policy with hazing activities and events, which means:

- Any suspicion will be investigated.
- Any finding of more likely than not that hazing occurred will be sanctioned.
- Any member or group found in breach of this policy may be subject to removal of the community.

As part of our community, members will understand that hazing acts are both unethical and illegal and do not promote brotherhood/sisterhood. No chapter, colony, student, new member/pledge/neophyte, or alumnus shall conduct, condone, or participate in any hazing activity. Members will agree to acknowledge and abide by McKendree University's hazing policy, as well as all applicable state and federal laws.

Members of the fraternity and sorority community shall not willingly participate in or allow hazing activities to take place in their chapter or other chapters and must report any hazing activities they experience, witness, or suspect.

Members will further understand that if they report in good faith any activity that is defined as hazing or refuse to participate in an activity that could be defined as hazing, their membership in our community cannot be jeopardized.

### *McKendree University Policy*

#### **17.00 Hazing**

No person(s) or group(s) shall force any member(s) of the University community to engage in degrading or humiliating activities and/or situations, or place any person(s) in situations that threaten their health, safety, or well-being, for purposes of gaining entry into or remaining in any University organization or group.

Known offenders will run the risk of losing the right to attend McKendree University. Those in violation of the Illinois Hazing Act, are also subject to the sanctions of the State of Illinois.

### *Illinois State Law*

#### **§ 720 ILCS 120/5. Hazing**

Sec. 5. **Hazing.** A person commits **hazing** who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person.

#### **§ 720 ILCS 120/10. Sentence**

Sec. 10. Sentence. **Hazing** is a Class A misdemeanor, except **hazing** that results in death or great bodily harm is a Class 4 felony.

## Expansion Process

In order to establish a fraternity/sorority or to charter/re-charter a chapter at McKendree University, the university must invite that fraternity/sorority to campus. Any invitation to expand to McKendree University shall be issued by the Office of the Vice President for Student Affairs upon the recommendation of an Expansion Committee and the IGC. Campus crashing or forming a group of interested students without approval by the OFSL or the Office of Campus Activities or by the (inter)national office will not be tolerated and will be barred from campus for a minimum of two calendar years.

Expansion for a fraternal organization is not automatic. Expansion must be approved by the Fraternity and Sorority Life Expansion Committee (committee). The committee shall consist of, but is not limited to, the following:

- Three IGC members, one of which must hold an executive position
- A member of the Student Affairs division
- One to two faculty members that are unaffiliated to the organization in the process
- The Director of Campus Activities (or a designee)
- A minimum of two non-Fraternity/Sorority affiliated undergraduate students

The committee develops a timeline and process which the chapter will follow for expansion. An example timeline for expansion follows:

1. The committee requests (inter)national organizations to submit an Expansion Petition.
2. The committee reviews submitted materials.
3. The committee invites the organization to give a formal presentation. This presentation shall be open to the committee, IGC members, chapter presidents, chapter advisors, and any invited guests from the committee.
4. The committee presents a report/recommendation to OFSL and Director of Campus Activities to invite a group to expand.

5. A formal invitation to expand or denial to expand to the university shall receive final approval from the Vice President of Student Affairs, and then it will be sent to the requesting (inter)national organizations.

The Department of Campus Life reserves the right to amend this policy at any time.

### ***Considerations for Expansion***

The following are the considerations given to groups that would like to charter on campus:

- Interest is shown through the number of prospective members from the McKendree University student body that would qualify for membership. Typically this is done through one to three interest meetings.
- College enrollment trends
- Membership and academic status of current and existing fraternities and sororities
- Trends in fraternity and/or sorority recruitment

### ***Requirements to be Eligible***

Requirements for a group to be considered for expansion onto McKendree University:

- The IGC and OFSL must both be open for and agree to general chapter expansion.
  - Typically, once a group is chartered, there is a three year moratorium on beginning the process with a group in order to allow newly chartered groups the chance to establish themselves well. Furthermore,
  - Only one group can expand at McKendree University at any given time.
  - Exceptions can be made at the discretion of OFSL and Office of Campus Activities.
- Only groups affiliated with national or international organizations may be considered for expansion. Furthermore, the university will only consider fraternities/sororities with a connection to a regional or national headquarters.
- The group is required to have a full advisory board (minimum 1 advisor for every 25 students) consisting of at least one university faculty/staff member. All advisors who are not university employees must have a background check completed at their initiation through the McKendree Office of Residence Life.
- The (inter)national group must cover the interest group by a policy of general commercial liability insurance and must be present a certificate of insurance prior to recruiting an interest group. Each group is required to carry commercial liability insurance with minimum limits of one million dollars each occurrence and a two million dollar general aggregate. Updated insurance certificates must be submitted annually as directed by OFSL.
- The (inter)national headquarters staff must meet with a member of OFSL, or their designee, and be prepared to address the following requirements, this includes, but is not limited to:
  - All recruitment activities for the purpose of recruiting founding members must be conducted by the national headquarters staff.
  - Throughout the duration of the recruitment period of founding members at least 1 national staff members or consultant must be present on campus. They will assume responsibility for each colonization process and is in attendance at the colony recruitment. The responsible parties must be included in the event/activity recruitment plan.

- The contact information (email address and cell number) of the national headquarters officers will be shared with OFSL and constant (at twice a month) communication with OFSL should occur for the colonization period.
- There must be at least 2 consultants/field representatives to work with the colony/chapter on a regular basis for the period of at least two calendar years after the installation/chartering.
- There must be a specific commitment plan for the continuing support of the new chapter over a five year period after colonization and chartering are complete. There must be a specific a commitment to continuing support for the funding for chapter attendance at national and regional leadership training conferences and the development of alumni support.
- If an organization previously was active on campus, all university debts must be paid in full before a group can be considered for expansion. This includes debts in organizational gift and activity accounts and any accounts residing with housing and dining services.
- Re-chartering members will not be held responsible for previous, uncollected, or accumulated debt by the former (preceding) members or chapter. McKendree University students will not be held accountable for, or asked to pay for any previous, uncollected debts by previous members.

### ***Campus Supplied Information***

The Office of Fraternity and Sorority Life will provide the following information in a supplementary document provided on the home page for Fraternity and Sorority Life at McKendree University.

- Expansion Packet
- All necessary grade release forms
- Housing policies
- Risk management forms of the governing body and OFSL
- Social event reporting forms
- Governing Council constitution and bylaws
- Map of the university and operated property
- Fraternity/sorority related policies
- Fraternity and sorority calendar events
- Fraternity/sorority vision and mission statement
- Residence Life's Themed Housing Policy and Process
- Any other requested materials for the (inter)national organization as appropriate

### ***Information supplied by Fraternity/Sorority***

A completed application for expansion should include:

1. Letter of official request to colonize on McKendree University
2. Organization information:
  - Name of organization
  - National purpose
  - Philanthropies/Service Programs

- Membership policies requirements including: statement of all costs associated with membership in the organization (new member and active member)
  - Regional or international organization's statement of non-discrimination and policy against hazing
  - Chapter or Colony's financial obligation to the regional or (inter)national organization
3. Develop and supply a plan for establishing and sustaining a new charter at McKendree University for at least 5 years should minimally include:
- Membership recruitment and selection
  - Supervision and assistance of new chapters including a number of advisors (alumni or otherwise), national visitors, etc. This should include a plan detailing headquarter staff/volunteer involvement throughout the colonization process up to and including chartering.
  - Educational programming for members
  - Probable service projects/philanthropy
  - A statement/information on how the organization promotes and prioritizes diversity and inclusion through supporting members with marginalized identities, implementing (inter)national policies and messaging that promote equity, educating members on issues of diversity and inclusion (e.g., privilege, oppression, identity, etc.).
  - Academic/scholarship requirements for initiation and maintenance of membership
  - Timeline and time restrictions for initiation, new membership education, and other induction related processes
  - Membership/size requirements for the chapter and how those numbers are determined by the inter(national) organization
4. Provide information on the human aggregate for the (inter)national organization that can be of resource to the new chapter, such as:
- Contact number and names of alumni within 50 miles of the 62254 area code that are willing to provide voluntary support of the new chapter. Letters of pledged commitment from those alumni are appreciated but not required.
  - A list by campus of all undergraduate chapters in the region. Include the location, chapter size, amount of new members initiated over the past 3 years, and founding date of each undergraduate chapter. If there is no regional chapters, then a list of minimum 5 to maximum 10 of the closest chapters will suffice.
  - Include a list with chapters that have started within the past five years that are now inactive, under investigation, suspended, pending suspension, or pending termination with a short explanation as to why.
5. An overview of regional/(inter)national programs supporting the success of the new chapter such as:
- Education programs (leadership, by-stander intervention, health and wellness, sexual assault/harassment, hazing, etc.)
  - Membership development programs (Service, brother/sisterhood events, etc.)
  - Programs for collegiate/alumni involvement
  - Membership recruitment programs
  - Internal system for holding members accountable
  - Risk management policies and initiatives

- Grade point average policies and academic programs
  - Current membership fee schedules
  - Support provided by the regional/(inter)national organization
  - National accreditation programs
  - Officer training opportunities (scope, L-Shape, etc...)
  - Financial assistance programs or scholarship opportunities
  - Other programs of note
6. Necessary Documentation needed through print or electronic format.
- One copy of the two most recent national publications
  - National constitution and bylaws including any non-discrimination or diversity statements
  - Tax Identification number
  - Information on:
    - i. Membership growth of the organization
    - ii. Academic statistics and programs
    - iii. Alumni involvements
    - iv. Council involvements
2. References: Provide university contact information for chapters that have been established within the past two years.
- Director of Fraternity and Sorority Life
  - Chapter advisor(s)
  - Chapter president(s)
7. Proof of liability insurance: Requires a minimum of \$1,000,000.00 liability and \$2,000,000.00 aggregate insurance policy for recognition

## Expansion Process Description

The fraternity/sorority expansion can be initiated in one of the following situations:

- Through receiving a formal petition from a group of interested students.
- Letter expressing interest in colonizing that is initiated by an (inter)national organization.
- Through reviewing a formal petition for recognition by a group coming off a disciplinary loss of university recognition.

### ***Student Initiated***

The coordinator(s) of OFSL and IGC representative(s) will meet with the interested students (minimum of 8). After meeting, there needs to be a desire or belief that expansion is probable and will be beneficial to the community.

If IGC and OFSL both are open for and agree to general chapter expansion, OFSL will make contact with the national headquarters and gauge support and interest from the (inter)national headquarters staff. OFSL will not pursue this opportunity unless the (inter)national headquarters is willing and interested in the endeavor.

### ***(Inter)national Organization Initiated***

A letter of interest of colonization is submitted. This letter should include the philosophy of the organization in relation to the fraternity & sorority life, relation to the mission of McKendree University, and the commitment to recruiting a diverse membership. A template of the statement is included in the 'Forms' section of this packet.

An in-person or phone meeting is scheduled between the (inter)national organization's representative(s), the coordinator(s) of OFSL, and the Vice President for Student Affairs or their designee.

The coordinator of OFSL and IGC representative(s) will meet to discuss the request. After meeting, there needs to be a desire or belief that expansion is probable and will be beneficial to the community.

- If there is interest, the (inter)national organization will be permitted to form an interest group.
- If there is no interest, the (inter)national organization will receive explanation and if applicable, a notice of intent for possible further collaborative efforts with the organization.

### ***Re-Colonizing Student Group Initiated***

The interested student and a representative from the (inter)national organization must meet with the coordinator(s) of OFSL, the Director of Campus Activities, and the Vice President for Student Affairs or their designee to discuss possible re-colonization. This meeting will include a discussion of a list of criteria to be met in consideration of returning to McKendree University as an active colony.

The criteria must include but are not limited to:

- Reason why the chapter became inactive on campus
- How the issues have been resolved or addressed to rectify past harm and prevent future concerns
- How the group has cleared any debts or circumstances still incomplete from when previously on campus
- Commitment to no involvement with the members who were involved in the incident(s) that cause the group to leave campus, if necessary based on the circumstances of the incident(s).

If the coordinator(s) of OFSL, Director of Campus Activities, and the Vice President of Student Affairs give permission for the group to move forward, the coordinator(s) of OFSL and IGC representative(s) will meet with the interested students (minimum of 8). After meeting, there needs to be a desire or belief that re-expansion is probable and will be beneficial to the community.

If IGC and OFSL both are open for and agree to general chapter expansion, OFSL will make contact with the national headquarters and gauge support and interest from the (inter)national headquarters staff. OFSL will not pursue this opportunity unless the (inter)national headquarters is willing and interested in the endeavor.

### ***Formation Phase***

The Office of Fraternity and Sorority Life, with help from the initiating party(s), will host one to three informational session to gauge maximum number of other interested students. Of course, meetings may be done in tandem with the (inter)national organization based on their wishes/policies. The names of students along with their campus ID numbers must be provided to the OFSL.

The Interest group must fill out and have approval on all applicable paperwork to establish themselves as a Registered Student Organization (RSO) on McKendree University's campus as listed in the RSO Handbook (<https://www.mckendree.edu/student-life/involvement/rso/resources/handbook.php>). . Once the group has become an RSO, the interest group is referred to as colony.

### ***Colonization Phase***

The colony and parent organization will submit a formal written proposal for expansion. See 'Information supplied by Fraternity/Sorority' section. All requested materials and information to be reviewed by the Fraternity and Sorority Life Expansion Committee (committee).

A semi-annual decision will be made to allow the colony to continue the ability to recruit additional students to join the organization beyond the initial interest group.

Once RSO status is gained, the colony has two calendar years to become a chartered chapter of the (inter)national organization. The Extension Invitation shall become null and void if the organizations cannot establish active chapter status during this time period. A formal request to extend the deadline by one calendar year can be submitted. The request to expand the time line can be provided by Coordinator for Fraternity and Sorority Life.

### ***Chartering Process Description***

A colony wishing to become a chapter must provide the following information to the Office of Fraternity and Sorority Life:

- Two-Thirds Approval by the Fraternity and Sorority Life Expansion Committee
- The colony must be recognized and in good standing with the Office of Campus Activities as an RSO and the Office of Student Conduct
- All colony-to-chartered organization members must have a 2.5+ cumulative GPA.
- Support from chapter advisor(s)
- Some form of approval from the (inter)national organization which must be submitted to OFSL

Upon approval of the Office of Fraternity and Sorority Life, the colony will be given recognition by the Office of Fraternity and Sorority Life.