



National Pan-Hellenic Council Expansion Policy

The Expansion Packet provides an overview of the process for new or reactivating organizations.

Phase One: Application and Intent to Expand

To begin the process individual students, interest groups, or inter/national organization representatives should follow the steps below to share their Intent to Expand on the Embry-Riddle Aeronautical University Daytona Beach Campus. The Fraternity & Sorority Life Office and Registered Student Organization Office hold the right to determine if they are not ready to expand. All organizations intending to expand should email Associate Director of Fraternity & Sorority Life, Nicholas A. Damiano, at damiann1@erau.edu to set up an initial meeting to discuss the respective organizations' intent to expand. Please note that the University holds all rights of when student organizations form on campus, the timeline of expansion/creation, and that all student organizations exist at the discretion of the University.

Part 1: Intent to Expand

Once the initial interest meeting concludes, the Associate Director of Fraternity & Sorority Life will email the meeting holder with approval to proceed or denial. If approved, expansion representatives should create a Google Drive folder or a similar aspect with all required documents and share it with the Associate Director of Fraternity & Sorority Life when it is ready for review. If denied, we ask that the interested organization wait one calendar year and reapply. If approved, please include all the following in your folder:

1. Letter of intent from the national organization detailing in one page or less:
 - a. The purpose of the organization
 - b. Desire for recognition at Embry-Riddle Aeronautical University Daytona Beach Campus
 - c. Short term goals (0-1 years)
 - d. Long term goals (3-5 years)
2. An official letter from inter/national organization stating the inter/national organization is aware of and supportive of this interest group's intent to charter/reactivate a chapter at Embry-Riddle Aeronautical University Daytona Beach Campus.
3. A signed letter from an alumna/us or graduate chapter member(s) indicating their willingness to serve as a chapter advisor. Letter must include:
 - a. Name

- b. Email Address
 - c. Phone Number
 - d. Graduate chapter affiliation
 - e. Graduate chapter address/PO Box
4. Copies of the following inter/national organization materials:
- a. Overview**
 - i. Name
 - ii. Founding Date
 - iii. Values/Principles
 - iv. National programming initiatives
 - v. National community service or philanthropy efforts
 - b. National Policies**
 - i. Constitution and Bylaws
 - ii. Hazing Prevention Policy
 - iii. Member Code of Conduct/Risk Management/Discipline Policy
 - c. Expansion Procedures**
 - i. Outline of new member recruitment strategies
 - ii. Scholarship/Academic Support plans
 - iii. Sister/Brother/Siblinghood/Internal development plans
 - d. Membership**
 - i. Minimum Requirements for Membership
 - ii. Membership Intake Process, Timeline & Price
 - iii. Member Development Program Outlines
 - iv. New Member Presentation Guidelines
 - e. Inter/National Organization Strength**
 - i. Total number of chapters members worldwide (undergraduate, graduate, alumni/ae)
 - ii. Total number of chapters and members in Florida/Region
 - iii. Average chapter size
 - iv. Total number of expansion efforts in the last 5 years
 - 1. Where did the organization expand
 - 2. Number of chapters chartered
 - 3. If failed, why
 - v. Total number of chapters closed in the last 5 years
 - vi. Pending/completed hazing investigations for last 3 years

Upon receipt of the aforementioned documents, the Associate Director of Fraternity & Sorority Life, in collaboration with the Director of Student Organizations, will determine the next steps for the expansion representatives, and will communicate in writing to the expansion representatives.

Part Two: Presentation

Upon completion of application, expansion representatives will be asked to schedule an Expansion Presentation during the semester immediately following the approval of Part One. The Expansion Presentation is an opportunity to provide stakeholders with an in-depth look at the organization wishing to expand. In order to ensure that the expansion representatives can establish buy-in and support on campus, the audience for the presentation will include students, department staff, and campus partners.

Guidelines for the Expansion Presentation are as follows:

1. One hour will be allotted for the presentation, and at least 20 minutes should be held for attendee questions.
2. Expansion presentation should include, in any format, all information from the Intent to Expand section portion of this policy
 - a. There is no standard presentation format, but we recommend you highlight the material in the Intent to Expand section while adding additional context for the committee to evaluate.
3. Presentations should be coordinated and presented by either national, regional representatives, or by direct graduate advisor for the petitioning organization.

After review of materials and completed presentation, there are three possible outcomes from the committee decision:

1. **Approved:** Phase One has been approved and is selected for phase two expansion.
2. **Deferred:** Intent to Expand was not approved, but will be considered during future expansion processes when the FSL and RSO office is ready for growth.
3. **Denied:** Application is denied. The organization must wait one year before attempting to reapply.

Following the approval, expansion representatives will receive their scheduled expansion date. Upon receipt, the expansion representatives may accept their date or schedule a meeting to discuss options for other dates. After a date is mutually agreed on, expansion representatives may move on to phase two.

Phase Two: Expansion on Campus

We are excited to know that your organization will be joining our community at Embry-Riddle Aeronautical University Daytona Beach Campus. As an expanding chapter, you will have one full year from your expansion date to gain recognition as a Registered Student Organization, a chapter in the Office of Fraternity & Sorority Life, and the NPHC*. Your intake activities may commence on the date we have communicated to you. Before that date, do not begin any activities other than those outlined in the section below. Unapproved activities can result in the revocation of your invitation to expand.

****NPHC is currently defunct due to no active D9 groups. All D9 groups must fall under the Interfraternity or Panhellenic Council until the community has enough groups to form an NPHC Council.***

Prior to Expansion Date

1. Schedule and attend a meeting with the Associate Director of Fraternity & Sorority Life. The topics covered in this meeting will be:
 - a. New member recruitment/intake strategies
 - b. Short term goals for expansion
 - c. Office of Fraternity & Sorority Life
 - i. Chapter Expectations
 - ii. The role of the FSL Advisor(s)
 - iii. Recognition
 - iv. Structure of FSL and Student Engagement & Student Union (SESU)
 - v. Resources provided by FSL & SESU
 - d. National Pan-Hellenic policies
2. Host informational meetings for students to become familiar with the organization
 - a. Must be published on the NPHC Instagram/website. The Office of Fraternity & Sorority Life will need to sponsor your events until you are a Registered Student Organization.
 - b. No more than 7 in one semester
 - c. Must submit full names, Eagle ID number, classification (undergraduate or graduate), within 72 hours (about 3 days) of programs.
3. Give an overview of organization progress to the FSL Advisors and the Director of Student Organizations
 - a. No more than 3 times per semester

After Expansion Date - Prior to Member Intake

1. Expansion representatives must submit a letter from inter/national organization headquarters authorizing member intake activity
2. Expansion representatives must schedule and attend monthly meetings with the Associate Director of Fraternity & Sorority Life to last until the group is granted full campus and FSL recognition
3. Expansion representatives must submit a detailed outline of the membership intake process that includes activities, dates, times, locations, and all persons to be involved with the process
4. Submit Intake Intent Forms to the Associate Director of Fraternity & Sorority Life (damiann1@erau.edu)

Once we have received all materials, you will receive written permission from the Associate Director of Fraternity & Sorority Life to begin conducting membership intake activity. No membership intake activity may occur until such permission is received. After the expansion representatives have completed a successful membership intake process and meet the criteria to be approved as a Registered Student Organization as outlined in Appendix A, they may move on to phase three.

Phase Three: Recognition Status

Upon completion of phases one and two, expansion representatives should be prepared to present all materials to the Associate Director of Fraternity & Sorority to begin their campus recognition process. The criteria process for new membership in the FSL community is outlined below.

Office of Fraternity & Sorority Life Recognition

After gaining recognition and approval from the Associate Director of Fraternity & Sorority Life, expansion representatives should schedule a meeting with the Associate Director of Fraternity & Sorority to determine if all requirements for recognition have been met. Recognition is granted by FSL upon demonstrating that the fraternity or sorority is responsibly managed, fiscally reliable, a responsible member of the University property, a constructive member of the campus community and its members willing to observe the rules and policies of the community. These expectations must be continuously met to maintain recognition. In keeping with the expectations that fraternities and sororities be responsibly managed and participate as constructive members of the community, as a general rule, recognition will be granted to the fraternity or sorority chapter under the following conditions:

1. Is an Embry-Riddle Aeronautical University Daytona Beach registered student organization; and,
2. Is in good standing with its Inter/National Headquarters. New organizations without an inter/national infrastructure may be exempted from this requirement at the discretion of the Office of Fraternity & Sorority Life on a case-by-case basis; and,
3. Is accepted by and considered an active participant in one of the four governing councils: Interfraternity Council, United Greek Council (Defunct), National Pan-Hellenic Council (Defunct), or the Panhellenic Association;
4. Has demonstrated a capacity to meet the requirements set forth in the Embry-Riddle Aeronautical University Daytona Beach Fraternity & Sorority Life Policy Guidelines & Manual.
5. Adhere to all University policies and regulations, including but not limited to:
 - a. Social Event Policies;
 - b. ERAU Honor Codes;
 - c. Intake/New Member Education Forms;
 - d. New Member Qualifications;
 - e. Chapter GPA requirements set forth by Fraternity & Sorority Life and Registered Student Organization Offices
 - f. New Member Presentation Policy

After expansion representatives have been granted recognition with the Office of Fraternity & Sorority Life, they will be considered Recognized within the FSL community. Chapters that are Recognized will be

eligible to apply for and receive FSL awards, recognized without conditions and considered “in good standing”.

Appendix A: Requirements of an RSO at Embry-Riddle Aeronautical University Daytona Beach

Listed below is what you will need to become a Recognized Student Organization on the Daytona Beach Campus:

1. You must have a minimum of six (6) members who are currently enrolled students of the ERAU Daytona Beach Campus. Of these two members, one must be serving as the President of the organization, and one must be serving as the Treasurer.
2. A mission or purpose that is not contradictory to the mission and values of ERAU ([linked here](#)).
3. A mission or purpose that does not duplicate any other student organization already registered at ERAU. A list of existing organizations can be found [here](#).
4. A set of bylaws that will serve as the governing documents for your organization (a template is attached [here](#)). For FSL Groups: please follow your national structure for your constitution and bylaws.
5. An on-campus, full-time faculty or staff member as an advisor, with a completed [Advisor Agreement Form](#). *The Associate Director of Fraternity & Sorority Life will automatically serve as your advisor.*
6. Once you have all of this ready, you can submit your application [here](#) (please note: the president should be the one filling out this application)!

2/13/24 Update

Adopted from the University of Wisconsin-Madison Office of Fraternity & Sorority Life NPHC Expansion Policy