



Interfraternity Council at University of Wisconsin - Madison Expansion Policy

This policy will provide an overview of Interfraternity Council (IFC) at UW-Madison process for growing/expanding the IFC community.

Part A. Expansion Philosophy

- A. The purpose of this policy and listed procedures is to ensure that expansion of fraternal men's organizations occurs in a manner that supports healthy community growth, which includes a carefully developed plan that is conducive to the educational mission of UW-Madison and IFC community. The goal is to provide maximum opportunity for successful expansions that are both meaningful and rewarding for the students within the IFC community and those seeking membership. All social men's fraternities seeking to expand to the UW-Madison campus shall be required to follow the procedures set forth by this policy.
- B. The Interfraternity council in partnership with Office of Fraternity & Sorority Life aims for healthy and sustainable growth with no more than two organizations joining or rejoining the community in a year unless deemed otherwise.

Part B. Expansion Processes

- A. IFC fraternity expansion for (inter)national fraternities may occur in the following four ways:
 - a. **Formal Expansion Process:** A formal expansion plan approved by IFC council and the Office of Fraternity & Sorority Life.
 - i. Formal expansions are subject to fall semester expansions.
 - b. **Headquarters Inquiry Process:** Through IFC receiving a letter of intent including a petition packet by a (inter)national headquarters or executive office.
 - i. Headquarters inquiry expansions are subject to other ongoing expansions.
 - c. **Interest Group Process:** Through IFC receiving a formal petition for recognition by an interest group.
 - i. Interest group expansions are subject to other ongoing expansions.
 - d. **Reinstatement Process:** Through reviewing a formal petition for recognition by a group coming off a disciplinary loss of University recognition, after the organization has been approved university's Register Student Organizations Review and Restatement Committee.
 - i. Reinstatement group expansions are subject to spring semester expansions.
- B. Any and all social men's organization that expand under the purview of UW-Madison IFC must be:
 - a. Nationally or internationally recognized, meaning no local chapters.
 - b. Refrain from using the words colony or coloanizations

- c. And do not need to be members of the NIC but must be willing to follow all UW-Madison IFC bylaws, requirements and policies.

Part C. Formal Expansion Process

- A. The formal expansion process is a plan approved by both, IFC council and Office Fraternity & Sorority Life.
 - a. Assess Climate of IFC Community
 - i. Assessment of the IFC community will be conducted by IFC President and IFC Advisor prior to the open or accepting any preliminary expansion applications.
 - 1. The assessment will look at community trends in recruitment and growth efforts, risk management, resource capacity, past expansions efforts and overall community feedback.
 - ii. If and when it is determined that there is a need for expansion, (expansion is acceptable), the IFC President and IFC Advisors will compile the IFC climate assessment and present it at a IFC regular council meeting.
 - iii. The IFC council will then vote to affirm or deny the opening for formal expansion at the next regular scheduled council meeting.
 - 1. 2/3 vote is needed for the approval of a formal expansion process.
 - b. Formal Expansion Timeline
 - i. Assessment of the IFC Community would take place in January to March.
 - ii. Presentations of the assessment and vote on expansion would take place in April/May.
 - iii. Formation of the IFC expansion committee form over the Summer months, June to August.
 - iv. Expansion application period would open at the beginning of the fall semester with the plans for the new group to join in the following fall semester.
 - 1. Goals are for the reviewing of application, invitation to present and selection to all happen throughout the fall semester.
 - c. Expansion Committee
 - i. The IFC President will work with the IFC advisor to determine an expansion committee representing multiple stakeholders including but not limited to: IFC Chapter President(s), Fraternity and Sorority Life Staff, Upper Campus Administration, Alumni, etc.
 - ii. IFC President serves as head of committee alongside the support of the IFC advisor.
 - iii. Expansion committee will oversee and provide critical feedback throughout the application and selection process of expansion.
 - d. Expansion Application
 - i. The Office of Fraternity and Sorority Life will post a bulletin that IFC at UW-Madison is open for expansion, in addition to formally inviting any (inter)national organizations to apply based on committee recommendation.
 - ii. Letter of intent must be submitted to the IFC President and Office of Fraternity & Sorority Life. The letter of intent should consist of information pertinent to educating the fraternity community on the inter/national organization, including:

1. Overview of the Fraternity's History, Mission, and Values;
 2. List of previous expansions within the past 3 years, their current status including membership count, reported violations and academic performance.
 3. Any expansion attempts currently in progress
 4. Detailed description new member process and leadership process
 5. Organizations policies and statements such as hazing, inclusion, recruitment etc.
 6. Nearest chapter and their status and membership
 7. Ratio of field staff to chapter/uncharted groups and set visitation program
 8. Verification of \$1 million social liability insurance coverage
 9. Description and timeline of support and resources from the (intet)national office will provide to the establishing chapter.
- iii. The Expansion committee will review all applications based on a rubric form.
 1. A rubric form will be shared once preliminary applications for formal expansion have been opened.
 - iv. The committee will meet to discuss all applications and make a decision on which chapter(s) they would like to extend an invitation to present and visit campus.
 1. The committee may request any additional follow up information from national organizations as it sees fit.
- e. Expansion Presentation/Campus Visit
- i. Each selected organization will be invited to campus and expected to present to the Expansion Committee and meet with other stakeholders (Associate Vice Chancellor for Student Affairs, Office of Student Conduct and Community Standard, Student Leaders, Fraternity and Sorority Life Staff)
 1. The IFC Advisor will serve as the liaison for the chapter through the campus visit and expansion presentation.
 - ii. The Expansion presentation should cover the following:
 1. Logistical Information
 - a. Name, founding date, location
 - b. Current number of chapters and average chapter size
 - c. Current number of undergraduate and alumni members
 - d. Number of chapters closed in the past five years and reason for closures.
 - e. Membership costs: new members, initiation fees, insurance, dues, etc.
 - f. Description and timeline of support and resources from the (intet)national office will provide to the establishing chapter.
 2. Program Policies
 - a. Risk Management Policy and Position
 - b. New member education program and hazing prevention programs
 - c. Potential new member minimum standards

- d. Scholarship and academic support
 - e. Diversity & inclusivity efforts
 - f. Community service and philanthropy
 - g. Leadership and member development programs
 - h. (Inter)National programming traditions (if any)
- 3. Installation
 - a. List and status of chapters and installations in the past five years
 - b. Procedures with timeline, if possible
 - c. Inter/national and alumni support
 - d. Plan for short and long term success
- 4. Resources
 - a. Foundation scholarship and loans
 - b. Leadership schools and conventions
 - c. Publications
 - d. Nearest chapters
 - e. Alumni in area with contact info of committed alumni
- f. Selection
 - i. IFC Advisor will collect all feedback, present and share it with the expansion committee.
 - ii. The expansion committee will meet and make recommendations to the Associate Vice Chancellor for Student Affairs.
 - iii. The IFC President will share the recommendation and reasoning with the Associate Vice Chancellor for Student Affairs.
 - iv. Following the final approval of both the university and the expansion committee the Associate Vice Chancellor for Student Affairs and IFC President will send a formal invitation to expand to campus.
- g. Expansion Stage (Associate member)
 - i. Beginning date of expansion will be decided by the Office of Fraternity & Sorority Life consultation with the establishing fraternity and IFC executive board.
 - 1. The Office of Fraternity & Sorority Life will serve as the liaison to the establishing fraternity through expansion efforts.
 - ii. Newly establishing chapters will be slated for the fall semester of each academic year.
 - iii. Establishing chapters shall maintain associate member status until they become a chartered chapter.
 - iv. Rights afforded to and obligations of the establishing chapter will follow the IFC bylaws outline of an associate member section.
 - v. All establishing chapters will also must become a registered student organization (RSO) once their new member class has been formed.
 - 1. All establishing chapters must follow all IFC, RSO, and university policies and guidelines.
- h. Chatering.

- i. When the establishing chapter receives national charter, they must petition as a full status member within one month to the IFC
- ii. Acceptance of petition will be brought forth with a $\frac{2}{3}$ vote of the Interfraternity Council.

Part D. Headquarters Inquiry Process

- A. The headquarters inquiry process is used when an (inter)national headquarters or executive office submits a petition and letter of interest to expansion at UW-Madison under the IFC council.
 - a. Headquarters Expansion Inquiry Timeline
 - i. Headquarters expansion inquiry will be open year round.
 - ii. A formal petition and letter of interest must be submitted to the IFC President and IFC Advisor will review the petition laid in the Formal Petition for Recognition Process below.
 - iii. While the formal petition for recognition is open year round, IFC President and IFC Advisor will assess the IFC community by looking at community trends in recruitment and growth efforts, risk management, resource capacity, and past expansion efforts before moving forward with potentially expansion of the organization.
- B. Headquarter Interest Letter & Petition for Expansion
 - a. Letter of Interest should include
 - i. Why do you want to be part of the Fraternity & Sorority Life Community at UW-Madison?
 - ii. How will this organization add value to the UW-Madison campus and IFC community?
 - iii. Anything else the headquarters or executive office believe is important to add to express their interest to expand at UW- Madison under IFC council.
 - b. Petition for Expansion
 - i. Logistical Information
 1. Name, founding date, location
 2. Overview of the Fraternity's History, Mission, and Values;
 3. List of previous expansions within the past 3 years, their current status including membership count, reported violations and academic performance.
 4. Any expansion attempts currently in progress
 5. Current number of chapters and average chapter size
 6. Current number of undergraduate and alumni members
 7. Number of chapters closed in the past five years and reason for closures.
 8. Ratio of field staff to chapter and set visitation program
 9. Membership costs: new members, initiation fees, insurance, dues, etc.
 10. Description and timeline of support and resources from the (intet)national office will provide to the establishing chapter.
 - ii. Program Policies
 1. Risk Management Policy and Position
 - a. Verification of \$1 million social liability insurance coverage

2. Detailed description New member process and leadership process
 - a. Potential new member minimum standards
3. Scholarship and academic support
4. Diversity & inclusivity efforts
5. Community service and philanthropy
6. Leadership and member development programs

C. Expansion Assessment

- a. IFC President and IFC Advisor will determine if the IFC community is ready to add another chapter to the community based on community trends in recruitment and growth efforts, risk management, resource capacity, and past expansions.
 - i. If the IFC President and IFC Advisor determine that the IFC community is ready to expand, the organization will move forward to the formal presentation listed in the section below.
 - ii. If the IFC President and IFC Advisor determine that the IFC community is **not** ready to expand, the organization's letter of interest and petition will be active for **three** years with the option to resubmit.
 1. If at any time in those three year it is determined that the IFC community will refer to open letters of interest instead of opening for formal expansion.

D. Formal Presentation

- a. Each organization invited to present in front of the IFC council and meet with other stakeholders (Associate Vice Chancellor for Student Affairs, Student Leaders, Office of Student Conduct and Community Standard, Fraternity and Sorority Life Staff)
 - i. The IFC Advisor will serve as the liaison for the chapter through the expansion presentation and meeting.
- b. The presentation can include but not limited to the follow items:
 - i. Logistical Information
 1. Name, founding date, location
 2. Overview of the Fraternity's History, Mission, and Values;
 3. List of previous expansions within the past 3 years, their current status including membership count, reported violations and academic performance.
 4. Current number of chapters and average chapter size
 5. Current size of the chapter
 6. Current number of undergraduate and alumni members
 7. Number of chapters closed in the past five years and reason for closures.
 8. Local chapter traditions (if any)
 9. Membership costs: new members, initiation fees, insurance, dues, etc.
 - ii. Program Policies
 1. Risk Management Policy and Position
 2. New member education program and hazing prevention programs
 3. Potential new member minimum standards
 4. Scholarship and academic support
 5. Diversity & inclusivity efforts

6. Community service and philanthropy
7. Leadership and member development programs
- iii. Joining the IFC and FSL community
 1. Why do you want to be part of the Fraternity & Sorority Life Community at UW-Madison?
 2. How will this organization add value to the UW-Madison campus and IFC community?

E. Selection

- a. IFC Advisor will collect all feedback, present and share it with the IFC council.
- b. The IFC council will meet and make recommendations to the Associate Vice Chancellor for Student Affairs.
 - i. The IFC council holds the right to add conditions to the group expanding to the IFC community.
- c. The Vice President for Student Affairs will have the opportunity to discuss the recommendation with IFC and share reasoning behind it in an open forum setting, if needed.
- d. Following the final approval of both the university and the expansion committee the Associate Vice Chancellor for Student Affairs and IFC President will send a formal invitation to expand to campus.

Part E. Interest Group Process

- A. The interest group expansion process is used when IFC receives a formal petition for recognition by an interest group.
 - a. Interest Group Requirements
 - i. Has minimum of 4 active members
 - ii. Connected with (inter)national headquarters office
 - iii. Must follow all IFC, RSO, and university policies and guidelines
 - b. Interest Group Timeline
 - i. The formal petition for recognition by an interest group will be open year round.
 1. Each time a formal petition is submitted IFC President and IFC Advisor will review the petition laid in the Formal Petition for Recognition Process.
 - ii. While the formal petition for recognition is open year round, interest groups will only be able to join the IFC council and community during the Spring semester unless otherwise determined by the IFC President and IFC Advisor.
 - c. Formal Petition for Recognition Process
 - i. Interest groups must submit a formal petition for recognition to the IFC President and IFC advisor.
 - ii. The formal petition covers the following information:
 1. Main contact(s) of Student Interest Group
 2. Name of the (potential) organization
 3. (Inter)national headquarters contact for Interest Group
 4. Current size of Interest Group
 5. Answers to the following prompts

- a. Why does the Interest Group wish to start/create this organization at UW-Madison or the group's history on campus?
 - b. Why do you want to be part of the Fraternity & Sorority Life Community at UW-Madison?
 - c. How will this organization add value to the UW-Madison campus and IFC community?
 - iii. Once a formal petition is sent to the IFC President and IFC advisor by the interest group to join the IFC council, they will review documentation and meet with interest group leadership.
 - iv. The IFC President and IFC Advisor will assess the climate of the IFC community and assess what the addition of interest group would add to the community.
 - v. If the IFC President and IFC Advisor approve the interest group to move forward it will be brought to the IFC Council.
 1. The IFC President will present the IFC climate assessment and the interest group to the council. They will explain why they recommend the interest group should move forward in the expansion process.
 2. The IFC council will vote on if the interest group should move forward to the presentation process following the general council meeting.
 - a. A simple majority vote is needed to approve the interest group moving forward.
- d. Formal Presentation
 - i. Each organization invited to present in front of the IFC council and meet with other stakeholders (Associate Vice Chancellor for Student Affairs, Office of Student Conduct and Community Standard, Student Leaders, Fraternity and Sorority Life Staff)
 1. The IFC Advisor will serve as the liaison for the chapter through the expansion presentation and meeting.
 - ii. Logistical Information
 1. Name, founding date, location
 2. Overview of the Fraternity's History, Mission, and Values;
 3. List of previous expansions within the past 3 years, their current status including membership count, reported violations and academic performance.
 4. Current number of chapters and average chapter size
 - a. Current size of the chapter
 5. Current number of undergraduate and alumni members
 6. Number of chapters closed in the past five years and reason for closures.
 7. Local chapter traditions (if any)
 8. Membership costs: new members, initiation fees, insurance, dues, etc.
 - iii. Program Policies
 1. Risk Management Policy and Position
 2. New member education program and hazing prevention programs
 3. Potential new member minimum standards
 4. Scholarship and academic support

5. Diversity & inclusivity efforts
6. Community service and philanthropy
7. Leadership and member development programs
- iv. Joining the IFC and FSL community
 1. Why do you want to be part of the Fraternity & Sorority Life Community at UW-Madison?
 2. How will this organization add value to the UW-Madison campus and IFC community?
- e. Selection
 - i. IFC Advisor will collect all feedback, present and share it with the IFC council.
 - ii. The IFC council will meet and make recommendations to the Associate Vice Chancellor for Student Affairs.
 - iii. The IFC council holds the right to add conditions to the group expanding to the IFC community.
 - iv. The Vice President for Student Affairs will have the opportunity to discuss the recommendation with IFC and share reasoning behind it in an open forum setting, if needed.
 - v. Following the final approval of both the university and the expansion committee the Associate Vice Chancellor for Student Affairs and IFC President will send a formal invitation to expand to campus.

Part E. Reinstatement Process

- A. The reinstatement process is used when IFC has received a formal petition for recognition by a group coming off a disciplinary loss of University recognition, after the organization has been approved by the university's Register Student Organizations Review and Restatement Committee.
 - a. The reinstatement process is currently being established by UW-Madison administration and will soon be shared for groups interested in this process.