APPENDIX I

CURRENT EXPANSION POLICY
Northwestern University Expansion Policies

Northwestern University, consistent with the resolution of the Association of Fraternity Advisors, is committed to develop fair processes, policies and guidelines for colonization of chapters of national fraternities and sororities on this campus. Inter/national fraternities and sororities who seek to establish a colony on the Northwestern campus should read these guidelines and criteria carefully and follow the processes and procedures outlined herein. The institution will endeavor to provide clear, consistent and timely communication with all parties interested in establishing a colony at Northwestern University.

Philosophy and Policies. Northwestern seeks to ensure the progressive and positive nature of the Greek community on campus. Therefore, the University will offer recognition opportunities to fraternities and sororities that have demonstrated commitment to addressing contemporary social issues. Priority consideration will be given the organizations that effectively address issues of cultural diversity, sexism, racism, homophobia, hazing, alcohol use and abuse, sexual assault and risk management through chapter support services. Only substance-free fraternities and sororities will be colonized/re-colonized at Northwestern University. Groups that prohibit or discriminate in membership based on race, religion, national origin or sexual orientation will not be permitted to colonize.
OFFICIAL COLONIZATION PROCEDURES FOR NIC/NPC-AFFILIATED FRATERNITIES AND SORORITIES SEEKING TO BE RECOGNIZED AT NORTHWESTERN UNIVERSITY

Unique Characteristics of the Northwestern Greek Community
Northwestern fraternities and sororities affiliated with the North American Interfraternity Conference (NIC) or National Panhellenic Conference (NPC) are housed on properties and lands owned by the University and leased to individual housing corporations on a ten year renewable lease option. The University is committed to the residential nature of the campus community and consequently, all recognized NIC/NPC fraternities and sororities must reside in campus. In order to ensure the success of all Greek chapters, no new NIC/NPC chapter will be recognized until an appropriate facility can be allocated for its use. As space becomes available and interest in developing a new chapter on campus is expressed, the University will solicit proposals from all inter/national fraternities or sororities for consideration for colonization. Colonization of new groups will be considered when the current chapters are considered to be stable and a vacancy exists among currently allocated Greek housing space.

Northwestern University strongly prefers that all Greek organizations be affiliated with a member group of the National Interfraternity Conference (NIC) or the National Panhellenic Conference (NPC).

PROCESSES AND PROCEDURES FOR NIC/NPC-AFFILIATED CHAPTERS
The Fraternity and Sorority Life Advisory Board (FSLAB) shall deal with all matters pertaining to expansion of the Greek community or the replacement of any group that is no longer active at Northwestern University. All actions related to colonization/re-colonization must be approved and sanctioned by this board. The board has the discretion to create a sub-committee of its members to conduct manners related to expansion.

Re-colonization Procedures. If an existing chapter is closed by action of the Inter/national organization or the University or both, the process for re-colonization will comply with the following guidelines:

1. Upon closure of an existing chapter, the alumni house corporation may negotiate to develop a plan to return to campus for approval by the University at a minimum of three years or longer if approved by the VPSA.

2. During this time frame, no other group will be given an opportunity to colonize and occupy the facility of the closed group without prior written consent by the local alumni house corporation.

3. During this time frame, the University may take possession of the closed facility and operate it as a residence hall depending on the status of the current lease. Any profit or loss associated with running the facility as a residence hall during this time period will be absorbed by the University.

4. The local alumni house corporation will continue to be responsible to pay any interest and/or principal due on a regular basis to the University for any outstanding loan obligations during this time period.
5. If the local alumni house corporation fails to notify the University of plans to re-colonize by the time period established at the close of the chapter or has failed to colonize an undergraduate chapter, after consultation with the University, then the chapter house will be considered open for colonization by another non-affiliated group.

6. Additional guidelines may be added by the Vice President for Student Affairs at the time of closing of the chapter. These expectations will be clearly delineated in writing to all interested parties.

Colonization Procedures. When determining if there is a need for a new NIC/NPC group, the FSLAB must first gain approval from the Vice President of Student Affairs. In addition, the FSLAB will examine the following criteria: number of chapters/colonies on campus, the number of active and new members in each chapter, the average chapter size on campus, campus enrollment, results of past expansion/extension efforts on campus, the resources available by the Office of Fraternity and Sorority Life to assist new chapters.

When the need for a new chapter has been determined, the Director of Fraternity and Sorority Life, on behalf of the FSLAB, will provide written notification to the members of the National Interfraternity Conference/National Panhellenic Conference not represented at Northwestern.

1. As part of that notification, colonization procedures and information about Northwestern will be shared with all groups. Such information will include: enrollment statistics, Greek membership statistics, recruitment statistics, scholarship statistics, housing opportunities, Panhellenic Association/Interfraternity Council structures and programs and general information regarding the University.

2. A due date will be established for the receipt of proposals regarding colonization at Northwestern.

3. Each interested organization should submit a proposal that responds to the request for information outlined in Appendix A.

4. After receipt of the requested materials, the FSLAB will review all proposals and, based on those proposals, will select no more than three fraternities or sororities to invite to the campus for visitation and formal presentations. Careful consideration will be given to fraternities/sororities previously affiliated with Northwestern.

5. Presentations will be made to the Panhellenic Association/Interfraternity Council, to the FSLAB, and to representatives of the University. Every effort will be made to assure that the same individuals attend all three presentations so that evaluation data can be comparable.

6. During the campus visit an opportunity to visit the available housing will be provided and to discuss specific issues of concern with appropriate University officials.

7. The FSLAB will then analyze the evaluations provided from individuals who attended the presentations, and the information provided by the organizations, to develop a
recommendation to the Vice President for Student Affairs regarding which group will be offered an opportunity to colonize on the Northwestern campus. A two-thirds vote of the board must support any recommendation. The board retains the option to recommend that: no invitation should be extended to any of the groups, an invitation to colonize should be extended to a specific group or additional groups should be invited to the campus to make presentations.

8. The Vice President for Student Affairs (VPSA) will make the final decision regarding the recommendation of the committee and all parties involved will be notified of the outcome.

9. If an Interfraternity Council (IFC) member organization is approved by the VPSA, the selected organization will have an opportunity to apply for provisional member status with the IFC President’s Forum. If a Panhellenic member group is approved, the selected organization may begin colonization procedures in conjunction with the Office of Fraternity and Sorority Life and the Panhellenic Association.

**COLONIZATION PROCESS**

**Once a general headquarters has been invited to colonize on the Northwestern campus, the following processes and procedures must be followed:**

1. The invited group must consult with the FSLAB regarding all colonization procedures including: deadlines for beginning and completing colonization, minimum interest group size of at least 40% of the average chapter size to be recognized as a colony, and other processes.

2. The FSLAB and the Fraternity and Sorority Life staff are available to provide assistance and support to the Inter/national group in the process of colonization.

3. The Inter/national headquarters must be willing to assign a staff member to reside on campus and assist the group for a significant time period during the process of colonization. The time frame will be stated at the time the invitation to colonize is offered.

**Colony Requirements.** The following requirements must be met for a colony:

1. The colony must comply with all University and Panhellenic Association/ Interfraternity Council rules and regulations.

2. Representatives of the colony must attend all Panhellenic Association/ Interfraternity Council meetings, with non-voting status, and be encouraged to participate in all Greek community activities.

3. The colony shall maintain an active Alumni Advisory Committee consisting of at least four alumni/ae, with one being designated as chapter advisor and trained by the inter/national organization.

4. The colony president must meet, at least monthly, with the Fraternity and Sorority Life staff. In addition, it is strongly recommended that the colony president meet with the Executive Officers of Panhellenic Association/ Interfraternity Council on a monthly basis.
5. During the period of colonization, the colony will develop programming for fraternal education, recruitment, scholarship, officer training, financial responsibilities, and other activities and programs designed to build a strong and viable chapter. Records of these programs shall be submitted to the FSLAB via the Director of Fraternity and Sorority Life on a time line established by the committee at the time of colonization.

6. The colony shall have a headquarters representative visit once each academic quarter for as long as it exists as a colony. The purpose of these visits is to evaluate the progress of the colony and provide suggestions for improvement.

7. The colony must be an existence at least three academic months and no more than two years before applying for full membership status with the IFC President’s Forum.

**Responsibilities Accepted by Northwestern University.** The University agrees to provide recognized colonies with the same advising and services provided to all existing chapters on the Northwestern campus.

**Interfraternity Council Recognition.**

1. Upon gaining approval from the VPSA, the group must petition to achieve provisional/associate member status from the Interfraternity Council.

2. The FSLAB will prepare a report and make a recommendation to the Interfraternity Council on the status of any organization seeking recognition.

3. The Interfraternity Council will receive the report from the FSLAB and use that information in the review for formal recognition of the colony.

4. At the time the colony receives recognition from the Inter/national organization as an officially chartered chapter, the colony may petition the Interfraternity Council for recognition. Such a petition for recognition must be made no later than one month prior to the chartering of the chapter.
APPENDIX A: NIC/NPC-AFFILIATED EXPANSION SUBMISSIONS

Each interested organization will submit the following materials:

1. Inter/national organization information
   a. Organization structure
   b. Number of chapters/colonies and geographical locations.
   c. Name, title, and address of regional or province officers responsible for the chapter.
   d. Names and locations of chapters near Northwestern.
   e. Inter/national convention, leadership school, regional meetings, calendar and expectations of the chapter for participation in such events.
   f. Inter/national organization officers’ participation in Student Affairs organizations such as: National Association of Student Personnel Administrators; Association of College Personnel Administrators; National Association of Women Educators; and Association of Fraternity Advisors.
   g. Provide copies of fraternity/sorority constitution, by-laws, and other rules and policies of the inter/national organization.
   h. Provide samples of literature and publications of the Inter/national organization.
   i. List or requirements for membership.
   j. Inter/national policies and procedures regarding housing of collegiate chapters.

2. Alumni/ae information
   a. Alumni interest in establishing a chapter including: number of area alumni; number interested in assisting the colony/chapter; number of undergraduate, graduate, or faculty/staff members at Northwestern.
   b. Training program for chapter advisors, House Corporation Board members, and other volunteers assisting the chapter.
   c. Policy regarding alumni/ae initiation.

3. Summary of Colonization Plan
   a. Financial assistance the Inter/national office and chapter alumni/ae are prepared to provide the colony/chapter.
   b. New member education program including goals and objectives; length of program; supervision of program.
   c. Resource materials available to the chapter from the inter/national organization.
   d. Inter/national support for the new colony, in terms of on-site supervision.
   e. Inter/national procedure for hiring a graduate student to supervise the chapter during the first year of operation.
   f. Scholarship programming and requirements expected of the colony/chapter.
   g. Social issues programming expected of the colony/chapter (including gender concerns, sexual assault/harassment, alcohol/drug awareness).
   h. Membership qualifications, recruitment policies and techniques.
   i. Training program for new officers.
   j. Policies and procedures for disciplining colonies/chapters.
   k. Expectations for colony/chapter philanthropy and community service programs.
   l. Number of successful and unsuccessful colonizations in the last five years. A brief explanation of unsuccessful colonization attempts.
The University will provide the following materials to each interested organization:
1) Statistics of the following: University enrollment; Greek membership; recruitment/pledging; scholarship; housing occupancy.
2) Information on University housing and Greek housing options.
3) Sample lease to University-owned housing.
4) Panhellenic/IFC programming, structure, recruitment calendars and rules.
5) Sample of Greek-related publications.
6) Liaison and support staffing available from the Office of Fraternity and Sorority Life.
7) Support services available from the Office of Fraternity and Sorority Life.
OFFICIAL COLONIZATION PROCEDURES FOR
NPHC-AFFILIATED FRATERNITIES AND SORORITIES SEEKING
TO BE RECOGNIZED AT NORTHWESTERN UNIVERSITY

Northwestern University strongly prefers that all Greek organizations be affiliated with a member
group of the National Pan-Hellenic Council (NPHC).

PROCESSES AND PROCEDURES FOR NPHC-AFFILIATED CHAPTERS

A. Re-instatement Procedures. If an existing chapter is closed by action of its general headquarters
or the University or both, the process for re-instatement will follow the following guidelines:
1. Upon closure of an existing chapter, the University will work with the graduate chapter and the
fraternity/sorority headquarters to develop a plan for the return of the chapter to campus.
2. Inactive NPHC-affiliated chapters may return to campus with the written approval of the Vice
President for Student Affairs. Requests to return to campus should include the following
information:
   a. Contact information for fraternity/sorority headquarters staff member, Graduate      Chapter
      President, Chapter Advisor and any other person responsible for the supervision of the
      colony/chapter at Northwestern.
   b. Plan for return to campus with timeline.
   c. Updated copy of organization constitution, by-laws, and other rules, policies and
      guidelines governing the organization.
3. All re-instated chapters wishing to return to campus will be considered provisional groups by
the University and NPHC Council for at least one calendar year.

B. Re-Instated Chapter Requirements
1. NPHC-affiliated chapters must be affiliated with the Northwestern University chapter of the
   National Pan-Hellenic Council and must remain in good standing.
2. The new group shall maintain an active Alumni Advisory Committee trained by the
   Inter/national organization.
3. The new group president must meet, at least monthly, with the Fraternity and Sorority Life
   staff. In addition, it is strongly recommended that the colony president meet with the Executive
   Officers of the NPHC on a monthly basis.
4. During the provisional period, the new group will develop programming for chapter education,
   intake, scholarship, officer training, financial responsibilities, and other activities and programs
   designed to build a strong and viable chapter. Records of these programs shall be submitted to
   the FLSAB for review and consideration for full recognition as a chapter at Northwestern
   University.
5. At the end of one calendar year, following the organization's return to campus or original, the
provisional group may petition the National Pan-Hellenic Council for full recognition as a
chapter at Northwestern.
   A. The petition must include the following:
      1. Review of chapter's success in scholarship, intake/membership,
         service/philanthropy, member education, and programming.
      2. Letters of support from the Graduate chapter and Chapter Advisor attesting
         to the progress of the colony.
      3. Recommendation of the Fraternity and Sorority Life staff supporting the
colony's recognition.

C. Colonization Procedures. NPHC-Affiliated organizations not previously recognized at Northwestern University must adhere to the following guidelines to be considered for recognition at the University:

a. The appropriate inter/national representative must submit a petition to the Fraternity and Sorority Life Advisory Board requesting recognition as a new chapter at Northwestern University.

b. The petition must include the information requested in Appendix A of this document.

c. Upon receipt of the materials the FSLAB will review the petition and determine whether or not to allow the organization to begin. In making its decision, the University will consider the number of chapters/colonies on campus, the number of active and new members in each chapter, the average chapter size on campus, campus enrollment, and the resources available by the Office of Fraternity and Sorority Life to assist new groups.

d. Once a review of the materials takes place, the FSLAB will make a final recommendation to the VPSA to accept the proposal.

e. The Vice President for Student Affairs will make the final decision regarding the petition and all parties involved will be notified of the outcome.

Responsibilities Accepted by Northwestern University. The University agrees to provide recognized new chapters with the same advising and services provided to all existing chapters on the Northwestern campus.

APPENDIX A: NPHC-AFFILIATED COLONY SUBMISSIONS

Each interested organization will submit the following materials:

1. Inter/national organization information
   a. Organization structure
   b. Number of established/new chapters and geographical locations.
   c. Name, title, and address of regional/province and graduate chapter officers responsible for the chapter.
   d. Names and locations of chapters near Northwestern.
   e. Inter/national convention, leadership school, regional meetings, calendar and expectations of the chapter for participation in such events.
   f. Inter/national organization officers' participation in Student Affairs organizations such as: National Association of Student Personnel Administrators; Association of College Personnel Administrators; National Association of Women Educators; and Association of Fraternity Advisors.
   g. Provide copies of fraternity/sorority constitution, by-laws, and other rules and policies of the Inter/national organization.
   h. Provide samples of literature and publications of the Inter/national organization.
   i. List or requirements for membership.

2. Alumni/ae information
   a. Alumni interest in establishing a chapter including: number of area alumni; number interested in assisting the colony/chapter; number of undergraduate, graduate, or faculty/staff members at
Northwestern.
b. Training program for chapter advisors and other volunteers assisting the chapter.
c. Policy regarding alumni/ae initiation.

3. Summary of Colonization Plan
   a. Financial assistance the Inter/national office and chapter alumni/ae are prepared to provide the colony/chapter.
   b. New member education program including goals and objectives; length of program; supervision of program.
   c. Resource materials available to the chapter from the Inter/national organization.
   d. Inter/national support for the new colony, in terms of on-site supervision.
   e. Scholarship programming and requirements expected of the new chapter.
   f. Social issues programming expected of the new chapter (including gender concerns, sexual assault/harassment, alcohol/drug awareness).
   g. Membership qualifications, intake policies and techniques.
   h. Training program for new officers.
   i. Policies and procedures for disciplining established/new chapters.
   j. Expectations for new chapter philanthropy and community service programs.

The University will provide the following materials to each interested organization:
1) Statistics of the following: University enrollment; Greek membership; intake/pledging; scholarship; housing occupancy.
2) NPHC programming, structures, and rules.
3) Sample of Greek-related publications.
4) Liaison and support staffing available from the Office of Fraternity and Sorority Life.
5) Support services available from the Office of Fraternity and Sorority Life.
OFFICIAL COLONIZATION PROCEDURES FOR NATIONAL FRATERNITIES AND SORORITIES TO BE AFFILIATED WITH THE MULTICULTURAL GREEK COUNCIL AND SEEKING TO BE RECOGNIZED AT NORTHWESTERN UNIVERSITY

Northwestern University strongly prefers that all Greek organizations be a nationally recognized Greek letter Latino/a, Asian, or Multicultural interest group which provides service, support, and insurance coverage.

PROCESSES AND PROCEDURES FOR NATIONAL ORGANIZATIONS TO BE AFFILIATED WITH THE MULTICULTURAL GREEK COUNCIL

A. Re-colonization Procedures. If an existing chapter is closed by action of its general headquarters or the University or both, the process for re-colonization will comply with the following guidelines:

1. Upon closure of an existing chapter, the University will work with the graduate chapter and the fraternity/sorority headquarters to develop a plan for the return of the chapter to campus.
2. Inactive chapters may return to campus with the written approval of the Vice President for Student Affairs. Requests to return to campus should include the following information:
   a. Contact information for fraternity/sorority headquarters staff member, Graduate Chapter President, Chapter Advisor and any other person responsible for the supervision of the colony/chapter at Northwestern.
   b. Plan for return to campus with timeline.
   c. Updated copy of organization constitution, by-laws, and other rules, policies and guidelines governing the organization.
3. All re-colonizing chapters will be considered colonies by the University for at least one calendar year.

B. Colonization Procedures. Inter/national organizations not previously recognized at Northwestern University must adhere to the following guidelines to be considered for recognition at the University:

   a. The appropriate Inter/national representative must submit a petition to the FSLAB requesting recognition as a colony at Northwestern University.
   b. The petition must include the information requested in Appendix A of this document.
   c. Upon receipt of the materials, the FSLAB will review the petition and determine whether or not to allow the organization to colonize. In making its decision, the University will consider the current number of chapters/colonies on campus, the number of active and new members in each chapter, the average chapter size on campus, campus enrollment, and the resources available by the Office of Fraternity and Sorority Life to assist new groups.
   d. Once a review of the materials take place, the FSLAB will make a final recommendation to the VPSA to accept the proposal.
   e. The Vice President for Student Affairs will make the final decision regarding the petition and all parties involved will be notified of the outcome.

C. Colony Requirements

   a. Colonies must be affiliated with the Multicultural Greek Council and must remain in good standing.
   b. The colony shall maintain an active Alumni Advisory Committee trained by the Inter/national organization.
c. The colony president must meet, at least monthly, with the Fraternity and Sorority Life staff. In addition, it is strongly recommended that the colony president meet with the Executive Officers of the MGC on a monthly basis.
d. During the period of colonization, the colony will develop programming for chapter education, intake, scholarship, officer training, financial responsibilities, and other activities and programs designed to build a strong and viable chapter. Records of these programs shall be submitted to the FSLAB for review and consideration for recognition as a chapter at Northwestern University.
e. At the end of one calendar year, following the organization's return to campus or original colonization, the colony may petition the Multicultural Greek Council for full recognition as a chapter at Northwestern.
   1. The petition must include the following:
      a. Review of chapter's success in scholarship, intake/membership, service/philanthropy, member education, and programming.
      b. Letters of support from the Graduate chapter and Chapter Advisor attesting to the progress of the colony.
      c. Recommendation of the Fraternity and Sorority Life staff supporting the colony's recognition.

Responsibilities Accepted by Northwestern University. The University agrees to provide recognized colonies with the same advising and services provided to all existing chapters on the Northwestern campus.

Multicultural Greek Council Recognition.
   1. Upon recognition as a colony, the group must petition to achieve provisional/associate member status from the appropriate Multicultural Greek Council.
   2. The FSLAB will prepare a report and make a recommendation to the governing council on the status of any colony seeking recognition.
   3. The governing council will receive the report from the FSLAB and use that information in the review for formal recognition of the colony.
   4. At the time the colony receives recognition from both the University and the Inter/national organization as a fully recognized chapter, the colony may petition the Northwestern MGC for full recognition. Such a petition must be made no later than one month following full recognition from the University.

APPENDIX A: SUBMISSIONS FROM NATIONAL ORGANIZATIONS TO BE AFFILIATED WITH THE MULTICULTURAL GREEK COUNCIL

Each interested organization will submit the following materials:

1. Inter/national organization information
   a. Organization structure
   b. History of organization.
   c. Umbrella organization(s) inter/national organization may be affiliated with and information about those organizations.
   d. Number of chapters/colonies and geographical locations.
   e. Name, title, and address of regional/province and graduate chapter officers responsible for the chapter.
f. Names and locations of chapters near Northwestern.
g. Inter/national convention, leadership school, regional meetings, calendar and expectations of the chapter for participation in such events.
h. Inter/national organization officers' participation in Student Affairs organizations such as: National Association of Student Personnel Administrators; Association of College Personnel Administrators; National Association of Women Educators; and Association of Fraternity Advisors.
i. Provide copies of fraternity/sorority constitution, by-laws, and other rules and policies of the Inter/national organization.
j. Provide samples of literature and publications of the Inter/national organization.
k. List or requirements for membership.

2. Alumni/ae information
   a. Alumni interest in establishing a chapter including: number of area alumni; number interested in assisting the colony/chapter; number of undergraduate, graduate, or faculty/staff members at Northwestern.
b. Training program for chapter advisors and other volunteers assisting the chapter.
c. Policy regarding alumni/ae initiation.

3. Summary of Colonization Plan
   a. Financial assistance the Inter/national office and chapter alumni/ae are prepared to provide the colony/chapter.
b. New member education program including goals and objectives; length of program; supervision of program.
c. Resource materials available to the chapter from the Inter/national organization.
d. Inter/national support for the new colony, in terms of on-site supervision.
e. Scholarship programming and requirements expected of the colony/chapter.
f. Social issues programming expected of the colony/chapter (including gender concerns, sexual assault/harassment, alcohol/drug awareness).
g. Membership qualifications, intake policies and techniques.
h. Training program for new officers.
i. Policies and procedures for disciplining colonies/chapters.
j. Expectations for colony/chapter philanthropy and community service programs.
k. Number of successful and unsuccessful colonizations in the last five years. A brief explanation of unsuccessful colonization attempts.

The University will provide the following materials to each interested organization:
1) Statistics of the following: University enrollment; Greek membership; intake/recruitment/pledging; scholarship; housing occupancy.
2) Greek programming, structures, and rules.
3) Sample of Greek-related publications.
4) Liaison and support staffing available from the Office of Fraternity and Sorority Life.
5) Support services available from the Office of Fraternity and Sorority Life.