

**University of Iowa
Leadership and Engagement
Fraternity and Sorority Life**

- I. Community Growth and Return Policy
 - a. Overview
 - i. This policy references the community growth process for new fraternity or sorority establishments and any fraternity or sorority re-establishments at the University of Iowa.
 - ii. Registered fraternities and sororities can only be established at the University of Iowa through a formal invitation extended by the university.
 - iii. All fraternities and sororities seeking to join the community at the University of Iowa are subject to the guidelines and procedures of the respective governing council.
 - b. Philosophy
 - i. It is the goal of Fraternity and Sorority Life at the University of Iowa to responsibly grow the fraternity and sorority experience overall, and in each governing council, so that both new and existing fraternities and sororities at the university are sustainable, can thrive within our historical community and within their inter/national organization, and will contribute positively to the university and greater Iowa City community.
 - c. Application Submission Process
 - i. The university will review applications on a rolling basis each year.
 - ii. Applications must be submitted at least 1 year in advance to the prospective fraternity or sorority's proposed establishment date for consideration.
 1. If an application is not received at least 1 year prior to the proposed start date, it may result in a denial of the application or delay of the desired establishment date.
 - d. Application Documentation and Certification Requirements
 - i. Applications must include the following components for consideration.
 1. Proposed timeline to establish on campus.
 2. A written letter from the inter/national president, executive director, or designee from the prospective fraternity or sorority expressing interest to establish a chapter at the University of Iowa.
 - a. The letter should include the:
 - i. Organization's Mission, Purpose, Vision
 - ii. Inter/National Short-Term Goals (Within Year 1)
 - iii. Inter/National Long-Term Goals (3-5 Years)
 3. The Constitution and Bylaws of the fraternity or sorority.

- a. If the documents cannot be shared or are not yet created, the prospective fraternity or sorority must explain why the documents have not been created and/or share a template the prospective fraternity or sorority will use to create their local bylaws.
 - b. The organization's constitution and bylaws must be submitted to Fraternity and Sorority Life prior to the fraternity or sorority registering with the university.
4. A statement confirming that the prospective fraternity or sorority will comply with all applicable university policies and procedures, including registering as a student organization and confirming the prospective fraternity or sorority will register with Fraternity and Sorority Life annually by agreeing to sign and follow university and Fraternity and Sorority Life policies and procedures.
5. Proof of general liability insurance for bodily injury and property damage.
 - a. All fraternities and sororities shall carry and maintain general liability insurance insuring the fraternity or sorority and naming the State of Iowa, University of Iowa, Board of Regents, and their officers, agents, and employees as an additional insured with minimum limits of \$1,000,000 for each occurrence and \$2,000,000 in the aggregate.
 - b. The fraternity or sorority's policy shall be primary and non-contributing with respect to any insurance carried by the university.
 - c. Fraternities and sororities will be required to submit a copy of their liability insurance to Fraternity and Sorority Life annually.
6. Inter/national organization contact information, including the mailing address, phone number, and email address for the main office, as well as the contact information for a direct point-of-contact with the inter/national organization.
7. Alumni/ae or graduate chapter information and a statement that explains the interest and support of the local alumni/ae or graduate chapter in establishing a chapter.
8. The names, phone numbers, and email addresses of alumni/ae or graduate chapter members who will serve as the prospective fraternity or sorority's advisors.
 - a. If the chapter does not have any alumni/ae or graduate chapter members appointed to serve on the board, the prospective fraternity or sorority must

describe how the fraternity or sorority plans to recruit and train advisors to support the fraternity or sorority.

9. A description of the role of the alumni/ae or graduate advisor and advisory board and the prospective fraternity or sorority's expectations of volunteer advisors (e.g. chapter meeting attendance, inter/national convention/meeting attendance, advisor training attendance).
10. Copies of the following organization-specific policies, procedures, and programs:
 - a. Risk management policy and procedures, including procedures related to alcohol and substance misuse, sexual violence, and hazing.
 - b. Leadership development and officer training and transition programs.
 - c. Membership education programs, including new member education, health and wellness, and academic support programs.
 - d. Recruitment program and/or membership intake process.
 - e. Internal accountability program and standards process.
 - f. Advisor training and development.
 - g. Chartering requirements.
 - h. Chapter accreditation process or standards for chapters.
 - i. A detailed explanation of the inter/national organization's philosophy around partnership with the host institution.
 - j. A description of the policies, procedures, and plans for housing, if applicable, including temporary and permanent within the next five years.
11. Inter/National Organization Statistical Data
 - a. General Data
 - i. Total number of chapters.
 - ii. Total number of chapters chartered in the past five (5) years and locations.
 - iii. Key performance indicators used to measure success.
 - iv. Total number of initiated members.
 - v. Total number of anticipated expansions and locations scheduled for the next two (2) years.
 - vi. Number of chapters closed in the last three (3) years, including where, when, and why.

- vii. The number of chapters at large public research institutions similar to the University of Iowa with their most recent chapter membership size.
 - b. Proximity Data
 - i. List of chapters in the State of Iowa.
 - ii. List of chapters within a 250-mile radius of the University of Iowa and their chapter size.
 - iii. Number of overall alumni/ae within a 250-mile radius of the University of Iowa.
 - iv. Number of active alumni/ae within a 250-mile radius the University of Iowa.
 - c. Additional Data:
 - i. History and founding principles and values.
 - ii. Recent expansions with contact information of the campus FSA professional(s).
 - iii. Inter/national community service and philanthropic efforts.
 - iv. Inter/national organization governance structure.
 - v. Any additional pertinent information.
- 12. Information on available support and assistance from the prospective fraternity or sorority's inter/national organization, including number of traveling/field consultants, description of the consultant program and commitment of time for the fraternity or sorority, and the description of the inter/national office staff assistance to new and established chapters.
- 13. Membership Requirements
 - a. GPA requirements for joining and maintaining membership.
 - b. Cost of membership and annual dues
 - c. Code of Conduct
- 14. The prospective fraternity or sorority's three-to-five-year vision for the chapter should be addressed in the application. At a minimum the vision should include:
 - a. Membership Numbers
 - b. Campus Involvement
 - c. Community Involvement
 - d. Academics
 - e. Leadership Development/Membership Education
 - f. Diversity and Inclusion Initiatives
- 15. If a chapter is returning to campus after disciplinary action, please address the additional items below.

- a. Reasons why the chapter left or was removed from campus, including the date, how the organization plans to avoid repeating the same behavior that led to the disciplinary action and/or removal from campus, and structures in place to prevent any such behavior.
 - b. How the organization has satisfied or otherwise remedied any debts or circumstances left incomplete from their previous time on campus (if applicable).
 - c. Advisory boards and supports in place locally to assist in the transition back to campus.
 - d. How the organization has completed any other requirements identified by the university at the time of the disciplinary action and/or removal from campus.
 - e. A 12-month success plan for the chapter to include leadership support and general membership support.
- e. Application Approval Process
- i. To be eligible for an invitation, the prospective fraternity or sorority must submit all documentation and certifications required in this policy to the Assistant Director of Fraternity and Sorority Life via email as an electronic PDF application.
 - ii. When reviewing applications, the Assistant Director will take the growth timeline for the Iowa community and staff capacity for support under consideration in the final recommendation.
 - iii. The Assistant Director will review the application with the council advisor and will forward a formal recommendation stating whether a formal invitation should be granted to the following staff for final approval.
 1. Director of Fraternity and Sorority Life
 2. Assistant Dean for Leadership and Engagement
 3. Associate Dean for Accountability and Care
 4. Associate Vice President and Dean of Students
 5. Vice President for Student Life
 - iv. Completion and submission of an application does not guarantee an invitation to (re)establish a chapter at the University of Iowa.
 1. The Assistant Director can make the following recommendations to the senior staff listed above:
 - a. An invitation should be extended to the prospective fraternity or sorority for establishment at the university, along with a recommended timeline for establishment.
 - b. No invitation should be extended at this time, specifically stating the rationale for the recommendation.

- c. More information is needed before a final decision can be made, specifically identifying what information is needed.
- f. Planning
 - i. Once a formal application has been received and a fraternity or sorority has been invited to join the university community, the inter/national fraternity or sorority will work with the Assistant Director of Fraternity and Sorority Life to establish a date to begin the establishment and a timeline for the establishment process.
 - 1. If the fraternity or sorority does not initiate the process within 2 months of the agreed upon date, the inter/national fraternity or sorority must communicate with the Assistant Director of Fraternity and Sorority Life to discuss revising their growth timeline and the reasons for the delay.
 - 2. If the fraternity or sorority does not establish a group after 1 year of the agreed upon date to begin growth, the process will be either postponed or ended, based on the recommendation from the Assistant Director of Fraternity and Sorority Life.
 - ii. Upon a fraternity or sorority receiving final approval to establish at the university and determining an establishment timeline for preparation, the following must be agreed on before the establishment process begins:
 - 1. Academics
 - a. To be eligible for (re)chartering, the fraternity or sorority will maintain the academic requirements as required by the respective governing council of which the fraternity or sorority is seeking to become a member.
 - 2. Recruitment/Intake
 - a. Recruitment and intake events must follow the constitution and bylaw guidelines as outlined by the respective governing council in which the fraternity or sorority is seeking membership.
 - 3. Governing Council Involvement
 - a. Representatives from the fraternity or sorority will attend regular council meetings and play an active role within the council and Fraternity and Sorority Life community.
 - i. This can include, but is not limited to, community service, philanthropy projects, FSL events, and university-wide events and programs.

4. Alumni/ae or Graduate Advisor and/or Advisory Board Involvement
 - a. The inter/national organization will appoint the alumni/ae or graduate advisors to work with the fraternity or sorority. An alumni/ae or graduate advisor will attend regular meetings when relevant to the functions of the fraternity or sorority including, but not limited to:
 - i. Alumni/ae or graduate advisor meetings and trainings.
 - ii. House corporation board meetings (if applicable).
5. Liability Coverage
 - a. The inter/national organization will purchase liability insurance coverage of no less than \$1,000,000 face value with the insurance carrier of its choosing.
6. Fraternity or Sorority Visits
 - a. The inter/national organization will provide the fraternity or sorority with frequent follow-up visits up to and after (re)chartering has occurred.
7. Publicity
 - a. Fraternity and Sorority Life staff and respective governing councils agree to include the fraternity or sorority in all publications and websites produced by the Fraternity and Sorority Life, the councils, or Leadership and Engagement to boost visibility.
8. Chapter Coaching
 - a. Fraternity and Sorority Life staff and the respective governing council agree to meet with the fraternity or sorority leadership as much as needed to coach and support them during and after the chartering process.
9. Resources
 - a. Fraternity and Sorority Life staff agree to provide the fraternity or sorority with all applicable resources afforded affiliated student organizations at the University of Iowa.
10. House Director
 - a. If the fraternity or sorority plans to secure and occupy an official chapter structure after at least one (1) year on campus, the fraternity or sorority is strongly encouraged to have a live-in house director hired by the house corporation or inter/national organization.

- i. The house director should be a traditional house director who lives in the facility during the academic year (August – May).

11. Federal, State, and Local Laws and Policies

- a. The fraternity or sorority agrees to follow all federal, state, and local laws.
 - b. The fraternity or sorority agrees to follow all policies as prescribed by the University of Iowa for students and registered student organizations.
 - c. The fraternity or sorority agrees to follow all guidelines set by the Fraternity and Sorority Life staff.
 - d. The fraternity or sorority agrees to follow the constitution and bylaws of its respective governing council.
- iii. The establishing fraternity or sorority will be expected to conduct a presentation to staff, council leaders, and chapter leaders at the beginning of the semester that has been designated for the fraternity or sorority to establish at the University of Iowa.
 - 1. Presentation Guidelines
 - a. The inter/national organization will work with the Assistant Director of Fraternity and Sorority Life to schedule the in-person presentation and establish technological needs.
 - b. Presentations should be no longer than 30 minutes, with a 10-minute question and answer session to follow.
 - c. Presentations may be presented using a visual aid along with any associated printed documents.
 - 2. Presentation Topics
 - a. Interest and rationale in expanding at the University of Iowa.
 - b. Alumni/ae or graduate chapter support committed to the expansion project and ongoing support for the fraternity or sorority.
 - c. Staffing resources that will be assigned by the inter/national office during the first semester of establishment.
 - d. Ongoing resources and support the inter/national office provided to the new chapter in its second semester and all subsequent semesters prior to the fraternity or sorority's (re)chartering.
 - e. Ongoing support provided to help the chapter and its members meet campus expectations of fraternities

and sororities after the new chapter has been (re)chartered.

- f. Risk management policies related to hazing, alcohol and other drugs, sexual violence, and facility management (if applicable).
- g. Leadership development and officer training programs.
- h. Overview of member education, including the new member/intake process and program.

g. Growth Establishment Expectations

i. General Expectations

1. Registered fraternities and sororities are expected to comply with all university and Fraternity and Sorority Life policies and procedures, governing council policies and procedures, and the University of Iowa Code of Student Life.
 - a. This includes registering with the university through the student organization registration platform as a registered student organization and completing the annual re-registration process and requirements with Fraternity and Sorority Life.
2. The fraternity or sorority must consult with Fraternity and Sorority Life regarding all expansion plans and procedures.
 - a. Fraternity and Sorority Life will help provide any necessary resources and information the fraternity or sorority and its inter/national organization regarding establishment of the new chapter and related university policies and procedures.
 - b. Representatives of the new fraternity or sorority must attend all designated council (IFC, MGC, NPHC, PHC) meetings and are encouraged to participate in all Fraternity and Sorority Life activities.
 - c. The officers shall be responsible for keeping all records and documentation current with Fraternity and Sorority Life and meet regularly with a designated Fraternity and Sorority Life chapter coach.
3. Chapters will not be permitted to move forward with establishment until the thresholds for membership size have been met within the 1-year allotted growth timeline.
4. Chapters interested in a housing component will not be permitted to move into a chapter structure during the first year of the chapter's establishment at the University of Iowa to focus on infrastructure and chartering requirements.

ii. Council Expectations

1. Interfraternity Council

- a. For a chapter to be established at the University of Iowa, the fraternity must have at least 10 members with varying academic classifications.
 - b. Depending on the situation of the establishing fraternity, the Interfraternity Council may elect to assign associate membership status to an entering fraternity and provide reasonable written expectations and metrics for the fraternity to be established as a full member of the council.
- 2. Multicultural Greek Council
 - a. For a chapter to be established at the University of Iowa, the fraternity or sorority must have at least 5 members with varying academic classifications.
 - i. Students classified as seniors are able to join but will not count toward the 5-member minimum for establishment.
- 3. National Pan-Hellenic Council
 - a. For a chapter to be established at the University of Iowa, the fraternity or sorority must have at least 5 members with varying academic classifications.
 - i. Students classified as seniors are able to join but will not count toward the 5-member minimum for establishment.
- 4. Panhellenic Council
 - a. For a chapter to be established at the University of Iowa, the sorority must have at least 10 members with varying academic classifications.