

Expansion and Colonization Procedures of the
Interfraternity Council at Duke University
Updated 2/20/05

I. EXPANSION COMMITTEE

- A. Purpose
The Interfraternity Council (IFC) Expansion Committee shall deal with all matters pertaining to the expansion of the IFC Fraternity Community. All action in the areas of expansion must be initiated and sanctioned by this committee.
- B. Membership
The Expansion Committee shall consist of, but not be limited to, the following individuals: the IFC Executive Vice President (Chair), two (2) current or former chapter presidents (appointed by the Executive Vice President), and the IFC Advisor. Additionally, the Vice President for Student Affairs or his/her appointee as well as an appointed faculty member may serve as ex-officio members of the committee. The Interfraternity Council Executive Board must approve all student members of the Committee. All members shall serve a one-year term.
- C. Responsibilities
1. To regularly examine the climate of the Greek community to determine if expansion is advised and/or appropriate.
 - a. Number of chapters
 - b. Percentage of Greek students
 - c. Number of potential new members
 - d. Room for growth
 - e. Number of housed chapters
 2. To regularly report all committee activities to the Office of Fraternity and Sorority Life, the Interfraternity Council, National Pan-Hellenic Council (NPHC), Panhellenic Association (PA), and Inter-Greek Council (IGC).
 3. To review the Expansion and Colonization Guidelines at the beginning of each semester to ensure that they reflect current IFC and Duke University policies and guidelines.
 4. To coordinate all expansion activities.

II. PROCEDURES FOR EXPANSION

- A. Application process can occur in one of two ways:
 - 1. Through a formal expansion plan initiated by IFC and the Office of Fraternity and Sorority Life.
 - 2. Through receipt of a formal prospectus to colonize by inter/national headquarters.

- B. Duties of the Expansion Committee
 - 1. Obtain prospectuses to be reviewed from interested inter/national organizations.
 - 2. Contact inter/national organization(s) with a letter of interest on file and invite them to submit a prospectus.
 - 3. Review submitted materials.
 - 4. Evaluate and determine the impact of bringing a new fraternity to campus.
 - 5. Invite group(s) selected by the Expansion Committee to make on-campus presentations to the IFC general body and University officials.
 - 6. Make a recommendation regarding expansion to the IFC Council of Presidents.
 - 7. Develop a timeline for expansion and colonizations at Duke University.
 - 8. The Expansion Committee reserves the right to request additional materials/documentation in order to recommend, invite, and/or schedule a group for an expansion presentation.

- C. Duties of the petitioning organization
 - 1. Provide a written prospectus to the IFC Expansion Committee. The prospectus must include the following information, which should also be provided in the following format:
 - a. Duke History & Alumni Information
 - i. Total number of alumni in the Triangle area (Raleigh, Durham and Chapel Hill)
 - ii. Statement regarding interest and support of the alumni in establishing a chapter
 - iii. A list of specific alumni who are interested in working with the chapter in an advisory capacity
 - iv. Nearest alumni club/organization/graduate chapter

- v. If a group is returning to campus, describe the following:
 - 1. Reasons why the chapter left campus, and when
 - 2. How the issue(s) involved have been addressed
 - 3. How the group has cleared any debts or circumstances still incomplete from when previously on campus (if applicable)

- b. Inter/national Headquarters Values, Policies and Publications
 - i. A description of the organizational values and founding principles
 - ii. A summary of the organizational structure of the fraternity at the chapter and inter/national levels
 - iii. Constitution (inter/national and local if applicable)
 - iv. Minimal expectations of colony for existence and chartering
 - v. Sexual assault policy and program
 - vi. Alcohol and substance abuse policy and program
 - vii. Scholarship policies and program
 - viii. Inter/national magazine/publications

- c. Chapter Development
 - i. Please provide the following for three specific time periods: during colonization, for the first two years after chartering, and in five to ten years:
 - 1. Membership goals (numbers, GPA)
 - 2. Community interaction and service projects
 - 3. Campus involvement
 - 4. Programming initiatives (educational/cultural/faculty)
 - 5. Chapter & alumni board finances
 - 6. Fundraising efforts
 - 7. Housing considerations
 - 8. Impact on Greek and Duke communities

- d. Membership Development
 - i. Hazing policy
 - ii. Membership discrimination policy
 - iii. Membership education policy and program
 - iv. Recruitment/Membership intake policy and program

- e. Information on inter/national strength
 - i. Total number of chapters nationwide and distribution area
 - ii. Total number of chapters and colonies in North Carolina and bordering states

- a. Total number of colonizations during the past five (5) years
 - b. Where, number chartered, number not chartered
 - iii. Total number of initiated members
 - iv. Total number of colonizations anticipated in the next calendar year and where, including a timeline for founding each colony
 - v. The number of chapters closed and/or suspended during the last three (3) academic years, including where, when, and why
 - vi. Average size of chapters on campuses similar to Duke University (5,000-10,000 undergraduate students)
 - vii. Leadership development and officer transition programs
2. The Expansion Committee reserves the right to decline a group for a presentation to the IFC general body if all aspects of requested materials are not provided. In addition, the committee may waive any aspects of the required documentation or choose not to consider a group for any reason.

D. IFC Recognition

- 1. Probationary status for membership into the Interfraternity Council will be granted by a two-thirds majority vote of the IFC general body. The vote will include a commencement date for colonization.
- 2. After receiving approval by the IFC general body, the inter/national fraternity will be extended an invitation to colonize.
- 3. Upon approval by the IFC general body, a fraternity's probationary status will last one calendar year from the colonization commencement date or until the group is chartered by its inter/national headquarters.
- 4. After colonization commences, the colony is subject, but not limited to, Section III. Colony and New Chapter Requirements.

III. COLONY/NEW CHAPTER REQUIREMENTS

- A. Within one calendar month of the commencement of colonization, the following shall be provided to the Expansion Committee:
 - 1. Anticipated timeline for colonization at Duke University.
 - 2. Number of traveling consultants, description of program, and commitment of time for Duke group.
 - 3. Advisor program, specific to Duke group.

4. Description of inter/national staff assistance to colonies and established chapters (i.e., during colonization, after chartering, etc.).
 5. Description of conventions, leadership schools, and membership development programs available to colony members.
 6. Inter/national expansion budget and amount allotted to Duke colony.
- B. At least one representative of the colony must attend all IFC general body meetings as Probationary Members and are encouraged to participate in all Greek community activities. Additionally, colonies are allowed to participate in all IFC votes, but their members are not allowed to hold IFC executive board positions until their charter has been secured.
- C. The colony shall maintain an active Advisory Committee, consisting of at least four alumni or volunteers, with one being designated as the chapter advisor. The inter/national fraternity shall train the Advisory Committee.
- D. During the colonization period, the colony shall develop programming in the following areas, with records of these provided as requested by the Interfraternity Council Advisor and/or Expansion Committee.
1. Fraternity Education
 2. Recruitment/Membership Intake
 3. Scholarship
 4. Officer Training and Transition
 5. Financial Responsibilities
 6. Alumni Relations
 7. Social Programming (to include substance abuse and risk management education)
 8. Community Service
 9. Sexual Assault and Harassment
 10. New Member Education and Hazing
 11. Local IFC/IGC/NPHC/PA involvement
 12. Other activities as outlined by the fraternity and the University

- E. The colony shall have an inter/national representative visit at least once each semester for the duration of the colony. This representative shall meet with the Interfraternity Council Advisor each semester.
- F. Failure to meet any of the aforementioned requirements within one year of colonization will result in a review by the Expansion Committee, IFC Executive Officers and the Interfraternity Council Advisor to determine status of recognition.
- G. Colonies are ineligible to apply for selective living group status on campus.

IV. COLONIZATION

- A. The inter/national fraternity must consult with the Expansion Committee and Interfraternity Council Advisor regarding all colonization plans and procedures.
- B. The Expansion Committee and Interfraternity Council Advisor will specify guidelines for beginning and completing colonization.
- C. The Expansion Committee and Interfraternity Council Advisor will provide any necessary service and information regarding colonization or University and IFC guidelines, policies, procedures, and rules.

V. ADDITIONAL INFORMATION

- A. It is recommended that organizations wishing to re-establish a colony/chapter at Duke University wait no fewer than six (6) full semesters (fall/spring) after the term in which recognition is lost before entering the expansion process with the Expansion Committee.
- B. Presentations by prospective groups will be made to the IFC general body at meetings called by the Expansion Committee.
- C. Evaluation of the materials presented, as well as the prospectus submitted by the inter/national organizations, will be the information used to determine expansion and recognition by the Interfraternity Council.
- D. The Expansion Committee may make one of three recommendations to the IFC general body for consideration prior to a vote.
 - 1. No invitation should be extended at this time, with specific reasons as to why and, if applicable, when another presentation may be made.

2. More information is needed before a final decision may be made.
 3. An invitation to colonize/proceed with Greek-letter organization recognition should be extended to a specific fraternity.
- E. No more than one interest group per semester can be approved for colonization.
- F. Once all conditions have been met and a group has received its charter, it may apply for University housing through the Office of Residence Life and Housing Services (RLHS).