



**Expansion Guidelines of the Interfraternity Council**  
**California Polytechnic State University - San Luis Obispo**

**I. Expansion Committee**

*a. Purpose*

- i. The Interfraternity Council (IFC) Expansion Committee shall deal with all matters pertaining to the expansion of the IFC Community. All action in the areas of expansion must be initiated and sanctioned by this committee.

*b. Members*

- i. *The committee shall consist of 10-12 members under the guidance of the Chief of Staff of the Interfraternity Council. Committee members should be communicating with their peers and constituents on the issues of interest.*
  1. *Chief of Staff, Interfraternity Council*
  2. *VP, Student Affairs (VP of Student Affairs Rep.)*
  3. *VP, Student Affairs (VP of Student Affairs Rep.)*
  4. *Chapter President, Interfraternity Council*
  5. *Chapter President, Interfraternity Council*
  6. *Greek Representative, Interfraternity Council*
  7. *Greek Representative, Interfraternity Council*
  8. *Council Member, Panhellenic Council*
  9. *Council Member, United Sorority & Fraternity Life Council*
  10. *Shawwna Smith, Fraternity and Sorority Life (ex-officio)*
  11. *Jo Campbell, Associate Vice President of Student Affairs and Executive Director of University*
  12. *Member at Large*

*c. Responsibilities*

- i. To regularly examine the climate of the Greek community to determine if expansion is advised and/or appropriate. i.e.:
  1. Number of chapters
  2. Percentage of Greek students
  3. Number of potential new members
  4. Room for growth
  5. Number of housed chapters
- ii. To regularly report all committee activities to the Fraternity & Sorority Life office and the Interfraternity Council.

- iii. To review the Expansion Guidelines at the beginning of each quarter to ensure that they reflect current IFC and California Polytechnic University San Luis Obispo policies and guidelines.
- iv. To coordinate all expansion activities and develop an Expansion plan for Cal Poly Interfraternity Council

## **II. Expansion Procedure**

### *a. Application process begins with one of the following:*

- i. Formal expansion plan initiated by IFC and the Fraternity and Sorority Life office.
- ii. A receipt of a formal prospectus to expand by (inter)national headquarters.

### *b. Expansion Committee Duties*

- i. Obtain prospectuses from interested organizations for review.
- ii. Contact organizational headquarters with a letter of interest on file and invite them to submit a prospectus.
- iii. Review all submitted material.
- iv. Determine the impact of bringing a new fraternity on to campus.
- v. Determine if and when an on-campus presentation from the prospective fraternity to the IFC general assembly at a regularly scheduled meeting is needed (Invite selected organization(s) for expansion to make on-campus presentations to the IFC general assembly and University Officials.)
- vi. Present a recommendation regarding expansion to the IFC Council of Presidents.
- vii. Determine a timeline for expansions at Cal Poly.
- viii. The Expansion Committee reserves the right to request additional supporting materials/documents in order to invite, recommend, and/or schedule a group/ organization for an expansion presentation.

### *c. Duties of the Petitioning Organization*

- i. Submit a written prospectus to the IFC Expansion Committee. The prospectus must include the following information, which should also be provided in the following format:
  - 1. Cal Poly History & Alumni Information
    - a. Total number of alumni in San Luis Obispo County
    - b. Total number of alumni within a 2 hour drive
    - c. Statement regarding interest and support of the alumni in establishing a chapter or in gaining IFC recognition.
    - d. A list of specific alumni interested in working with the chapter as an advisor.
    - e. Nearest alumni club/organization/graduate chapter
    - f. If a group is returning to campus, describe the following:
      - i. Reasons why and when the chapter left campus.

- ii.* How the issue(s) involved have been addressed.
  - iii.* **(If applicable)**How the group has cleared any debts or circumstances still incomplete from when previously on campus.
- 2. (Inter)national Headquarters' Values, Policies, and Publications
  - a.* A description of the organization values and founding principles.
  - b.* A summary of the organizational structure of the fraternity at the chapter and (inter)national levels.
  - c.* Constitution (inter)national and local, if applicable.
  - d.* Minimal expectations of a colony for existence and chartering.
  - e.* Sexual assault policy and program.
  - f.* Alcohol and substance abuse policy and program.
  - g.* Scholarship policies and program.
  - h.* (Inter)national magazine/publications.
- 3. Chapter Development
  - a.* Please provide the following for three specific time periods: during expansion, for the first two years after chartering/recognition, and in five to ten years:
    - i.* Membership goals (numbers, GPA)
    - ii.* Community Interaction and service projects
    - iii.* Campus involvement
    - iv.* Programming initiatives (educational/cultural/faculty)
    - v.* Chapter & Alumni board finances
    - vi.* Fundraising efforts
    - vii.* Housing considerations
    - viii.* Impact on Cal Poly and Greek communities
- 4. Membership Development
  - a.* Hazing Policy
  - b.* Membership discrimination policy
  - c.* Membership education policy and program
  - d.* Recruitment/Membership intake policy and program
- 5. Information on (inter)national strength
  - a.* Total number of chapters nationwide and distribution area
  - b.* Total number of chapters and colonies in California and bordering states
  - c.* Total number of expansions during the past five years
    - i.* Where, number chartered, number not chartered

- d. Total number of initiated members
- e. Total number of expansions anticipated in the next calendar year and where, including a timeline for founding of each colony
- f. The number of chapters closed and/or suspended during the last three academic years, including where, when, and why
- g. Average size of chapters on campuses similar to Cal Poly (~20,000 undergraduate students)
- h. Leadership development and office transition programs
- ii. The IFC Expansion Committee reserves the right to decline a group for 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*

- i. Affiliate status for membership into the Interfraternity Council will be granted by a two-thirds majority vote of the IFC Presidents' Council at a regularly scheduled meeting. The vote will include a commencement date for recognition.
- ii. After receiving approval by the IFC Presidents' Council, the (inter)national fraternity will be extended an invitation to gain recognition.
- iii. Upon approval by the IFC Presidents' Council, a fraternity's colony status will last one full academic year, beginning with the next succeeding quarter.
- iv. After expansion commences/recognition is extended, the group is subject, but not limited to, Section III. Expansion and New IFC Chapter Requirements.

### **III. Expansion and New IFC Chapter Requirements**

- a. Within one calendar month of the commencement of expansion vote of recognition, the following shall be provided to the Expansion Committee and Coordinator of Fraternity & Sorority Life:
  - i. Anticipated timeline for expansion at Cal Poly.
  - ii. Number of traveling consultants, description of program, and commitment of time for Cal Poly group
  - iii. Advisor program, specific to Cal Poly
  - iv. Description of (inter)national staff assistance to colonies and established chapters (i.e. during expansion, after chartering, etc.)
  - v. Description of conventions, leadership schools, and membership development programs available to colony members
  - vi. (Inter)national expansion budget and amount allotted to Cal Poly group

- b. At least one representative of the colony/group must attend all IFC general body meetings and are encouraged to participate in all Greek community activities. Additionally, colonies/groups are allowed to participate in all IFC votes, but their members are not allowed to hold IFC executive positions until their charter/recognition has been secured.
- c. The colony/group 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 expansion 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.
  - i. Fraternity Education
  - ii. Recruitment/membership intake
  - iii. Scholarship
  - iv. Officer training and transition
  - v. Financial responsibilities
  - vi. Alumni relations
  - vii. Social programming (to include substance abuse and risk management education)
  - viii. Community Service
  - ix. Sexual Assault and harassment
  - x. New member education and hazing
  - xi. Local IFC/PHA/USFC involvement
  - xii. Other activities as outlined by the fraternity and Cal Poly

#### **IV. Expansion**

- a. The Expansion Committee and Interfraternity Council Advisor will provide any necessary service and information regarding expansion or University and IFC guidelines, policies, procedures, and rules.

#### **V. Additional Information**

- a. Organizations wishing to re-establish a chapter at Cal Poly must follow the reinstatement expansion guidelines.
- b. The Expansion Committee will make presentations by prospective groups to the IFC general body at meetings called.
- 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. It is recommended that the colony/group shall have an (inter)national representative visit at least once each quarter for the duration of the colony period. This representative shall meet with the Interfraternity Council Advisor each quarter.

*UPDATED Fall 2020*  
*Expansion Committee*