Expansion & Colonization Procedural Manual for New Jersey Institute of Technology

Office of Greek Life
Campus Center Room 493
150 Bleeker Street
Newark, NJ 07302
NJIT Mission Statement

NJIT is the state's technological research university, committed to the pursuit of excellence:

- in undergraduate, graduate, and continuing professional education, preparing students for productive careers and amplifying their potential for lifelong personal and professional growth;
- in the conduct of research with emphasis on applied, interdisciplinary efforts encompassing architecture, the sciences, including the health sciences, engineering, mathematics, transportation and infrastructure systems, information and communications technologies;
- in contributing to the state’s economic development through the state’s largest business incubator system, workforce development, joint ventures with government and the business community, and through the development of intellectual property;
- in service to both its urban environment and the broader society of the state and nation by conducting public policy studies, making educational opportunities widely available, and initiating community-building projects.

Greek Life Mission Statement

Fraternity and Sorority Life at NJIT serves to develop undergraduate college students in the areas of civic responsibility, cognitive development, and leadership development which will allow for an opportunity to create lifelong bonds and a meaningful sense of community amongst one another and their fellow collegians. This will occur through the diverse offering of educational programs, leadership development opportunities, facilitating conferences and trainings, offering civic engagement opportunities, and additional learning opportunities through membership. This will support the mission and values of both NJIT and the greater Fraternity and Sorority community.
Mission and Purpose of Expansion at NJIT

NJIT is committed to support a strong and vibrant Greek Life community on campus; therefore we carefully consider any expansion request prior to moving forward with any process. We recognize the need to be realistic regarding expansion given our size, population, and resources. Campus readiness and an obvious need for expansion will be considered throughout this entire process. Organizations that are felt to most benefit the community will be considered.

The current expansion process was created by students and staff at NJIT with the best interest of our students and the existing Greek community in mind.
PROCEDURES FOR A PETITIONING GROUP

☐ Contact the NJIT Greek Life Office to indicate the intention of submitting a proposal and to schedule a meeting with the Assistant Director for Greek Life.

☐ Meet with the Assistant Director for Greek Life to review purpose and reasoning behind the requested opportunity to expand or reestablish an existing charter and to obtain approval to submit an Expansion Proposal.

☐ Review the NJIT Expansion and Colonization Plan for required information to include in proposals.

☐ Meet the minimum requirements to submit a request to present. Please refer to Appendix A.

☐ Completed proposals for a request to present should be sent to:

Thea Schoenberg
Assistant Director for Greek Life and Wellness
NJIT Campus Center
150 Bleecker Street – Room 493
Newark, NJ 07102

☐ Schedule a follow up meeting with the Assistant Director for Greek Life to review the proposal and possible next steps.
STATUSES FOR INTERESTED PARTIES AT NJIT

☐ Step 1: Unofficial Interests at NJIT
  • This refers to an individual or a group of NJIT students who express interest in a particular organization. They may not advertise in any way on campus nor can they have any of the benefits of a recognized organization on campus (which includes program sponsorship or co-sponsorship). In addition, they should not already be members of the organization unless approval by the Campus Center has been given; for example in the case of a regional or metro chapter affiliation.

☐ Step 2: Registered “Interest Group” at NJIT
  • This refers to a group of at least 15 NJIT students who express interest in a particular organization. In order to become a registered group, the leaders must meet with the Assistant Director for Greek Life and have received approval from the Campus Center to advertise as such. They must be in current negotiations with the Inter/National Fraternity or Sorority to become recognized as a Colony. This group must run all activities and meetings through the Assistant Director for Greek Life and may be limited to the amount and type of programming. Only inter/national social Greek letter organizations that meet the NJIT requirements will be considered for this status. (This step occurs after presentations and invitations if applicable.)

☐ Step 3: “Colony”
  • This refers to the entity that is a probationary body of a Inter/National fraternity or sorority. This body should consist of membership of at least 12 NJIT students. (Please note that not all Nationals use this term to denote this type of grouping; however, for the purposes of NJIT this is the term that we will use.)

☐ Step 4: “Chapter”
  • This refers to the group that has been a successful colony as outlined in Section V of the Expansion and Colonization Procedures, and has been granted a Charter or has been re-issued a charter by a National Fraternity or Sorority.
EXPANSION & COLONIZATION PROCEDURES AT NJIT

Throughout the text of this policy, the word “fraternity” is used synonymously with “sorority”. In addition the lettering NJIT indicates New Jersey Institute of Technology and IFSC indicates Inter Fraternity / Sorority Council.

I. EXPANSION RECOMMENDATION COMMITTEE

A. Purpose:
The Expansion Recommendation Committee shall deal with matters pertaining to the expansion of the NJIT Greek community. All action in the areas of expansion should be approved and sanctioned by this committee in conjunction with the Assistant Director for Greek Life and Campus Center Director.

B. Membership:
1. The Expansion Recommendation Committee shall consist of the following individuals: Inter Fraternity/Sorority Council (IFSC) Vice President and an organization representative from each Chapter in good standing with the IFSC and Office of Greek Life.
2. The Assistant Director for Greek Life serves as an ex-officio member of the Committee.
3. All members of the Committee are appointed by the Assistant Director for Greek Life in conjunction with the VP for IFSC. All members shall serve a one year term during an academic year (two semesters). They shall be appointed at the start of each fall semester.
4. If an organization fails to have a representative report to all meetings of a potential organizations presentation, they lose the opportunity to participate in the voting of that particular organization.

C. Duties:
1. To regularly examine the climate of the Greek community, and to determine whether or not expansion is advised and/or appropriate.
2. To regularly report all committee activities to the Assistant Director for Greek Life and the IFSC.
3. To review the Expansion and Colonization Guidelines at the beginning of each academic year to ensure that they reflect the current IFSC, Inter/National and University policies and guidelines.
4. To coordinate all expansion activities.

II. PROCEDURES FOR EXPANSION

A. The application process can occur in one of the following ways:
1. Through a formal expansion plan initiated and approved by IFSC and the Office of Greek Life.
2. Through receipt of a formal petition for expansion by an inter/national headquarters offering an NJIT only Charter who is affiliated with a national umbrella organization.
3. Through receipt of a formal petition for expansion by a NJIT student populated interest group of an inter/national organization affiliated with a national umbrella organization offering an NJIT only Charter. Joint or metro Chapters will not be considered.

4. A Re-chartering of a previously recognized organization on the NJIT Campus that was not removed for judicial violations. This organization must return as an NJIT only Chapter.

5. Through receipt of a formal petition of a pre-established and already recognized Local Fraternity wishing to affiliate with an organization offering an NJIT only Charter who is affiliated with a national umbrella organization.

III. PROCEDURES FOR FORMAL EXPANSION PLAN

A. Duties of the Expansion Recommendation Committee
   1. Determine the need for expansion and the impact of bringing a new organization to campus through informal or formal assessment.
   2. Gain approval from IFSC and the University if the committee recommends moving forward with the investigation of expansion.
   3. Contact inter/national organization(s) with a letter of interest on file and invite them to submit a prospectus (in the case of a Section II A 1 Expansion).
   4. Obtain petitions and material to be reviewed from those inter/national organizations interested (listed in Section III B).
   5. Review submitted materials from the interest group and/or inter/national office and then determine the groups to be invited to make presentations and meet with University officials.
   6. Schedule presentations and meetings with the Office of Greek Life, the Expansion Recommendation Committee, IFSC and University officials. Invited groups can expect to make at least two presentations.
   7. Make a final recommendation regarding expansion to IFSC and the Office of Greek Life. This must be a majority vote of those eligible to vote on the expansion committee (50% +1).
      a. The Expansion Recommendation Committee may make one of three recommendations to the Assistant Director for Greek Life and IFSC:
         i. No invitation should be extended at this time, with specific reasons as to why, and if applicable, when another presentation may be made.
         ii. Request additional information before a final decision may be made.
         iii. A recommendation for invitation to colonize/proceed with Greek-letter organization recognition pending the approval of the Assistant Director for Greek Life and Director of the Campus Center.
8. After receiving approval, the inter/national organization will be extended an invitation to colonize. If a campus interest group already exists, the group may proceed with the Campus Center registration process at the time determined by the Expansion Recommendation Committee and the Assistant Director for Greek Life.

9. After receiving recognition, the colony will be given Associate Member status in IFSC and are subject to, but not limited to, the Colony Requirements section of the IFSC Constitution.

B. Duties of the Petitioning Organization:

1. Provide a current, written request expressing the desire to establish a chapter at NJIT, accompanied by documentation and supporting materials by the inter/national organization. The Expansion Recommendation Committee reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided. Also, the Expansion Committee reserves the right to waive any of the following aspects of the documentation for any reason.

2. Provide the following materials to the Expansion Recommendation Committee and Assistant Director for Greek Life for review and possible invitation to make a presentation: (Unless otherwise noted, all of the following must also be included in the expansion presentation)
   a. Mission Statement of the Inter/National organization and how it is complementary to NJIT
   b. A summary of the organizational structure of the fraternity at the Chapter and National levels
   c. A copy of the fraternity constitution/bylaws
   d. A copy of the following National policies:
      i. Hazing policy
      ii. Sexual Assault policy
      iii. Alcohol and Substance Abuse policy
      iv. Scholarship policies
      v. Membership Education policy
      vi. Recruitment/Membership Intake policy
      vii. Information about the Chapter’s Insurance Plan
   e. Chapter specific programs (if applicable)
      i. National Philanthropies
      ii. Community Service Programs
      iii. Risk Management Programs
      iv. Academic Programs
      v. Membership Education Program
      vi. Leadership Development and Officer Transition programs
      vii. Recruitment plan specific to NJIT
      viii. Programs unique to the National Chapter
   f. Colonization/establishment procedures and standards for chartering a chapter, including the following specific information:
i. Minimum expectations of colony for existence and chartering
ii. Expectations of the colony at NJIT for chartering
iii. Anticipated timeline for NJIT colony
iv. Participation in IFSC meetings and any other meetings and trainings recommended by the Assistant Director for Greek Life

- NIC/NPC/NPHC/NALFO/NMGC/NAPA (regional and local) involvement and membership details.

- Alumni Information:
  i. Total number of alumni in the greater Tri-State area
  ii. Explained interest and support of the Tri-State alumni in establishing a Chapter.
  iii. A list of specific alumni who have already indicated interest in working with the Chapter in an advisory capacity.
  iv. Nearest alumni club/organization/graduate Chapter.

- Statistical information on inter/national strength:
  i. Total number of Chapters nationwide and distribution area
  ii. Total number of Chapters and colonies in New Jersey and East Coast regions, specifically listing each
  iii. Total number of colonization during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
  iv. Total number of initiated members
  v. Total number of colonies anticipated this year and where, including timeline for founding each
  vi. The number of Chapters lost during the last three (3) years, including where, when, and why
  vii. Average size of Chapters on campuses similar to NJIT

- Information on inter/national support and assistance
  i. Number of traveling consultants, description of program, and commitment of time for the NJIT group
  ii. Advisor program, specific to NJIT group
  iii. Description of National staff assistance to colonies and established Chapters (i.e., while a colony, after chartering, etc.)
  iv. Description of conventions, leadership schools, or programs available to colony and Chapter members
  v. Inter/national expansion budget and percentage allotted to NJIT

- A summary of the organizational structure of the fraternity and the Chapter at inter/national levels

- A description of the policies, procedures, and plans for housing if applicable (including temporary and permanent plans within the next five years) and any interest in the Greek Village Project.
m. Local purposes and goals, including a description of how these goals were formulated:
   i. Short term goals (while still a colony/new group)
   ii. Goals for within two years of chartering
   iii. Long term goals, within five to ten years
n. Financial obligations of chapter members, including inter/national dues, fees and an estimation of Chapter dues (may be based on chapters of similar size) and obligations while a colony/new group
o. If a group is returning to campus or from a disciplinary action, describe the following:
   i. Reasons why the Chapter left campus, and when
   ii. How the group plans to avoid this from happening again
   iii. How the group has cleared up any debts or circumstances still left incomplete from when previously on campus (if applicable)
p. A copy of the Inter/National magazine or publication (not required)
q. The Expansion Committee reserves the right to request additional materials/documentation in order to recommend, invite, and schedule a group for an expansion presentation

III. ADDITIONAL INFORMATION

A. For the purpose of choosing a fraternity to colonize at NJIT, the Expansion Recommendation Committee shall include a member of the most recently chartered/colonized Chapter on campus to its membership.
B. It is recommended that the Expansion Recommendation Committee give consideration to organizations who have filed current letters of interest with the University.
C. Presentations by prospective groups will be made to the IFSC at special meetings called by the IFSC President.
D. Evaluations from all presentation panel members, and the information submitted by the Inter/national organizations, will be the information used to determine expansion and recognition by the Expansion Recommendation Committee.
E. Any organization wishing to expand on the NJIT Campus must be affiliated with a National Umbrella organization which includes NPC/NIC/NPHC/NMGC/NALFO/NAPA. All other organizations that are not affiliated with one of these organizations will not be considered for expansion.
F. The Dean of Students, Director of the Campus Center, and the Assistant Director for Greek Life reserve the right to make the final decision as to whether or not to invite the Inter/national organization to colonize.
G. Membership in an interest group/colony/chapter is open to current Undergraduate NJIT students in good standing with the University with a minimum cumulative GPA of 2.5.
H. All Colonies/Interest Groups must consist of NJIT students only and cannot include students from any other institution.
I. All Charters must be NJIT only.
J. It is recommended that national organizations wishing to re-establish a colony/chapter at NJIT wait at least six (6) full semesters (fall/spring) before entering the expansion process with the Expansion Recommendation Committee.
K. All organizations going through the expansion process must remain in close contact with the Assistant Director for Greek Life at all times throughout the process.
L. Colonies may not exist for more than two academic calendar years without petitioning to become a Chapter. Those who are unsuccessful in reaching chapter status after the two years will be closed.
M. Information regarding pre-established Local Organizations:
   1. Local organizations can only expand by affiliating with a National organization. NJIT will not incorporate any additional local organizations to the Greek community.
   2. Local organizations are not permitted to enter into the expansion process without the approval of the Office of Greek Life.
   3. Throughout the process of a Local organization affiliating with an Inter/National organization, they must remain in contact and work closely with the Assistant Director for Greek Life.
   4. Local organizations reserve the right to remain private in their movement to affiliate with an Inter/National organization until they are ready to report to the Expansion Recommendation Committee and/or IFSC. This must occur before a final decision of which Chapter they wish to affiliate with has been made.

IV. COLONIZATION PROCEDURES

A. The Inter/national fraternity must consult with the Expansion Committee, IFSC and Assistant Director for Greek Life regarding all colonization plans and procedures.
B. The Expansion Recommendation Committee and Assistant Director for Greek Life will specify to the inter/national fraternity guidelines for beginning and completing colonization.
C. The Expansion Recommendation Committee and Assistant Director for Greek Life will provide any necessary services and information to the inter/national fraternity regarding colonization or University and IFSC guidelines, University and Campus Center policies, procedures and rules.
D. All functions and events sponsored on campus by a prospective organization must be through an approved and currently recognized official Interest Group registered with the Campus Center and Office of Greek Life. They must be in accordance with all campus policies. This includes any and all recruitment events. Any organization found to be in violation with any
campus policy may be disqualified from any opportunity for expansion or extension.

V. COLONY REQUIREMENTS

A. If necessary, the Expansion Recommendation Committee, IFSC or the Campus Center can waive any of the following requirements.

B. The colony is responsible for adhering to all requirements as outlined in the NJIT Student Handbook, Office of Greek Life Handbook and all other requirements to remain in good standing at the University.

C. Representatives of the colony must attend all IFSC meetings and are encouraged to participate in all Greek community activities.

D. Additionally, colonies are allowed to participate in all IFSC votes (as long as they are in good standing), but their members are not allowed to hold IFSC Executive Board positions until their charter has been secured. The only exception is in the case of a Local or National Fraternity member who is in the process of affiliating with an Inter/national organization.

E. 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 Advisory Committee should be trained by the inter/national fraternity.

F. The full-time NJIT University faculty or staff chapter advisor as approved upon recommendation by the Office of Greek Life in conjunction with the members of the colony should attend all meetings as scheduled for advisors by the Office of Greek Life, IFSC, or the Campus Center. In addition, the advisor is expected to hold regular meetings with the Assistant Director for Greek Life.

G. During the colonization period, the colony shall develop or attend programming in the following areas, with records of these provided as requested by the Assistant Director for Greek Life.

H.

1. Fraternity Education
2. Recruitment/Membership Intake
3. Scholarship
4. Officer Training and Transition
5. Financial Responsibilities
6. Proof of Insurance and listing of NJIT as an additionally insured entity
7. Alumni Relations
8. Social Programming (to include substance abuse and risk management education)
9. Community Service/Philanthropy
10. Sexual Assault and Harassment
11. New Member Education and Hazing
12. Involvement in IFSC events
13. Other activities as outlined by the inter/national fraternity and the University
I. The colony shall have a national representative visit at least once each semester for as long as the colony exists. This representative shall meet with the Assistant Director for Greek Life each semester.

J. The officers of the colony shall be responsible for keeping all records requested by the IFSC and Assistant Director for Greek Life current and complete each semester.

K. Failure to meet any of the aforementioned requirements within one year of colonization will result in a review by the Assistant Director for Greek Life, Expansion Recommendation Committee and the IFSC Executive Officers to determine status of recognition.

VI. FOLLOW-UP REVIEW PRESENTATION:

A. One full year following the expansion presentations, or immediately following chartering (which ever comes later), the fraternity must prepare a follow-up review presentation. This presentation will be given to the Campus Center Staff, the Expansion Recommendation Committee and the IFSC.

B. This presentation must occur prior to obtaining membership within the IFSC. The purpose of this presentation is to educate the Campus Center Staff and the Expansion Recommendation Committee so that they can give a report to the IFSC. All social Greek letter organizations must be governed by the IFSC.

C. This will be coordinated with the Assistant Director for Greek Life. The purpose of this presentation is to allow the fraternity to demonstrate their progress since their last presentations, and since receiving their charter.

D. This presentation should include, but is not limited to the following aspects:

1. Membership statistics within the most recent two semesters (recruitment/intake numbers, chapter membership numbers, academic information, etc.)

2. How the fraternity has developed and implemented programming in the following areas:
   a. Fraternity Education
   b. Recruitment/Membership Intake
   c. Scholarship
   d. Officer Training and Transition
   e. Financial Responsibilities
   f. Alumni Relations
   g. Social Programming (to include substance abuse and risk management education)
   h. Community Service
   i. Sexual Assault and Harassment
   j. New Member Education and Hazing

3. Other activities as outlined by the inter/national fraternity and the University

4. Goals of the fraternity, and how have they successfully/unsuccessfully met previous goals
5. Description of the change within the fraternity since the expansion presentation
6. The short and long term goals of the fraternity

VII. OBTAINING MEMBERSHIP WITH THE IFSC:

A. All Greek lettered social fraternities and sororities must be governed by the IFSC to exist on the NJIT Campus.
B. The following are the requirements for an organization to petition for membership with the IFSC:
   1. Has fulfilled all of the requirements aforementioned for Colony requirements
   2. Has received its charter from the inter/national organization
   3. Has made the required follow up presentation mentioned in section VI of this document.
   4. Completed all points outlined in the IFSC Constitution required of a colony
C. The Expansion Recommendation Committee, in conjunction with the Assistant Director for Greek Life, shall prepare a report and make a recommendation to the governing body prior to the vote.
D. The IFSC will have a vote to incorporate the Chapter as a full voting member of the IFSC. This requires a simple majority vote (50% +1). All Chapters recognized by the IFSC may vote but those who were not present for the report mentioned in Section -VII Letter C must abstain from voting.
E. After receiving recognition, the chapter will be given Full Member status in IFSC and are subject to, but not limited to all requirements outlined in the IFSC Constitution, the Campus Center and the Office of Greek Life policies and procedures.

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Appendix A.

ELIGABILITY FOR EXPANSION

A. The University reserves the right to deny any inter/national recognition if any of the following occur:

1. Mission and purpose of the inter/national organization is not congruent with the University and/or Campus Center mission
2. Required amount of members is not met
   a. 15 for an Interest Group
   b. 12 for a Colony
3. Interested members conduct themselves in a manner that does not promote the high standards of fraternal relations among the Greek Community at NJIT
4. Inter/national new member/intake program does not fit within NJIT’s guidelines
5. Interested or new members do not meet NJIT’s or their prospective national’s minimum academic and/or enrollment requirement
6. There is evidence of a lack in inter/national organizational support
7. Current expansions that are already in process due to the level of staffing in the Campus Center
8. The interested members do not proceed properly through the Campus Center and Office of Greek Life’s Expansion and Colonization Procedure
9. Recruitment and initiation of members before the allowed time period
10. Evidence that interested members undergrounded and illegally joined a Chapter on another campus
Appendix B.

DEFINITION OF A GREEK ORGANIZATION

A. A student organization is presumed to be a Greek organization if any of the following statements is true:

1. The organization is affiliated with an inter/national organization that is a member of the National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Association of Latino Fraternal Organizations (NALFO), North American Interfraternity Conference (NIC), National Multicultural Greek Council (NMGC) or National Asian Pacific Islander American Panhellenic Association (NAPA).

2. The organization prohibits simultaneous membership in any other organization that is a member of the National Panhellenic Conference, National Pan-Hellenic Council, National Association of Latino Fraternal Organizations, National Asian Pacific Islander American Panhellenic Association, National Multicultural Greek Council, or North American Interfraternity Conference.

3. The organization restricts membership and uses some subjective (i.e., non-academic) criteria in evaluating potential members’ eligibility for membership and initially grants probationary membership rather than full membership, and has secret rituals associated with becoming a member.

4. The organization restricts membership to a single sex and uses some subjective (i.e., non-academic) criteria in evaluating potential members’ eligibility for membership, and represents itself using letters of the Greek alphabet.