

Greek Chapter Affiliation for New Groups Process
Updated October, 2010 Keene State College

The following process is intended for use by groups and individuals that have never been members of an affiliated or disaffiliated Greek chapter at Keene State College. All new groups are required to have a/n (inter)national affiliation to be recognized by the College.

1. Submit a current written request to Coordinator of Greek Life and Student Leadership expressing interest in establishing a chapter on campus with an explanation of reasoning, the specific (inter)national organization, and reason for specific (inter)national group selection. This request will be followed by a meeting with the Coordinator of Greek Life and Student Leadership to review the process. Acceptable chapters must be part of one of the following umbrella organizations:

- North-American Interfraternity Conference
- National Panhellenic Conference
- National Pan-Hellenic Council
- National Multicultural Greek Council
- National Association of Latino Fraternal Organizations
- National Asian Pacific American Panhellenic Association

A. Some of the advantages to a/n (inter)national affiliation include:

- Being part of a larger brotherhood/sisterhood across college campuses nationwide
- Opportunities to attend conferences on the state, regional, and national level
- Officer manuals and other educational resources which strengthen chapter operations
- Assistance and outreach and involvement of alumni
- Consultation services
- Scholarships and other financial support
- (Inter)national membership education programs and initiation rituals
- Governance by (inter)national policies and procedures regarding risk management
- Liability and/or property coverage

2. Provide the following material to the Coordinator of Greek Life and Student Leadership for review

- A. Copy of constitution and by-laws for both (inter)national and campus chapter
- B. Copy/summary of governance structure at of both campus and (inter)national level
- C. Letter of support from (inter)national indicating:
 - number of traveling consultants and commitment to campus chapter
 - (inter)national staff assistance to colonies and established chapters

- description of conferences, conventions, programs available to colonies and chapters through (inter)national organization

D. Provide information on (inter)national organization:

- Total chapters in northeast area and nationally
- Successful colonizations within past 5 years
- Number of chapters lost within the past 5 years, where and why
- (Inter)national policies on:
 - Risk Management (including hazing, sexual assault, alcohol and substance abuse)
 - Scholarship programs/policies
 - Leadership/Membership development
 - Recruitment (Rush) policy and program
 - All required chapter dues and fees

E. Provide documentation that:

- Defines at least one (1) short term goal in each of the following areas: education, social activities, philanthropy, community service, and recreational programs and activities for the current academic year
- Identifies at least five (5) goals to be accomplished within a two (2) year time frame that will help in the chartering process
- Identifies at least two (2) long-term goals (5- 10 years) to prepare for operation after colonization

3. Provide letter of support and commitment from full-time faculty or staff member that will serve as advisor

4. Submit list of at least 20 student members including academic standing and GPA

5. Invite (inter)national representative to make presentation/s to group composed of representatives of IFC/Panhellenic Council, Greek advisors, and Student Center administration to discuss their commitment and process of colonization within one month of submitting written request to establish a chapter.

6. Representatives from IFC/Panhellenic Council to interview students requesting recognition, review documentation collected, review constitution and bylaws, and then provide to Coordinator of Greek Life and Student Leadership a written document outlining their recommendation to accept or not to accept the request for affiliation with the College, with reasons detailing the decision.

7. Presentation of recommendations made from the representative group from #6 to the full IFC/Panhellenic Council, Greek advisors, and all members of requesting group.

8. An acceptable recommendation must be made by the full IFC/Panhellenic Council to be forwarded to Student Assembly.

9. Student Assembly will review recommendation from IFC/Panhellenic Council, hear presentation of group requesting affiliation and IFC/Panhellenic Council representative, and must reach a favorable recommendation to move on in the process. Upon a favorable recommendation, the Coordinator of Greek Life and Student Leadership will review all documents in a timely manner and make a recommendation to the Coordinator of Student Activities.

10. If all recommendations are favorable then the requesting group is immediately granted provisional status at the start of the next academic semester for a total of one academic year. Upon granting of provisional status, the colonization can begin.

11. During the provisional year a/n (inter)national chapter advisor/representative will meet regularly with the chapter, including the KSC advisor, the Coordinator of Greek Life and Student Leadership, and the IFC/Panhellenic Council executive board at least once per semester. Specific feedback about the group's progress should be communicated at each meeting.

12. Annual meeting will be held at the end of the first year to review process and timetable towards full affiliation with the Vice President of Student Affairs (VPSA), Coordinator of Student Activities, Coordinator of Greek Life and Student Leadership, Requesting Chapter executive board and advisor, and IFC/Panhellenic Council executive board representative.

13. (Inter)national advisor/representative to meet with the VPSA, Coordinator of Student Activities, Coordinator of Greek Life and Student Leadership, Chapter Advisor, student leadership of provisional chapter and a IFC/Panhellenic Council executive board representative for final decision on affiliation at the conclusion of the provisional year.

14. Notification of final decision will be made within two (2) weeks of meeting described in #13 and communicated in writing to the provisional chapter.