



---

**LAMAR UNIVERSITY  
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES**

**SECTION: Student Affairs**

**AREA: Greek Life**

|   |
|---|
| <b>Interfraternity Council Organization Expansion Process</b> |
|---|

**I. POLICY**

- A. Lamar University (LU) recognizes that a strong fraternity and sorority community is a constructive element of campus life. Greek life is a unique way for our students to enrich their university experience while working towards completing their college education. At the same time, Greek and campus communities want to ensure that all fraternities and sororities – new and old – are sustainable and can remain viable for the long term. Organizations interested in establishing a recognized chapter/colony on the LU campus must provide information on how they will make a positive impact to the Greek and campus community, and to conduct themselves in a manner consistent with University, Student Affairs, Greek, and Interfraternity Council (IFC) policies and procedures.

**II. PURPOSE AND SCOPE**

- A. Each Greek Council may have specific requirements pertaining to its membership expansion. This policy outlines the requirements for an IFC-affiliated fraternity chapter to provisionally open/colonize/re-colonize/re-charter at LU.
- B. This policy governs IFC-affiliated Social and Greek-letter fraternal organizations involving LU students.

**III. POLICY ROLES AND RESPONSIBILITIES**

- A. The Division of Student Affairs shall oversee this policy, as well as issues pertaining to Greek Life and affiliated groups at LU.
- B. Responsible Executive: Vice President for Student Affairs.
- C. Responsible Officer(s): Greek Life official(s) as designated by Vice President for Student Affairs.
- D. Review process: This document shall govern the review of requests for organizational expansion by the designated personnel. The policy will be reviewed and revised on an annual basis by the Division of Student Affairs and the designated Greek Life staff.

#### IV. PROCEDURES

- A. The Division of Student Affairs at LU supports establishing and expanding student organizations on campus. Greek-letter organizations seeking to gain initial recognition must receive prior approval from the Division of Student Affairs and IFC. To request information on how to begin this process, organizations should contact the IFC Advisor via email. That individual's contact information will be listed on the Division of Student Affairs' IFC website.
- B. Organizations should take note of the following institutional expectations of a chapter as documentation is being developed for expansion consideration:
  - 1. The organization is social or fraternal in nature and provides its members opportunities to develop both personally and professionally.
  - 2. The organization must comply with all LU, Greek Life, and IFC policies and procedures regarding governance, student conduct-related matters, and campus student organization requirements.
  - 3. The organization recognizes that chapter membership must be composed of only currently enrolled LU students.
  - 4. The organization must be prepared to act in good faith to support the growth and development of its provisional chapter/colony and its membership.
- C. Organizations must provide a formal proposal including the information and support materials as indicated below. Incomplete requests will not be considered. Organizational expansion request materials shall include:
  - 1. *Formal Request to Establish*---Signed memorandum from the Inter/national President or Executive Director expressing approval to begin the process of establishing/reestablishing a provisional chapter/colony at Lamar University. The letter should speak to the existence of any previous chapter or colony being represented on the LU campus, its duration, and the factors leading to its closure and/or dissolution.
  - 2. *Organizational Information*---The organization seeking to establish a provisional chapter/colony at LU must provide a response to each of the following prompts:
    - a. Inter/National Fraternity: mailing address and contact number
    - b. Inter/National President/Executive Director name, email, and contact number
    - c. Inter/National Office Expansion Coordinator(s) name, email, and contact number
    - d. Chapter Alumni Advisor: name, email, and contact number
    - e. Chapter Alumni Advisory Board composition (if applicable): name, email, and contact number of each board member.
    - f. Documentation outlining the expansion/colonization plan. This should denote the organizational headquarters' requirements and timeline to be met before the provisional chapter/colony is approved to open/re-colonize/re-organize/re-charter/re-activate.

- g. List of the five most recent expansion/charter chapters including educational institution, number of members recruited and officially admitted to full membership, and chartering dates.
  - h. Proof of 501(a) tax exemption status.
  - i. Documentation attesting to Inter/National organization's liability insurance coverage.
  - j. Copies of the following organization policies, procedures, and programs which outline:
    - i. Recruitment process and timeline to initiation
    - ii. New Member Education Program
    - iii. Academic requirements (i.e. GPA, educational programming, and study requirements)
    - iv. Financial policies (Dues, New Member Fees, Initiation fees, Chapter Budget, any other direct chapter member financial obligations)
    - v. Leadership and Member Development Program(s) (as applicable)
    - vi. Membership contract (i.e. total requirements in addition to those academic and financial related previously mentioned)
    - vii. Standards/Conduct Policies and Procedures
- D. Once documentation for a complete expansion proposal is submitted electronically by the Inter/National organization to the IFC Advisor and Vice President for Student Affairs, the Division of Student Affairs will begin its review process. A review committee, to be determined by the Vice President for Student Affairs, may contact the Inter/National Office Expansion Coordinator(s) for clarifying information before rendering a decision. A decision regarding the expansion request will be provided to the Inter/National Office Executive Officer and Expansion Coordinator listed in the documentation.

#### **V. CHAPTER MEMBERSHIP PARAMETERS**

- A. Organizations extended an invitation to provisionally open/colonize/re-colonize/re-charter by LU will have one (1) academic year to recruit and report a roster of at least five (5) active members. Chapter membership must be made up of currently enrolled LU students in good standing as stipulated by the university's Student Code of Conduct. Organizations and their chapter will be expected to regularly communicate with campus Student Affairs and Greek Life personnel to help inform on the progress of chapter membership and sustainability.
- B. As a member of the campus community, chapters will be obliged to follow Division of Student Affairs policies and procedures as they apply to non-Greek letter organizations, including requirements to being a recognized student organization on campus. Chapters not meeting membership and reporting standards should expect to be in communication with designated Greek Life and Student Affairs personnel to discuss next steps in meeting Greek and Campus Student Organization requirements as needed.

#### **VI. REVIEW AND RESPONSIBILITY**

Review Schedule: Every year on or before the date the policy was last revised and/or approved.

Responsible Party: Vice President for Student Affairs

## Interfraternity Council Organization Expansion Process

### VII. APPROVAL

Dr. Freddie Titus  
Vice President for Student Affairs

05/21/2025  
Date

Dr. Jaime R. Taylor  
Lamar University President

05/28/2025  
Date

### POLICY LOG

| Version | Date       | Description of Changes        |
|---------|------------|-------------------------------|
| 1       | 05/21/2025 | Policy draft completed.       |
|         | 05/28/2025 | Policy approved by President. |