

Clayton State University
FRATERNITY AND SORORITY LIFE EXTENSION POLICY
GUIDELINES

Effective October 2007

In order to protect Clayton State University, the following guidelines must be met in order to establish and/or charter a chapter on campus. Failure to obtain University approval before recruiting new members will warrant sanctioning and expulsion.

1. Any group that identifies with 'Greek-Letters' and whose primary mission is social and not Academic and/or Community Service that wishes to become a recognized Clayton State chapter (a "Group") must first contact the designated Department of Campus Life staff member (i.e. Fraternity and Sorority Life Coordinator).
2. Every Group is required to provide the Fraternity and Sorority Life Coordinator with the following items:
 - a. General Information - A formal statement from the Group, no longer than 2 typed pages explaining how the organization relates to the Mission of the University. This statement will be not be evaluated by the University for content but rather as a demonstration that the Group is aware and understands the institution's mission;
 - b. A formal letter from the organization's national headquarters designating an official representative (non-student) for the Extension process. The representative 'should' be the individual that will oversee the chapter; preferably someone from the local graduate chapter/Alumnae Region. If the person serving as the representative is not the person that will oversee the chapter, please include the 'reasoning for' in the letter from the official.
 - c. Proof of Insurance - The Group must possess an insurance policy in the amount of at least \$1 Million General Liability and \$2 million Aggregate.
3. Specific Group information
 - a. A description or diagram of the Organization's governance structure;
 - b. Contact information for the Group's liaison (tentative chapter advisor/Alumnae) for the Organization;
 - c. History of the organization;
 - d. Copies of the Organization's constitution, Articles of Incorporation, and Bylaws, and any other policies or information that govern the

organization;

- e. A list of any other umbrella organization(s) the Organization may be affiliated with (if applicable);
 - f. Statistics indicating the number of chapters/colonies authorized by the Organization nationally and locally (Georgia, US)
 - g. Information documenting the requirements for membership;
 - h. Copies of the Organization's new member education process including goals and objectives, length of program and supervisor of program.
4. All fraternities and sororities must remain active with the Fraternity and Sorority Council in order to be recognized by the University. Groups may under no circumstance during the Extension Process contact current Clayton State University chapters without permission from the Fraternity and Sorority Life Coordinator.
 5. All Groups interested in seeking Extension must agree to abide by all applicable University policies and procedures, including the Student Code of Conduct.
 6. All Groups must warrant that they will not discriminate against any individual on the basis of race, color, national origin, religion, gender, sexual orientation, age, or disability.
 7. Interested Groups may contact the Fraternity and Sorority Life Coordinator to receive assistance throughout the Expansion process.

Available resources:

- a. University statistics
 - b. Copy of the Fraternity and Sorority Council Constitution
8. Exceptions to any of the expectations listed above will only be made in **extreme** circumstances and at the sole discretion of the Fraternity and Sorority Life Coordinator.

For any questions regarding Extension at Clayton State University, contact the Department of Campus Life at (678) 466-5433.

APPENDIX

Colonization Plan

A Colonization Plan is recommended for the Fraternity and Sorority Council and University Expansion committee presentation.

The plan should include:

- Calendar of the colonization plan
- Available resources for colony and/or inducted members
- Academic expectations
- Membership intake policies and techniques
- Philanthropy and community service expectations for colony/chapter
- General behavior and/or member agreements

Process Steps:

1. Formal contact made with the University via the Fraternity and Sorority Life Coordinator.
2. Fraternity and Sorority Life Coordinator informs the Organization representative of the Extension packet.
3. The Organization representative submits the Extension packet the Fraternity and Sorority Life Coordinator.
4. Fraternity and Sorority Life Coordinator submits the Extension packet to the University Extension committee for review.
5. University Extension committee reviews the Extension packet and submits a formal recommendation to the Fraternity and Sorority Life Coordinator.
6. Fraternity and Sorority Life Coordinator coordinates a campus visit and presentation for the Fraternity and Sorority Council and the University Extension Committee.
7. The University Extension committee and Fraternity and Sorority Council will view the presentation and vote. **Please note, unless specified by the Organization, the Fraternity and Sorority Council is not permitted to view the Extension packet.**
8. Fraternity and Sorority Life Coordinator reviews the Fraternity and Sorority Council and University Extension Committee feedback and

submits a formal recommendation to the Vice President for the Division of Student Affairs.

9. The Vice President for the Division of Student Affairs will submit a formal approval or denial the Organization's representative.