

Application to Establish a Recognized Fraternity or Sorority At the University of California, Los Angeles (UCLA)

The Office of Fraternity & Sorority Life (OFSL) staff oversee the establishment process for all social and culturally-based fraternal organizations. The establishment of new chapters is encouraged when a need for growth is determined by the Office, or when a(n) inter/national fraternity or sorority requests to bring an additional social/culturally-based Greek organization to campus, *and* the addition of the organization is recommended by the Asian Greek Council (AGC), Interfraternity Council (IFC), Latinx Greek Council (LGC) or Multi-Interest Greek Council (MIGC), National Pan-Hellenic Council (NPHC), or the Panhellenic Council (Panhel). Establishing a new chapter, or re-establishing a previously recognized chapter, is a time-intensive, resource demanding, and potentially enriching process for all parties involved. The establishment process serves to ensure that petitioning fraternities and sororities become successful contributors to the missions of the University of California, Los Angeles, the fraternity and sorority community, and its respective organizations. All organizations who are not currently recognized, either due to lack of membership, suspension of recognition, or not previously being recognized at UCLA, all need to follow this application process to establish a recognized fraternity or sorority with the OFSL.

The sorority and fraternity community at the University of California, Los Angeles (UCLA) is a large, diverse community of about 3,500 students within 6 governing councils that represents a variety of values, principles, and identities. We value and seek organizations whose ideals align with the mission and vision of the University and are committed to providing the resources necessary to cultivate a strong and sustainable organization. The University recognizes an organization that offers a valuable component of the undergraduate experience and the growth of fraternity and sorority life that advances the University's mission and goals. This document is designed to educate interested UCLA students and inter/national fraternities and sororities of the procedures necessary to become affiliated as a prospective chapter or organization at the University.

This application is to be submitted by an authorized staff member of a/n (inter)national organization to propose establishment of a fraternity or sorority chapter at UCLA. Submission of this application does not guarantee that an organization will be approved to establish a new chapter at UCLA. Failure to comply with the University's establishment policies and procedures may result in deferral of the University's recognition of the new chapter.

Throughout this application, the term "National Organization" is used interchangeably with regional, national, and international fraternity and sorority headquarters. "National Organizations" are defined by UCLA as those that maintain:

- A headquarters or office space and staff,

- Non-profit status with the U.S. Internal Revenue Service (IRS),
- A Board of Directors with a regional structure component as well as governance documents,
- Proof of general commercial liability insurance with a minimum of one million combined single limit/two million general aggregate, with UC Regents included as the additionally insured party, and
- Regional and national structure of meetings or conventions.

“Local” organizations that do not meet all of the aspects of the “National Organization” definition above are not eligible to be established at UCLA. Previously recognized local groups will be eligible for reestablishment and applications can be submitted by alumni and/or interested students.

Please submit all application materials via Google Form: <https://bit.ly/OFSLEstablishApplication>.

I. University Considerations for Establishing a New Chapter

- a. The Office of Fraternity & Sorority Life is committed to providing support to all recognized sororities and fraternities. To move forward with an organization's establishment, the following statements must be true:
 - i. The OFSL team must be fully staffed and completely on-boarded.
 - ii. The OFSL will only support up to one (1) newly established chapter per council, per year. OFSL will work with establishing chapters to determine appropriate timelines and may stagger a group returns throughout all three academic quarters.
 - iii. OFSL staff determines the readiness for growth. Factors may include:
 1. Chapter membership sizes, as predetermined by individual groups within each council, are at optimal to maximum numbers.
 2. Expectation of Recognition program results for chapters within each council meet minimum requirements for 85% of the chapters.
 3. University enrollment is steady or increasing.
 4. The council with which the organization plans to affiliate must be open to establishing new chapters.
 5. Complete submission of all required application materials.

II. Minimum Requirements for a Fraternity or Sorority Seeking to Establish a New Chapter:

- a. Any organization seeking to establish at UCLA must understand that NO PLEDGING CEREMONIES NOR INITIATIONS NOR INTEREST MEETINGS are to occur, until the group has received written notification from the university granting permission to become a fraternity or sorority at UCLA. An organization is not prohibited from

- identifying students interested in forming a new fraternity or sorority on campus.
- i. An establishing organization may request the opportunity to host an informational meeting or table/flyer on Bruin Walk. If approved, OFSL will work with the establishing group to ensure any activities are appropriate to campus, office, and council policies.
- b. The organization must be eligible for and have proof of Title IX exemptions.
- i. UCLA expects that any student whose gender matches the sex/gender requirement of the organization shall be fully considered in recruitment and membership proceedings. Gender identity is to be defined by the individual participant. No participant shall be required to demonstrate that s/he/they are legally (per state or federal identification) or physically (physiologically) male or female to participate in recruitment or as a member.

III. Procedures for Submitted a Request to Establish Application

- a. Complete and submit the Application to Establish available here:
 - ii. <https://bit.ly/OFSLEstablishApplication>
 - iii. The quarter that applications are received will be identified as Quarter 1 (Q1). Applications must be received by the **last Friday of Week 10 of each academic quarter** in order to be considered for review in the following quarter (Quarter 2, Q2). Applications received after the last Friday will not be considered for review (Q1) until the following academic quarter.
 - iv. Applications must also include any additional council specific requirements.
 - v. The Panhellenic Council will follow all [extension policies](#) as outlined in the Manual of Information for all NPC organizations.
- b. OFSL staff will review the Application to Establish and determine if the minimum requirements for a fraternity or sorority seeking to establish are met by the petitioning organization.
 - i. If all requirements are met, the Application to Establish will be forwarded to the appropriate council-specific Growth Committee (Committee).
 - ii. If the requirements are not met, the OFSL Staff will notify the petitioning organization that the Application to Establish will not be accepted and explain which requirements were not met.
 - iii. OFSL will let the inquiring organization know a deadline for resubmitting materials to be considered within Q1 and if not received, will be moved to the next academic quarter for review.
- c. If the Application to Establish is forwarded for review by the Committee, the Committee will consider the items outlined in Section II of this document and make one of the following determinations:
 - i. Growth is neither desirable nor feasible at this time. The petitioning

- organization may reapply at a later date.
 - ii. Extend an invitation to the petitioning group to give an on-campus presentation. This is not a commitment for establishing, but instead an invitation to continue the exploration of establishing at UCLA.
 - iii. More information is needed before a decision can be reached.
- d. If the petitioning organization is invited for an on-campus presentation, they will be notified, and all parties shall determine an agreeable date.
 - i. The presentation shall include all those items in the Application to Establish, excluding those noted with an asterisk (*).
 - ii. The audience of the presentation shall consist of the Committee for Recognition Requests and the = Executive Board of the appropriate Council, the voting delegates of all good standing chapters which are a part of the Council, a OFSL Council Advisor, and any member of the OFSL Community that wishes to be in attendance.
- e. Council Discussion and Voting
 - i. Discussion of any presentation will be held at the Council meeting after the prospective group's presentation. The only individuals allowed in the room during this discussion are: the voting delegates, Council officers, Committee members, including an OFSL staff member. The OFSL staff member's role is to support a robust discussion, that the council policies are being followed, and to answer questions that may arise.
 - ii. Voting may take place at the time of discussion, or it may take place at the next regularly scheduled meeting of the Council.
 - iii. Voting will follow council bylaws and [Robert's Rules of Order](#) if not specified.
- f. Council Recommendation
 - i. The Council will vote on a recommendation with respect to the petitioning organization, and the recommendation shall either be favorable or unfavorable.
 - ii. The Council's favorable recommendation is not an invitation to be formally recognized at UCLA.
- g. OFSL Growth Committee Final Decision
 - i. The recommendation of the Council shall be given to the OFSL Committee.
 - ii. After reviewing all materials submitted and the recommendation of the Council, the OFSL Committee may extend to the petitioning organization an invitation to establish a chapter at UCLA. A preferred timeline for establishment will also be sent to the organization.
 - iii. If an invitation is not extended, the petitioning organization may reapply after one academic year from the date of petition.
 - iv. All UCLA student organizations must have a minimum of three (3) currently enrolled students in order to be a registered student organization. If selected, the newly expanded organization must reach this requirement within their first

two quarters after establishing a chapter. If this requirement is not met, the organization will be placed on a Probation of Recognition status within the OFSL.

- I. Chapters may also be required to meet membership requirements within their respective councils and may face associate or probationary status if those requirements are not met.
- II. Chapters who are unable to reach membership requirements within two (2) years of establishing will face a loss of recognition and be required to reapply at a later date.
- III. Chapters are expected to also follow all requirements of OFSL's Expectations of Recognition.

IV. Fraternity & Sorority Growth Committee

- a. Purpose of the Fraternity & Sorority Life Growth Committee:
 - i. The Fraternity & Sorority Life Growth Committee within each governing council, along with the Office of Fraternity & Sorority Life, is responsible for determining the readiness and need for growth based on fraternity and sorority trends (chapter size and health), university enrollment statistics, community needs, and the best interests of UCLA students.
- b. Membership of Committee:
 - i. Council President of the specific governing council that the prospective organization is hoping to join.
 - ii. One representative from each chapter (in good standing) within the governing council to which the prospective organization is applying for.
 - iii. Council Advisor within OFSL staff.
- c. Duties of the Committee:
 - i. Determine if their council (AGC, IFC, LGC, MIGC, NPHC, or Panhel) can support an additional organization at the beginning of each calendar year.
 - ii. Review all Application materials from the perspective inter/national organization that has submitted a complete Application to Establish a New Fraternity or Sorority to the respective council.
 - iii. Attend the inter/national organization's presentation to the respective council.
 - iv. Receive council recommendations about whether to accept or deny establishing to the inter/national organization.
 - v. If approved, the Committee will move forward with onboarding the organization as a new chapter into their respective council.
 1. If the outcome of a presentation to one of the six recognized governing councils results in the council's denial of establishing, extension, or reactivation to UCLA, the inter/national office may submit a letter of appeal to the Director of the Office of Fraternity & Sorority Life. This

letter must be received within ten (10) business days of the notification of denial.

V. Additional Information

- a. After receiving recognition, the newly established chapter will be governed by the applicable policies of the respective Council with which it is associated (AGC, IFC, LGC, MIGC, NPHC, or Panhel).
- b. All fraternities and sororities must be compliant with the University's policies and procedures (including the [Student Group Code of Conduct](#)). Organizations understand that failure to comply with any of the above terms, [OFSL recognition requirements](#), or University policies and regulations may result in administrative action and/or disciplinary sanctions. Administrative action may include, but not be limited to holds on organization activities or suspension of recognition status. Reported violations of University policies will be reported to the Office of Student Conduct (OSC). If found in violation, OSC may impose sanctions including, but not limited to a suspension of recognition status. Each chapter must also comply with the respective Council's and inter/national organization's policies regarding maintaining associate chapter/chapter status.
- c. To begin a recruitment/intake process, OFSL staff will contact the organization to review recruitment/intake policies and procedures in order to ensure the group's full integration into the UCLA OFSL community. All required recruitment/intake documents can be found at <https://fsl.ucla.edu/officer-resources/recruitment-intake>.
- d. It is recommended that organizations who were removed due to disciplinary actions and wish to re-establish an associate chapter/new chapter at UCLA wait at least five (5) academic years before re-applying to establish a chapter. Any conduct sanctions required as part of disciplinary action must also be met prior to applying for re-establishment. Any chapter that does not comply with University sanctions will not be considered for re-establishment until all University sanctions have been completed and/or adhered to.
 - i. Example: If a chapter has a suspension of recognition for 5 years, and does not adhere to that suspension or acts under an alias, the chapter will not be considered for reestablishment until the undergraduate chapter is inactive for the period of the suspension.

Application to Establish a Recognized Fraternity or Sorority
At the University of California, Los Angeles (UCLA)

The following Application has been provided her in Word Document form to assist with the submission of the Application. All Applications must be submitted via Google Form.

Please submit all application materials via Google Form: <https://bit.ly/OFSLEstablishApplication>

**Denotes that the below is not necessary to include in the Establishment presentation. However, it must be submitted as part of the Establishment Application.*

***UCLA expects that any student whose gender matches the sex/gender requirement of the organization shall be fully considered in recruitment and membership proceedings. Gender identity is to be defined by the individual participant. No participant shall be required to demonstrate that he/she is legally (per state or federal identification) or physically (physiologically) male or female to participate in recruitment or as a member.*

****UCLA does not own or maintain housing for lease to fraternities and sororities. Approximately 50% of chapters maintain independent chapter housing facilities in Westwood, CA.*

Snapshot of timeline:

1. Quarter 1: National fraternity or sorority submits Application to Establish a Fraternity or Sorority at UCLA to OFSL.
2. Quarter 2: Growth Committee meets to review application.
 - a. Communication to organization on application status from one of the following options:
 - i. Growth is neither desirable nor feasible at this time.
 - ii. Extend an invitation to the petitioning group to give an on-campus presentation.
 - iii. More information is needed before a decision can be reached.
 - b. If invited, presentation to campus.
 - c. Decision provided by OFSL.
 - i. If accepted to establish at UCLA, timeline to be discussed and finalized.

I. Individual Submitting the Application Information

- a. Name
- b. Email Address
- c. Phone number
- d. Position

- e. Organization/Chapter
- f. Role of person submitting the form

II. Inter/National Organization Information

- a. Organization
 - i. Please include the names, position titles, emails, and phone numbers for the following people at the Inter/National Level:
 - 1. President/Executive Director/CEO
 - 2. Director of Expansion/Growth
 - 3. Director of Chapter Operations
 - 4. Director of Harm Reduction/Risk Management
 - ii. Please include the names, position titles, emails, and phone numbers for the following volunteers/alumni (optional/if available)
 - 1. Prospective Chapter Advisor
 - 2. Prospective New Member/Aspirant Education Advisor
 - 3. Prospective Risk Management Advisor
 - 4. Prospective HCB President (if applicable)
 - iii. Please include the names, year in school, emails, and phone numbers for interested undergraduate collegians (optional/if available)
- b. Founding information and brief history
- c. Website
- d. Proof of Title IX exemptions
- e. Involvement and membership details with National Asian Pacific Panhellenic Association (NAPA), North American Interfraternity Conference (NIC), National Association of Latino Fraternal Organization (NALFO), National Multicultural Greek Council, Inc. (NMGC), National Pan-Hellenic Council (NPHC), or the National Panhellenic Conference (NPC)
 - i. If NA: an explanation as to why the organization has chosen not to associate with a governing body).

III. Letter of Intent: A letter of intent from the national organization, written by the President or Expansion/Growth Director or equivalent

- a. Support from the inter/national headquarters including the following:
 - i. The mission and vision of the fraternity or sorority.
 - ii. The national organization's interest in expanding to the UCLA campus.
 - iii. What are the organizational values and founding principles of this fraternity or sorority and how are they demonstrated by organizational members, leaders, and alumni?
 - iv. What are the organization's unique goals and requirements with regard to each of the following areas? How are these goals supported and measured by the organization? Please include information regarding short term and long-term goals/during chartering and after.
 - 1. Academic Scholarship (e.g. support of formal University degree curriculum)
 - 2. Co-curricular Learning & Development (e.g. learning outcomes, educational workshops)

3. Leadership Development
4. Community Service & Philanthropy
5. Socializing & Networking
6. New Member Development
- v. A commitment to act as a partner with University and a recognized Affinity Council, which affirms the philosophy that recognition of fraternities and sororities is a collaborative venture that requires sustained recognition by the University, a recognized Affinity Council, and the national organization for the lifetime of the organization.
- b. Support from the alumni(ae)/graduate chapter, if applicable*
- c. UCLA Council Requesting to Join

IV. Collegiate Chapter Information

- a. Number of chapters worldwide
- b. Number of chapters in California
- c. Number of associate chapters/colonies in California and/or the western region
- d. Total active undergraduate membership
- e. Total number of initiated members
- f. Average active undergraduate member GPA
- g. Gender eligible for membership**
- h. Average chapter size
- i. Average size of chapters on campuses similar to UCLA
- j. Chapters chartered in the last 5 years
- k. Please provide contact information for references we can contact regarding their experiences working through an expansion process with your national organization.
 - i. Organization has completed expansion and obtained charter within the last 18 months: Collegiate President and FSA
 - ii. Organization has established a new chapter within the last 18 months: Collegiate President and FSA
- l. Chapters closed in the last 5 years and the reason why
- m. Nearest Undergraduate Chapter (Location)
- n. Year last recognized year at UCLA (if applicable)

V. Alumni information

- a. Total number of alumni in the Los Angeles area.
- b. A list of any additional alumni who have already indicated an interest in working with the chapter in an advisory capacity.*
- c. Plans for organizing local alumni or alumnae and training them to become an effective chapter Advisory Board.
- d. Minimum number of alumni or alumnae required to form an Advisory Board.*
- e. Status and location of the nearest alumni/alumnae club/organization/graduate chapter.
- f. Name of an alumni/alumnae member who is committed to serving as an advisor for one calendar year.*
- g. Address if the organization/housing corporation own housing locally (within 1 mile of campus)?**

VI. Policies, Procedures, and Publications

- a. Hazing policy and prevention program(s)
- b. Sexual Assault policy and prevention program(s)
- c. Alcohol and Substance Abuse policy and program
- d. Organization's non-discrimination policy
- e. Academic and Scholarship policies and programs
- f. Membership Education policy and program
- g. Rush/Recruitment/Membership Intake policy and program
- h. Leadership Development and Officer Transition programs
- i. The constitution, both inter/national and local (if applicable)*
- j. A copy of the inter/national organization's insurance policy* (Please note all active chapters are required to also include the UC Regents as an additionally insured party.)
- k. Link to the inter/national magazine or publication (if applicable)*

VII. Financial Information

- a. Financial obligation of members including but not limited to:
 - i. New Member Dues (\$/frequency)
 1. Including insurance dues, initiation fees, installation fees
 - ii. Active Member Dues (\$/frequency)
 1. Including insurance dues, if there are live-in/parlor fees.
 - iii. Alumni Member Dues (\$/frequency)
- b. What financial resources and support are available to members and chapters?
- c. A copy of the organization's IRS non-profit tax status certificate (e.g., 501(c)(7))

VIII. Establishment procedures and standards for chartering a chapter

- a. Organization's minimal expectations of organization for existence and chartering.
- b. Minimum number of new members required by the inter/national organization for the establishment.
- c. Longest period of time generally required before an associate chapter/organization can be granted a charter.
- d. Maximum period of time an associate chapter/organization can continue to exist before chartering must occur.
- e. Outline the anticipated timeline for the UCLA chapter.
- f. A detailed description of the organization's recruitment plan for the next six (6) quarters.
- g. Request of OFSL Staff during the establishment/chartering process.

IX. Information on inter/national organizational support and assistance:

- a. Description of inter/national staff/alumni assistance to associate chapters and established chapters (e.g., pre-chartering, after chartering, etc.)
- b. Number of traveling consultants or support that will be dedicated to the UCLA chapter during establishment and commitment of time for UCLA group (if applicable)
- c. How often and for how long organizational consultants visit the local organization during both the new chapter and chapter phases?

- d. Description of conventions, leadership schools, or programs available to founding/new members.
- e. National growth/establishing budget and percentage allotted to UCLA group.
- f. A summary of the organizational structure at the chapter and inter/national levels.

X. If a group is returning to campus either from disciplinary action or lack of memberships, describe the following:

- a. Reasons why the chapter left campus and when.
- b. How the group plans to avoid future disciplinary action?
- c. How has the group cleared up any outstanding conduct sanctions, debt, or other circumstances still left incomplete from when previously on campus?

XI. Other comments or requirements:

- a. Include any additional information you wish to have reviewed or considered.

XII. By submitting this application, you demonstrate understanding and acceptance of the following terms.

- a. Information contained in this application is complete and accurate to the best of your knowledge as of the date of submission.
- b. Submission of an Application to Establish a Recognized Fraternity or Sorority at UCLA does not guarantee that an organization will be approved to establish a colony and/or chapter. Approval to establish a new chapter requires both University and Affinity Council approval.
- c. Failure to comply with the University's growth policies and procedures may result in deferral of recognition of the colony and/or chapter by the University.
- d. Maintenance of a fraternity or sorority colony or chapter at UCLA requires acceptance of and ongoing adherence to all policies contained in the *UCLA Campus Regulations Applying to Campus Activities, Organizations and Students*, the *Statement of Relationship between the University of California and Fraternities and Sororities*, and all *OFSL Expectations of Recognition*.