



# ST. JOHN'S UNIVERSITY

Office of Fraternity & Sorority Life  
Division of Student Affairs

Expansion Procedure

## Introduction

Expansion is the process of growing the Fraternity & Sorority Life community by inviting national and international organizations to establish chapters on campus. This document outlines the requirements, procedure, and timeline of Expansion at St. John's University. The Office of Fraternity & Sorority Life aims to facilitate meaningful and sustainable growth while meeting the needs of our students and providing the best student engagement experience. (This policy does not include the process for the Panhellenic Council).

**Important Notice:** Inter/national fraternity and sorority headquarters or members may not solicit, recruit, or initiate St. John's University students without the expressed consent of the St. John's University administration. To ensure the safety and well-being of our students, St. John's University does not permit students at the University to be initiated or to join any fraternal organization that is not established and recognized by the Division of Student Affairs and Student Government, Incorporated.

Organizations may not use the St. John's name or facilities unless permission has been granted by OFSL. This policy is in place to ensure that all fraternal organizations on campus are approved and following all standards and expectations of the University. Failure to follow this policy will result in a moratorium on the group's eligibility to expand for a time to be determined by the current administration (no less than two years.)

## Expansion Timeline

Date	Description
June 16, 2025	Expansion Procedure and Application published on St. John's website and shared directly with groups previously expressing interest during the 2024-2025 academic year
August 11, 2025	Application due to Committee Chair via email in one pdf document
September 15, 2025	Deadline for Expansion Committee to review applications and vote on which organizations to move forward with
September 16-October 10, 2025	Selected organizations visit campus and host presentations open to St. John's community
October 23, 2025	Fraternity & Sorority Chapters vote on which organizations to move forward with Expansion
October 30, 2025	Deadline for Approve/Deny Letters sent to HQ
November 1-December 5, 2024	HQ hosts 2 Informational Meetings for Interests
December 22, 2025	Deadline to submit all New Member Education Materials to the Director of Fraternity & Sorority Life
January 21, 2026	First Day of Classes Spring semester
January 21-February 10, 2026	HQ hosts 2 Informational Meetings for Interests
Date TBD	Campus Activities/FSL Fair

February 11, 2026	Bid Day & First Day of New Member Education
April 1, 2026	Deadline for all New Members to be initiated

Note: Groups selected for Expansion will connect with the Director of Fraternity & Sorority Life on a consistent basis throughout this process to ensure excellent communication, transparency, and support. Timeline is subject to change and all applicants will be notified if any changes occur.

### **Expansion Criteria**

- I. Conduct History Investigation of Organization including any chapter previously recognized by St. John's University and any conduct related issues in regional chapters
- II. Student interest in joining organization
- III. Level of support, advisement, and partnership from Inter/national Headquarters
- IV. Alignment of organization's mission and values with St. John's Mission and Core Values
- V. Need for growth within respective FSL council on campus
- VI. Overall organization and communication of Inter/national organization and strength of application
- VII. Student Government Inc. support and capacity for funding new organization
- VIII. Organization must be Inter/national (local chapters will not be considered)

### **Application Format**

All applications must be compiled into one single pdf document, including all information requested by the Office of Fraternity & Sorority Life. Please compile information in the following order and email to Chair of the Expansion Committee:

#### **I. Conduct History**

- a. If applicable, provide a description of chapter's previous violations to the St. John's Code of Conduct. Include the following details:
  - i. Describe the alleged violation(s)
  - ii. Describe the outcome as determined by the Office of Student Conduct
  - iii. How did Headquarters partner with the University to determine and address the violation and outcome?
  - iv. How does the Inter/national organization plan to provide support and education to its members to ensure conduct violations do not reoccur?
  - v. How does the Inter/national organization plan to safely re-integrate a previously recognized chapter? Be detailed and specific, addressing each violation and focusing on support and advisement of members.
- b. If applicable, provide a description of all regionally located chapters' violations. Include the following details:
  - i. Name of Chapter and school
  - ii. Describe the alleged violation (s)
  - iii. Describe the outcome as determined by the Office of Student Conduct

- iv. How did Headquarters partner with the University to determine and address the violation and outcome?

## **II. Student Interest**

- a. How many students are currently interested in joining the organization?
  - i. If applicable, provide list with Name and Class Year
- b. If applicable, provide detailed timeline of communication between interested students and HQ

## **III. Support, advisement, and partnership from Inter/national HQ**

- a. Total number of chapters and colonies
- b. Total number of colonies in the past 5 years
- c. List of chapters in region (NYC, Long Island, Tri-State Area)
- d. Total number of initiated members
- e. Total number of alumni in region (NYC, Long Island, Tri-State Area)
- f. Average size of chapters
- g. Describe educational efforts and trainings hosted by HQ for chapters on the following topics
  - i. Alcohol and other Drugs
  - ii. Anti-Hazing
  - iii. Leadership Development
  - iv. Mental Wellness
  - v. Officer Transition
  - vi. Sexual Assault Awareness and Prevention
  - vii. Describe advisory structure for chapters (number of advisors, paid or volunteer, role of advisor(s))

## **IV. Organization Mission, Values and Policies**

- a. Provide organization's Mission Statement
  - i. How does HQ support chapters in carrying out the mission?
  - ii. How does the Organization's Mission relate to St. John's Mission Statement?
- b. List of organization's values
  - i. How does HQ support chapters to integrate their values into all aspects of membership?
  - ii. How do St. John's Core Values relate to the organization's values?
- c. Provide organization's constitution and bylaws
- d. What is the financial obligation for membership?
- e. Provide the organization's policies as listed below
  - i. Risk Management Policy
  - ii. Alcohol and Substance Abuse Policy
  - iii. Anti-Hazing Policy
  - iv. Membership Anti-discrimination policy
  - v. Recruitment/Membership Intake policy
    - i. Describe all recruitment training provided by HQ to chapter
  - vi. New Member Education policy
    - i. Provide detailed plan of New Member Education Program including all activities and expectations of new members

- ii. How does HQ support the chapter during New Member Education?
- iii. Note\* HQ staff must facilitate all new member education activities for the first initiates establishing a new chapter
- vii. Academic program/plan/policy
- viii. Sexual Assault policy

## **V. Additional Information**

- a. Copy of organization's insurance certificate (minimum \$1,000,000 coverage with St. John's listed as additional insured)
- b. Letter of intent from inter/national HQ Expansion Chairperson including the name of the person who will serve as the main point of contact if the organization is approved to move forward with the Expansion process. Include contact information (email and phone number) and position. List additional people that will serve on the organization's Expansion team and their roles and contact information.

## **Important Information on Student Interest**

Successful growth of our fraternal community is dependent on student interest and action.

St. John's students seeking to establish a new fraternity or sorority may act in the following ways:

- Reach out to the Director of Fraternity & Sorority Life to express interest in establishing a new organization and discuss the Expansion process
- Reach out to the organization's HQ to express interest (cc St. John's Director of Fraternity & Sorority Life on email)
- Talk with other St. John's students that may be interested in joining the effort to bring a new organization to campus
- Promote interest in the organization without implied confirmation of Expansion

St. John's students seeking to establish a new fraternity or sorority may NOT act in the following ways:

- Host official meetings in name of the organization
- Promote the organization on social media or in any capacity (flyer, email, conversation, etc.) as a chapter, colony, or charter
- Promote interest in the organization with implied confirmation of Expansion
- Elect officers before the organization is officially approved for Expansion
- Conduct New Member Education activities of any kind
- Use St. John's name in association with the organization

St. John's University expects all HQ partners to act in accordance with the statements above and reiterate these guidelines to interested students that may be in contact with HQ.

## **Expansion Committee Chair**

Nicole Torres

Director of Fraternity & Sorority Life and Community Development

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