Expansion for Greek Organizations at Montclair State University

In order to start the expansion process for a Greek organization here at Montclair State University you must have scheduled a meeting with the Coordinator for Greek Life to receive the expansion materials along with the requirements through Greek Council and the Student Government Association in regards to colonizing and chartering.

**Expansion Check List:**

- Submit a letter of expansion to the Coordinator for Greek Life
  - This should be a detailed description of why you would like to bring a new organization onto campus, including facts about the organization (i.e. history, mission, statement, etc.) along with an outline of the leadership structure
  - Provide a letter for the organization’s National Headquarters stating that they are willing to colonize on this campus if you were to pass the chartering requirements *(If you wish to bring a National Panhellenic Conference organization onto campus, you must provide the positive vote from the NPC council for a right for expansion)*
  - Provide contact information for a minimum of 2 National Officers that will be helping the chapter in establishing themselves on campus

- A list of interested students (minimum are determined by sub-councils)
  - Provide Name, CWID #, MSU Email, Phone Number and Local Address
  - **Interfraternity Council** – minimum colony requirement 20
  - **National Panhellenic Conference** – minimum colony requirement 25
  - **National Pan-Hellenic Council** – minimum colony requirement 5
  - **United Greek Coalition** – minimum colony requirement 15
  - **Professional House** – minimum colony requirement 5

- Submit Proof of Insurance ($250,000 minimum coverage)

- Submit organization’s hazing policy

- Provide Proof of 501C3 Status (Non-Profit Certification)

- Constitution and Bylaws

- Name of Faculty/Staff advisor who would serve as a Campus Advisor

- Requirements for charterment from national office
Once all materials have been handed in to the Coordinator for Greek Life they will be reviewed and a follow up conversation will be scheduled in regards to passing on a positive recommendation to the Expansion Board in Greek Council.

Organizations will begin as colonies if approved, national offices must provide the requirements for recognize charterment of chapter on university campus, a colony status of one year is mandated before they can become officially recognized chartered organization at Montclair State University. Colony status indicates no intake/orientation/new member education can occur.

**Chartering Minimum requirements**

- Interfraternity Council – minimum chartering requirement 25
- National Panhellenic Conference – minimum chartering requirement 25
- National Pan-Hellenic Council – minimum chartering requirement 5
- United Greek Coalition – minimum chartering requirement 10
- Professional House – minimum colony chartering requirement 7