



NALFO LOCAL COUNCIL SYSTEM **EXPANSION GUIDELINES**

1. Interested parties need to have a minimum of four (4) nationally recognized NALFO member chapters at a university to be considered for creation of a NALFO Campus Council, with an exception to those universities without a pre-existing council for NALFO member's to join, the minimum of nationally recognized NALFO member organizations would be two (2).
2. Interested parties should contact the RVC for their region to express interest in establishing a NALFO Campus Council.
3. If the RVC feels it is in the best interest to further research a NALFO Campus Council he/she must request that the interested parties submit a feasibility report. The feasibility report should include but is not limited to the following information:
 - a. Basic demographic information regarding the university.
 - b. Basic historical information regarding the NALFO organizations at the respective university.
 - c. Reasons for the need to have a NALFO Campus Council on campus. (i.e. NALFO council can encompass the need for NALFO organizations as there are no existing councils or a council that has the opportunities and resources available that the NALFO organizations need. In the report please include why any existing councils do not satisfy your needs.)
 - d. University requirements for starting a new council, as well as any requirements for accepting new organizations into an existing council.
 - e. If a university has no policy regarding expansion into an existing council, all national NALFO organizations seeking membership into a Campus Council must meet all Expansion requirements (as outlined in Article I Section 1.03C of the NALFO Campus Council Bylaws) in order to be included into the Campus Council.
 - f. A letter of support and/or recommendation from the Office of Greek Life and Greek Advisor.

Upon receiving a completed Feasibility report, the RVC and Greek Advisor will remain in correspondence via email or telephone throughout the process to ensure success of council.

4. The RVC will review all documents submitted and decide whether to approve the interested parties request to begin the process to establish a Campus Council. Upon approval, the interested parties will become a Campus Council Interest Group ("Interest Group") and will have one (1) year from the date granted Interest Group status by the RVC to complete the establishment process. During this period, the Interest Group will not bare the official NALFO Campus Council name/logo until final approval has been received from the NALFO, Inc.



5. The RVC along with the Campus Interest Group will submit a letter of introduction detailing a request for recognition of the NALFO Campus Council by the university to the appropriate university officials.

If the university denies the request for recognition of the NALFO Campus Council, the university administrators would be asked to provide the RVC and the local council interest group a written statement explaining why the petition was denied.

6. Upon approval from the university, the Interest Group would then bare the official NALFO Campus Council name; they would receive the NALFO Campus Council Constitution, Bylaws, and Policy & Procedure manual. The RVC will create a listserv for the NALFO Campus Council. In addition, the RVC will hold a NALFO Campus Council orientation to review the important pertinent documents of the new council as well as to go over all parliamentary procedures and discuss any other subject matter.

If the Interest Group is unable to complete the process within the original allotted time, a six (6) month extension can be requested and approved by the RVC, with a maximum of two (2) extensions (granted on a case by case basis and not guaranteed). If the interest group is unable to achieve NALFO Campus Council status within the allotted time (extensions included), the request to establish a NALFO Campus Council will be denied and the group and/or, interested parties at the university, and/or interested parties in the specified local/regional area will have to wait one (1) year to submit a new request to establish a NALFO Campus Council. All applicable fees and restrictions apply.

The NALFO Campus Council will begin running as an established council after the completion of the schools normal recognized election process for Greek campus leaders, if applicable.

7. The NALFO Campus Council would then hold elections for the E-board positions (see Article 8 of local NALFO council by-laws), and set e-board & general membership meeting dates & times per semester.
 - a. If at election time there are no candidates for a position, this gets treated as a vacancy. The board would then appoint someone to the position (given they have the proper qualifications). This person would need to submit all pertinent information before officially taking the position. If an unqualified candidate is available it is up to the discretion of the RVC to appoint members to a position based on the information submitted.



- b. If for the Chair position there is no one who has been on the board for one term then an applicant may run if they have served as their chapter president for at least one term. If an unqualified candidate is available it is up to the discretion of the RVC to appoint a chair based on the information submitted.
 - c. All pertinent information must be submitted in a complete and timely fashion in order to be considered as a candidate or an appointee.
9. The NALFO Campus Council must establish a monthly meeting time with their RVC for the first 6 months and quarterly thereafter. (Naturally at any time in between the NALFO Campus Council can ask questions either via phone or email to their RVC.)
10. Must send local Chair & at least one delegate to all NALFO regional business meetings and conventions. The chair and a delegate will only have a vote at regional business meetings and conventions.
11. All university policies supersede NALFO Campus Council policies. All organizations must follow the appropriate university policy regarding student organization/Greek Life recognition.