



West Chester University Interfraternity Council

Constitution and Bylaws

Passed: November 1997 / Revised October 2017

2017 – 2018 Edition

Interfraternity Council Constitution

Article I

General

SECTION 1. *Name.* The name of this organization shall be the Interfraternity Council of West Chester University, hereafter referred to as I.F.C.

SEC. 2. *Purpose.* To foster loyalty to the University and to sustain University traditions. To promote intellectual, cultural, and social life among the students of the University. To promote the highest standards of gentlemanly behavior and good taste. To facilitate and increase positive relationships between fraternities. To promote better relations between the community and fraternities. To act as a medium between the student body, the organizations comprising it, and the fraternity system.

SEC. 3. *Affiliation.* I.F.C shall recognize the requests of the following organizations:

1. North American Interfraternity Conference (N.I.C.).
2. Fraternal Programming Board of West Chester University (F.P.B)
3. I.F.C. shall adhere to the bylaws of N.I.C.

Article II

Membership

SEC.1. *Classes of membership.* There shall be two (2) classes of membership in the I.F.C.: Chapter and Colony.

SEC.2. *Requirements.* All chapters and colonies must:

1. Be affiliated with a national fraternity recognized by the N.I.C.
2. Abide by their national fraternity's bylaws and/or regulations.
3. Abide by all University and I.F.C. policies and procedures.

SEC.3. *Chapter Requirements.* All chapters must:

1. Be admitted for membership by a two-thirds (2/3) vote of the I.F.C. assembly
2. Be recognized by the I.F.C. by meeting the requirements of good standing as defined by the I.F.C.
3. Good standing is defined by the I.F.C. as:
 - A. Abiding by the rules, regulations, and policies adopted by the council.
 - B. Submitting to the Director of Fraternity and Sorority Life and Vice President of Operations the following items:
 - 1) Each semester, a current list of all chapter officers, advisors, and corporations board members.
 - 2) Each semester, a current list of all active and new members.
 - 3) Within one (1) week of pledging/associating, the names of all associate members.
 - 4) A current copy of the chapter's local bylaws, if not already on file.
 - 5) A list of all new-member education activities that will take place.
 - C. Pay all dues and /or fines that are due to the I.F.C. within one (1) month of receiving the dues and/or fines
 - D. Over the course of the semester complete 5 community service hours per member

SEC.4. *Colony Requirements.* All colonies must:

1. Be a group of persons who desire to become a chapter but presently do not meet the criteria to become a chapter.
2. Have approval of the I.F.C. by a two-thirds (2/3) majority vote of quorum to become a recognized colony.
3. Submit a progress report to the I.F.C. at the end of each academic semester.

SEC.5. Representation. Each chapter is required to have a minimum of two (2) representatives at every I.F.C. meeting. Of these two official representatives, one must be an active brother for at least one (1) year prior to their term as representative. Also, of these two official representatives, one must be an elected officer from their respective fraternity. All official representatives must also be in good standing with their chapter and I.F.C. A representative may send another member in his place if unable to attend. Each chapter shall have two (2) votes on the Council **only** when two or more representatives are present. Any elected or appointed executive officers of I.F.C. are not allowed to represent their fraternity. An active colony's delegates will have speaking privileges only. They will have no voting rights

SEC.6. Expulsion/Suspension. Any fraternity which violates any rules or regulations of the University or I.F.C. may be expelled and/or lose its voting rights. This shall be decided by a simple majority vote of the I.F.C. Any group losing voting rights will be reported to the Director of Fraternity and Sorority Life for any further action if necessary.

1. All appeals of expulsion/suspension shall be brought in writing before the Fraternity President's Roundtable. A representative of the I.F.C. Executive Board shall state the case and explain the reasoning for the expulsion/suspension. Following the representative's statement, the Fraternity President's Roundtable shall be allowed a question and answer session. Following this session, the representative shall exit the room and the president plus one (1) member of the sanctioned fraternity in question shall enter and state their appeal before the table. Following their appeal statement, the Fraternity President's Roundtable shall be allowed a question and answer session. The members of the sanctioned fraternity shall then exit the room and discussion will occur amongst the presidents. A chairperson will be elected of the presidents to chair this discussion. The I.F.C. president shall not participate in discussion process. A vote of simple majority will render the decision.

SEC.7. Finance financial obligations of chapters and colonies are as follows and are to be dealt with by the Vice-President of Finance:

1. Dues are \$10 per active member per each fraternity, payable by the second regularly scheduled I.F.C. meeting.
2. Fines are \$5 to each fraternity representative who are absent from a regularly scheduled I.F.C. meeting. The Executive Committee of I.F.C. shall have the power to exempt fraternities from this restriction if they see necessary. If fines are not paid by the following I.F.C. meeting, then the representative(s) found absent shall lose voting rights until fines are paid.
3. Fines are \$20 and loss of voting privileges to each fraternity representative who does not return his delegate notebooks to the Internal Vice-President by the date designated by the Internal Vice-President each semester. Voting privileges will be reinstated upon return of the delegate notebooks.
4. The fine for late payment of fines or of dues to the Vice-President of Finance shall be \$5 a day unless the party in question has made arrangement with the Vice-President of Finance.
5. A budget based on projections will be available by the third regularly scheduled I.F.C. meeting of each semester.
6. The I.F.C. shall hereby reserve the right to fine chapters as they see fit for failure to comply with the requests of the I.F.C.

SEC.7. Hazing. In accordance with the West Chester University's Student Code of Conduct, hazing shall be defined as follows:

1. Hazing on and off West Chester University campus is strictly prohibited.
2. Hazing is defined as any action or situation which recklessly endangers, intentionally or unintentionally, the mental or physical health to safety of a students for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of an institution of higher education.
3. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other voluntary or forced physical activity which could adversely affect the physical health and safety of the individual

and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.

4. For purpose of this definition, any activity as described in this definition which the initiation or admission into or affiliation into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.
5. Violations of hazing may be subject to criminal prosecution in addition to disciplinary action.
6. For the complete Anti-Hazing Policy and compliance procedures, see Section III, Policies, Ram’s Eye View.

SEC.8. Recruitment: The West Chester I.F.C. and its members shall follow the Recruitment Policy that has been approved by the general assembly of I.F.C. These rules shall be in effect until they are changed and/or replaced.

1. Changing the Recruitment Policy shall be the duty of the I.F.C. Vice-President of Recruitment with the help of the Executive Committee and/or Recruitment Committee.
2. Violation of the approved Recruitment Policy shall result in judicial action.

SEC.9. Social Event Policy. All fraternities shall abide by the FIPG Risk Management Policy, as was voted on in Spring of 2008.

Article III.

Executive Committee

SEC.1. Officers. The executive committee shall consist of the President, Vice President of Operations, Vice-President of Recruitment, Vice-President of Standards, Vice-President of Leadership and Academic Development, Vice-President of Public Relations, Vice-President of the Fraternal Programming Board. The Director of Fraternity and Sorority Life and/or the director's designee shall be ex-officio members.

SEC.2. Duties. The Executive Committee shall:

1. Contain no more than two (2) members of each fraternity in different offices on the executive committee.
2. Act as an interim governing body while the I.F.C. meetings are not in session.
3. Have the power to issue statements of policy opinion and whatever it deems necessary, to carry out all policies and regulations established by the I.F.C. as well as the preparation of appropriate programs for presentation to the I.F.C. The decision of the executive committee may be changed by a simple majority vote of the I.F.C. General Assembly.
4. Make an annual report, oral or written, to the I.F.C.
5. Appoint representatives to other West Chester University governing bodies that the executive committee deems pertinent to the I.F.C.
6. Appoint representatives to the Student Activities Council, Commuter and Off-Campus Students Association, University Advisory Board, and Inter-Organizational Council.
7. Attend I.F.C. meetings, executive committee meetings and all other meetings necessary to carry out the responsibilities of the office or the purposes of the I.F.C.
8. Deliver an annual report in writing. This shall be delivered at the completion of his term of office, and an evaluation of his term as an executive committee officer to be given to his successor.
9. Have the power to appoint and dismiss chairmen, or committee members at his discretion with a two-thirds (2/3) vote of the executive committee.
10. **Not have an expected graduation date prior to the expiration of his term of office, nor may they have been accepted to a study abroad program during the term of office.**

Interfraternity Council Bylaws

Article I. Representatives and Assistants

Executive Board:

President: The duties of the President shall be, but not limited to, the following:

1. Oversees IFC and other relevant fraternal councils and conducts appropriately scheduled meetings.
2. Responsible for creating and implementing a multi-year strategic plan and vision for the council.
3. Maintains list of council executive members for the purpose of communicating with chapter officers and fraternity/sorority leaders.
4. Chairs regular roundtable discussions for chapter presidents at least four times per academic year.
5. Seeks partnerships with the college/university to support and promote its programs, services, and accomplishments.
6. Leads executive board and council meetings in partnership with FSL advisor.
7. Has a working knowledge of Parliamentary Procedure and Robert's Rules of Order

Vice President for Academic and Leadership Development: The duties of the Vice President for Academic and Leadership Development shall be, but not limited to, the following:

1. Coordinates at least 2 leadership development and educational opportunities for member chapters each semester.
2. Provides training to improve skill levels of the following; council officers, chairpersons, and delegates, chapter officers, emerging leaders, student leaders who demonstrate the core fraternity values in their everyday lives but do not necessarily hold a position.
 - a. Trainings should also focus on the following skills: Group dynamics and working with different kinds of people, motivation and delegation, effective confrontation, goal setting, strategic planning, ethical leadership and decision making, etc.
3. Enforces attendance policies to encourage chapter accountability to fraternal values.
4. Reviews scholastic data, including new member grade point averages, graduation rates and retention rates, and provides resources and programming to chapters to encourage and support improvement in these areas.
5. Enforces an academic policy to ensure all chapters' grade point averages are meeting the determined minimum standard GPA of 2.5. May award scholarships to fraternity men who have achieved academic excellence.
6. Creates ways to recognize chapters and individual fraternity members for outstanding scholarship programming and scholastic achievement at least once a year.
7. Create and enforce the New Member Education Policy referenced in Section 5 of the IFC Bylaws.

Vice President for Philanthropy & Community Service: The duties of the Vice President for Philanthropy & Community Service shall be, but not limited, to the following:

1. Plans, implements, and coordinates the council's community service and philanthropy efforts.
2. Encourages and rewards chapters for sponsoring community service (focus on hours volunteered) events that involve non-fraternity/sorority students. Supports and encourages chapter participation in an all university community service events.
3. Informs chapters and chapter presidents of community service (focus on hours volunteered) opportunities available on campus or in the community.
4. Encourages, coordinates, and publicizes joint philanthropic events between peer councils and between chapters.
5. Monitors chapter and council sponsored philanthropy (focus on money raised) events to ensure that the projects and the conduct of the participants are appropriate and present fraternity/sorority life in a positive manner.
6. Maintains relationship with Office of Service Learning and Involvement
7. Hosts one meeting a semester with all Philanthropy and Community Service chairs to teach them how to record hours properly.

Vice President for Membership Recruitment: The duties of the Vice President for Membership Recruitment shall be, but not limited, to the following:

1. Coordinates and plans the council's recruitment program for the fall and spring semesters.
2. In conjunction with chapter recruitment chairs, designs and implements a year-round marketing plan (including a timeline and budget) for recruitment.
3. Must hold at least 2 planning and strategy meetings prior to the recruitment period each semester.
4. Develops a system-wide policy regarding the recruitment of new members, including informing fraternities of all rules and regulations regarding recruitment at West Chester University.
5. Ensures recruitment information is available online, either via the college/university home page or the council's home page. Includes methods of getting involved and dates and times of council recruitment events.
6. Checks and approves all chapter recruitment themes and publicity for appropriateness of content and message. This includes flyers, brochures, trinkets, t-shirts and other clothing items.
7. Compares the costs of fall formal recruitment with the number recruited and the rates of retention to initiation, and evaluates what can be done to better the program.

Vice President for Public Relations: The duties of the Vice President for Public Relations shall be, but not limited, to the following:

1. Maintains and updates social media presence that contains current accurate information regarding fraternal events, information, documents, and other media relating to fraternity life at West Chester University.
2. Ensures that council Orgsync and social media accounts include extensive information on the following areas: Recruitment (general information and upcoming events, council and chapter accomplishments, and chapter participation in educational or service programs).
3. Develop a marketing strategy to encourage and inform prospective members of the recruitment and process.
4. If appropriate, addresses the issue of inappropriate themes and advertising on publicity items such as trinkets, posters, flyers, T-shirts, and other clothing items distributed or produced by any fraternity at West Chester University.
5. Utilizes campus or community resources to assess the fraternity community's image and to develop ways to improve upon or change it.

Vice President of Standards: The duties of the Vice President of Standards shall be, but not limited to, the following:

1. Shall be responsible for the establishment, maintenance, and accountability of the Risk Management Policy.
2. Coordinates the council's judicial program and oversees all hearings.
 - a. Utilizes arbitration and mediation, and enforces and ensures the completion of sanctions.
 - b. Ensures the following: Fair, impartial and consistent treatment of chapters and council officers, confidentiality of proceedings, and ensures that sanctions are implemented based upon the seriousness of the violation to serve both as a deterrent and an educational tool.
3. Conducts judicial board training sessions that are held at least once per academic term.
4. Plans and implements educational programming in the area of risk management and the administration and enforcement of the council's risk management policies and procedures.
5. Adopts written statements, positions, resolutions, policies, and resources addressing various risk management issues across campus. This includes legal liability, academic cheating, confrontation skills, alcohol use/abuse, and values congruence.
6. Cooperatively creates programs with peer councils to educate chapter officers and chapter members about a variety of risk reduction methods and co-sponsors events with peer councils that support risk management.
7. Utilizes trained individuals to monitor all-fraternity/sorority social events for the purpose of ensuring adherence to substance abuse policies, social responsibility, and to alleviate risk management concerns.
8. Sponsors a specific workshop for all chapter members on hazing awareness, prevention, and consequences. Also participates, plans, and encourages attendance and awareness of National Hazing Prevention Week.
9. Hosts' meeting once a semester to teach new socials and risk management chairs how to fill out proper paperwork through Orgsync.

Vice President for Fraternal Programming Board: The duties of the Vice President for Inter Greek Council Relations shall be, but not limited to, the following:

1. Sits on the executive board of the Fraternal Programming Board (FPB).
2. Plans and executes cross-council programming. i.e. Welcome Week Barbecue, Blood Drive, Happy Hours, Greek Weekend, Greek Talent Show, etc.
3. Determines gaps in programming and seeks out opportunities for new cross-council inclusive programming.
4. Leads bi-monthly Fraternal Board Council meetings open to the community.
5. Supervises one or more FPB Committee Directors.
6. Partners with SAC to create inclusive Homecoming Royalty nominations from the FSL community.

Vice President for Operations: The duties of the Vice President for Operations shall be, but not limited, to the following:

1. Establishes and maintains current versions of the following operational documents: Constitution, mission statement, bylaws, detailed officer job descriptions.
2. Distributes annual financial budget and approves of budget including anticipated income and expenditures.
3. Reviews and presents monthly or quarterly financial reports of on-campus and off-campus accounts.
4. Seeks fiscal co-sponsorship or corporate sponsorship of activities and programs when appropriate.
5. Distributes meeting agendas and ensures minutes are produced consistently. Both are to be distributed in a timely manner to chapter members via e-mail, the web and/or another method.
6. Makes sure the constitution, bylaws, and other important policy or rules documents are posted on Orgsync.
7. Publishes/maintains a calendar (the semester or term in advance of the upcoming semester/term) of fraternity/sorority community events, including academic deadlines and major campus events, for use in the prevention of over-programming, avoiding conflicts in programming, and to enable officers to plan programs avoiding key academic priority times.

Article II. Committees

A. Qualifications

1. Chairmen shall be appointed by the executive committee.
2. Members of the committees shall be chosen by the committee chair with the consultation of the assembly
3. Committee chairmen shall report to the I.F.C. assembly weekly.
4. Committees shall meet at the discretion of the chairmen

B. Ad-Hoc Committees

1. Shall be formed, by the President, or Executive Officers under special occasions or when decisions must be made.

Article III. Meetings

A. General Assembly

1. Shall meet every other Thursday with the time to be set by the end of the first regularly scheduled meeting of the semester.
2. Shall be chaired by the President of the IFC or in his absence shall follow the chain of command.
3. Shall follow the agenda set forth by the Vice President of Operations
4. Quorum shall be set at majority (50% + 1)

B. Executive board meetings

1. Shall occur on a schedule set forth by the executive board
2. Shall be chaired by the President of IFC or in his absence shall follow the chain of command.
3. Each executive board member shall give a report of his duties and the order of reporting shall be based on the chain of command.
4. Quorum shall be set at majority (50% + 1)

C. Committee meetings

1. Shall be called on a schedule decided on by the chair and announced at the previous General Assembly meeting.
 2. Shall be chaired by the committee head established in the section on committees or in some instances in the duties of the individual Executive Board members.
 3. The chairmen shall decide agenda
 4. Quorum shall be set at majority or in some cases 2/3. This shall be under the discretion of the chair in consultation with the IFC President.
- D. Emergency Meetings
1. Shall be called by an assembly member or IFC President.
 2. Shall be chaired by the highest-ranking executive board member present.
 3. Agenda shall be in writing and presented to the Executive Board twenty-four hours before meeting time.
 4. Quorum shall be set at majority (50% + 1)

Article IV. Elections

- A. Qualifications
1. Must be a member of a **recognized** chapter **or colony** of I.F.C.
 2. Must be an initiated brother of his fraternity in good standing with his chapter **and international offices** for at least one full academic semester.
 3. He must be in good standing with I.F.C. and with West Chester University. Good standing is defined as satisfying all academic, financial, and personal obligations as required by I.F.C. and West Chester University.
 4. Must be enrolled with a minimum twelve (12) credits at West Chester University during each semester he would serve as an I.F.C. executive officer.
 5. No member of I.F.C. may run for I.F.C. President when he is also president of his fraternity.
 6. No member of I.F.C. may run for Vice-President of Recruitment in I.F.C. when he is also Vice-President of Recruitment or Recruitment Chairman of his fraternity, or assume the role of Recruitment Chairman of his fraternity while being Vice-President of I.F.C.
 7. All Executive Board positions must possess at least a 2.75 cum. G.P.A. to hold office or to run for office.
 8. In order to run for the Office of President you must be an active member in IFC, this is defined as someone who has served as a committee chair or a Representative/Assistant to any student organization, in the name of IFC, or to an executive member of IFC.
 9. The Director of Fraternity and Sorority Life holds the power to recommend to the IFC Executive Board the denial of anyone's nomination to an executive board position based on that person's academic performance.
- B. Nomination and Application Process
1. Nominations will be held for three consecutive regular I.F.C. meetings, with the third meeting containing elections. Nominations shall begin in the first regularly scheduled I.F.C. meeting in the month of November for all positions on the executive committee. Nominees shall be present in order to accept their nominations.
 2. Candidates interested in running for the IFC Executive Board must fill out an application on orgsync to be considered for election. The application will close at 12:00 p.m. on the day elections take place.
- C. Voting Procedure
1. In all elections the candidates must be present, and deliver to the I.F.C. assembly a speech in which he shall discuss his potential to hold such an office. The speeches shall be delivered in alphabetical order and all other candidates shall vacate the room during the speech of the candidate at hand. Speeches shall be timed with all candidates having a maximum of five minutes each to speak, followed by a question and answer period. Following the end of speeches by candidates, a secret ballot vote from the I.F.C. assembly shall be taken. To be confirmed the winner, a candidate must receive quorum. If no candidate receives the required vote, then the two candidates that received the most votes shall be voted on again, and the winner of that vote shall be the winner of the election. If after the second vote, there is a tie, then the President shall vote

and break the tie. In the event that the current President is running for another term in office, the Vice President of Academic and Leadership Development shall break the tie following the second vote.

D. Vacancy

1. In the event that no nominations are available to fill an office or an office has opened up during the academic year, the Vice President for Academic and Leadership Development shall temporarily fill the office. The President, the Vice President of Operations, or the Vice President of Academic and Leadership Development may open elections for the vacant position as soon as there is someone qualified to handle the position.

E. Term of Office

1. Each officer shall hold office for one year unless for some reason he is removed or resigns from office. Each term of office will begin at the start of the spring academic semester, and end at the start of the following spring academic semester.
 - a. An officer may be removed from office for failure to follow and support the purposes of the I.F.C., after written notice has been given to the I.F.C., one (1) week prior to the vote.
 - b. A 50% +1 vote of the total membership of the Judicial Board (See risk management shall be necessary to remove an officer from office.
2. If a vacancy occurs, nominations of qualified candidates will be held for two (2) weeks, with the first week of nominations being held at the meeting the officer is removed or resigns from office. The second week of nominations will be followed by an election for that particular office.
 - a. If a presidential vacancy occurs, a vote of the executive board will take place to elect a new interim president. At the very next general meeting, the presidential election will be either confirmed or refuted by a quorum of the members. If the election is refuted, nominations will take place as per standard procedures with the interim president remaining in office in the interim.

Article V. Parliamentary Procedures

Roberts Rules of Order Newly Revised shall be the authority on all questions of procedure not otherwise provided in the I.F.C. Constitution and Bylaws.

Article VI Scholarship Policy

Section 1: Authority

This policy shall be considered a governing document of the Interfraternity Council, upon passage by a two-thirds majority of the Interfraternity Council, making changes to the Interfraternity bylaws and any passages that may conflict. It shall be the duty of the Vice President of Academic and Leadership Development, with the assistance of the Interfraternity Council executive board and the Director of Fraternity and Sorority Life Programs to monitor and enforce this policy.

Section 2: Goals

The goal of the Interfraternity Council Scholarship Policy is to raise the all male fraternity GPA above the all male GPA on campus. Each individual fraternity, with it's own policy should strive to raise their GPA above the all male GPA. Furthermore, new member grades will reflect the positive impact that joining a fraternity can have, rather than the negative. This is reflected by new member GPA's that exceed the all male average, as well as the new student average for new freshmen joining in the fall. New member GPA should also be above the all male average.

Section 3: Leadership Opportunities

A. Chapter

Any individual fraternity member wish to hold IFC office, must meet a cumulative GPA of 2.75 upon election and maintain this requirement while in office, in addition to the existing requirements in the Interfraternity Council Bylaws.

- B. All chapters must have their academic policies on file with the Interfraternity Council and an academic probation policy to aid those members that fail to meet the minimum academic requirements for those members to improve their grades.

Section 4: New Member Education

Each Chapter shall provide for the Director of Fraternity and Sorority Life Programs a written new member program and calendar of events for that program. This program will not exceed seven weeks.

Two weeks into the New Member Education, the New Member Educators will receive a Mid-Semester Grade Report to give to the New Members. The report is to be completed and returned within two weeks to the Vice President of Academic and Leadership Development. If the chapter does not return their reports a fine will be assessed. Finally the Vice President of Academic and Leadership Development will then create a report for each chapter.

Section 6: Sanctions

Any Chapter that falls below a 2.5 will be automatically placed on academic probation. The chapter must create an academic improvement plan and have it approved by the IFC executive board council prior to mid-semester.

First Offense

A chapter whose GPA is below a 2.5 from the previous academic term will pay a 10% penalty on regular chapter dues.

Second Offense

Any Chapter that falls below a 2.5 will face the penalty of paying \$3 per man in addition to semester dues. The fines will be added by using the active members on file with the Director of Fraternity and Sorority Life. Total academic fines are not to exceed \$3 per man.

If a Chapter falls below a 2.5 GPA for two or more consecutive semesters, it will have to appear before the IFC executive board and may lose their good standing with the Interfraternity Council.

Section 7: Incentives

The following will be offered as an incentive to the chapters and or Fraternity men who achieve the following criteria. A letter of congratulations will be sent out to the National Fraternity of the chapter with the highest overall chapter GPA and to the chapter with the highest new member GPA.

The Interfraternity Council will pay for the Intramural participation in one sport during the semester for the chapter with the previous semesters highest GPA.

Each Fraternity male qualifying for Dean's List or better for a given semester will have his name included in congratulations certificate.

Section 8: IFC Outstanding Brothers

Towards the end of each semester the "Outstanding Brothers" domination sheet will be passed out. Each chapter will nominate their Brother of the year. All the people nominated along with any Fraternity male who earned a 4.0 will get their name put into a hat to have a chance to get their next semester dues discounted 50 percent. This award will be presented at the Spring Awards ceremony.

Section 9: Appeals Process

If a chapter decides to appeal a particular section of the scholarship policy due to extreme extenuating circumstances, a formal letter of appeal from the president of the given chapter should be given to the Vice President of Academic and Leadership Development. The letter will then be presented to the IFC executive board for a majority decision. The board may then take any action necessary to correct the situation.

Article VII. Amendments

- A. The I.F.C. bylaws shall be amended by two-thirds (2/3) vote of the total voting membership of the I.F.C.
- B. All proposed amendments to the I.F.C. bylaws must be given to the I.F.C. Vice-President of Operations prior to the start of the meeting in which the amendment is to be proposed.
- C. All amendments must be table for one I.F.C. meeting and then voted on at the third I.F.C. meeting.

Article VIII. Anti-Discriminatory

There shall be no provisions in the National or Local Constitution, By-laws, or Ritual, or other governing rules of member chapter which require the student membership for the member fraternities or colonies to refrain from considering for membership, pledging, electing, or initiating any student on the basis of race, color, socioeconomic status, creed, lifestyle, national origin, or religion.

Article IX: IFC Judicial Board

Section 1.

Purpose

- A. The purpose of the IFC Judicial Board shall be to interpret the IFC Constitution and By-laws, the West Chester University Student Code of Conduct, and all student organization policy referenced in the Rams Eye View.
- B. The Director of Judicial Affairs and Student Assistance has the authority to resolve judicial cases when deemed appropriate. Moreover, the Director serves to administer the West Chester University Judicial Process, and makes decisions regarding judicial policies and procedures when warranted by the circumstances.

Section 2.

Judicial Board Composition

- A. The IFC Judicial Board shall be composed of one member from all member organizations of the West Chester University Interfraternity Council, and the IFC Vice President of Standards who will serve as Chair of the board.
- B. Each member of IFC will select one representative to be trained to hear judicial board cases.
 - 1. Judicial Board members must have a 2.5, semester and cumulative GPA while serving on the Board.
 - 2. Judicial Board members must be in good standing with their fraternity chapter and the University conduct system.
- C. The Judicial Board Chair will work with the Director of Fraternity and Sorority Life on all pre and post hearing procedures.
 - 1. In the event the Judicial Board Chair's chapter is involved in the violation inquiry, they must pardon themselves from the process. The replacement must be a member of the Executive Board and not involved, starting with the president.

Section 3:

Pre-Hearing Procedures

- A. The IFC Executive Board, Director of Fraternity & Sorority Life, IFC Advisor, any fraternity chapter or member, any West Chester University student or faculty member, or any member

of the West Chester community or public at-large may bring charges against an organization or organization member.

- B. In order to bring charges before the IFC Judicial Board, an incident report must be signed and submitted to the Director of Fraternity and Sorority Life no more than (10) days after knowledge of the alleged incident.
- C. Upon receipt of an incident report form, the IFC Vice President of Standards will meet with the Director of Fraternity and Sorority Life to discuss the case and determine whether a case shall be brought to the Judicial Board. The IFC Vice President of Standards and the Director of Fraternity and Sorority Life have the right to conduct pre-hearing investigations at their discretion.
 - 1. The IFC Vice President of Standards and Director of Fraternity and Sorority Life will consult with the Director of Student Conduct.
- D. In the event that more than one chapter is involved in the alleged incident, each chapter will be investigated separately by the appropriate judicial body (if not another IFC member chapter).
- E. If a case is to be brought before the IFC Judicial Board, the IFC Vice President of Standards by way of letter, will notify the chapter(s) and/or individual(s) of the charges.
 - 1. The letter will be delivered electronically as well as campus mail to the Chapter President.
 - 2. The letter shall specify a hearing date at least (5) business days after the date the letter is received (unless the charged fraternity should request an earlier hearing date) and shall direct the organization (through its appointed representatives) to appear at the hearing at a specified time.
 - 3. The letter will also copy the chapter's local chapter advisors and inter/national organization officers responsible for Chapter Services.
 - 4. The letter shall also:
 - a. Describe of the alleged violation
 - b. Advise the organization of its rights:
 - 1. to a private hearing
 - 2. to appear at the hearing with an advisor
 - 3. to present testimony of witnesses, documentary, or other evidence
 - 4. to appeal

Section 4:

Judicial Board Hearing Procedures: The Judicial Board hearing should be conducted in a manner that adheres to certain guidelines and achieves the goal of reaching a fair and equitable decision.

- A. Judicial board hearings shall be closed to the public.
- B. The participants in the judicial board hearing shall be representatives from each fraternity involved, including a faculty advisors, the IFC Vice President, the Director for Fraternity & Sorority Life, and Judicial Board representatives, excluding the representative of the accused organization.
- C. The IFC Vice President of Standards serves as the Chair of the Judicial Board unless his organization is involved in the alleged infraction. In that case the IFC President shall serve as the IFC Judicial Board Chair. (If the President & Vice President are both from the accused organization, than the Chair follows the succession of officers outlined in the bylaws.)
- D. The IFC Judicial Board representative from the accused organization will not serve on the board for the hearing.
- E. The judicial hearing will be audio taped.
- F. Chapters involved in a hearing have the right to consult with a campus advisor. This advisor, who is either a university employee or student, may be present during the hearing.

- G. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
- H. Following the completion of the hearing, the Judicial Board members hearing the case, the Director for Fraternity & Sorority Life will go into executive session for deliberations.
- I. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded on the Judicial Board Hearing Form.
- J. Penalties should be assessed to fit the nature and degree of the offense.
- K. Information on the appeal process shall be presented at the close of the judicial board hearing.
- L. The proper notification and reporting forms must be used.
- M. All documents associated with an investigation or judicial board hearing shall be kept by Director of Fraternity and Sorority Life for a period of no less than three years.

Section 5:

Judicial Hearing - Order of Events

- A. Call to order by the IFC Judicial Board Chair
- B. Introductions - not a legal system and Confidentiality
- C. Review of charges and justification.
- D. Read charges and obtain response to each (Responsible, Not Responsible)
- E. Five minute opening statement by the accused organization.
- F. Call of witnesses to substantiate the charges - statements and questioning period.
- G. Call of witnesses to refute the charges - statements and questioning period.
- H. Closing statement by the accuser, if warranted.
- I. Closing statement by the accused organization representative.
- J. All in attendance except the Judicial Board Chairman, Judicial Board members, the Director of Fraternity and Sorority Life and the Associate Director for Programs and Educational Service are excused from the meeting.
- K. Charges stated by Judicial Board Chairman
- L. Chairman requests motion from Judicial Board member regarding decision(s). (Responsible or Not Responsible)
- M. Discussion of motion.
- N. Recommended decision of responsible / not responsible. If responsible, the board will immediately deliberate on recommended sanctions.
- O. Accused chapter representative and advisor return to hearing room and recommended decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined to the chapter representative and advisor.
- P. Materials are forwarded to the Director of Fraternity and Sorority Life and Vice President of Standards who sends the letter to chapter President with final decision and appeals process.

Section 6:

Making Decisions

- A. Should unanticipated circumstances arise, the Judicial Board may clarify, modify, or change the procedures. In all such instances, however, every effort will be made to maintain fairness to all parties and to facilitate clear and reasonable expression of the positions represented.
- B. Preponderance of Evidence will be used to determine if there is sufficient information to support alleged violations.
- C. If the Judicial Board finds that there is not sufficient information to support the allegations, the recommended decision will be Not Responsible.
- D. If the Judicial Board finds the group did violate the regulations, the Board will recommend a decision of Responsible, and subsequent sanctions.

- E. If the decision is responsible, four factors should be taken into consideration while deliberating on appropriate sanction(s):
 - 1. The gravity of the violation
 - 2. Level of cooperation from the cited organization
 - 3. The impact the violations have on the fraternity & sorority, university, and surrounding communities.
 - 4. The educational impact of the sanctions on the organization.
- F. Past organizational offenses may be considered if the boards finding is that the chapter is responsible for the alleged offence. No mention of past organizational offenses is allowed during the deliberation on responsibility.
- G. A good Judicial Board will balance these considerations and make appropriate sanctioning recommendations.

Section 7. Sanctions

- A. The Judicial Board shall have the authority to recommend one or combination of sanctions, including, but not limited to those outlined in the Student Code of Conduct:
 - 1. Disciplinary Reprimand: The organization is informed in writing that the group has been found guilty of a violation of University regulations. It is intended to communicate most strongly both the disapproval of the behavior and to remind the organization of its responsibility to the University community. It is an assumption that repetition of the behavior is not likely. However, it is to be understood that further misconduct may result in additional disciplinary action.
 - 2. Disciplinary Probation: The organization is informed in writing that it is on probation for a specified period of time. Probation is a period of review and observation during which the organization must demonstrate the ability to comply with University rules, regulations, and other requirements as stipulated by the sanction. During this time, the organization may be required to complete an educational task or service project. Conditions which restrict privileges may also be imposed. If, during this time, the organization becomes involved in additional violations of University regulations, further disciplinary action will be taken.
 - 2. Disciplinary Suspension: The organization is informed in writing of the loss of organizational privileges and recognition as a student organization for a specific period of time. During this time the loss of privileges includes, but is not limited to, the use of campus facilities, participation in University activities, funding, and sponsorship of official activities. The loss of privileges may include recruitment and pledging activities. If, during this time, the organization is involved in additional violations of University regulations, the organization may be subject to expulsion. At the conclusion of the loss of recognition, the organization may make application to the director of judicial affairs and student assistance or designee for restoration of its official recognition.
 - 4. Disciplinary Expulsion: The organization is informed in writing that a permanent loss of recognition is imposed. This action is one of involuntary separation from the University. The relationship between the organization and the University is permanently terminated. The organization may not use campus facilities, participate in University activities, receive funding, sponsor activities, and pledge or recruit

members. Should members violate the conditions of the sanction, they may be charged as individuals with violating the Student Code of Conduct.

5. Interim Disciplinary Suspension: The Director of Judicial Affairs or designee may impose an interim suspension and/or loss of privileges upon any student organization whose presence on campus constitutes a threat to the health, safety, and welfare of its members or others, or the welfare of the University, its property, or personnel. In such cases an administrative hearing will be scheduled within fifteen (15) University days unless extenuating circumstances warrant an extension, in which case a hearing will be provided at the earliest possible date.

6. Other

- B. The Judicial Board is creating a recommendation that will be sent to the Director of Student Conduct for final approval before being sent to the Chapter. Once the Director of Judicial Affairs approves the recommendation, Post-Hearing procedures can be followed.

Section 8.

Post-Hearing Procedures

- A. The IFC Judicial Board Chair will meet with the Director of Fraternity and Sorority Life to complete the post-hearing report and sanction assessment letter.
- B. The post-hearing report and sanction assessment letter will be sent to the Director of Judicial Affairs and Student Assistance who will then approve or not approve the Judicial Board's recommendation.
- C. Upon receipt of approval, the Vice President of Standards will notify the chapter of the final decision.
- D. The Vice President of Standards will inform the chapter in writing the following:
 1. Restatement of the charges
 2. Decisions rendered on the charges
 3. Sanctions with completion dates and resources for completion
 4. Appeals Process

Section 9.

Appeals:

- A. Upon receiving a sanction from the hearing officer/board, a student or organization may appeal for the following reasons:
 1. Violations of judicial procedures;
 2. Imposition of a penalty unwarranted by the disciplinary case;
 3. Lack of substantial evidence upon which a determination of guilt can be based; and/or
 4. New evidence which was not previously available, and which might substantially change the nature of the case.
- B. All appeals must be made within five (5) University business days from the exit date of the sanction assessment letter. Appeals must be submitted in writing to the director of judicial affairs and student assistance and should explain in detail the basis of the request, including any supporting documentation. In addition, students or organizations filing appeals may wish to present letters of character reference.
- C. Upon receipt of the written appeal, the director of judicial affairs and student assistance will defer the imposition of the sanction(s) pending the decision on the appeal.
- D. Cases involving loss of housing and/or dining privileges, suspension, and expulsion will be forwarded to the University Appeals Board for review.

- E. All other cases will be reviewed by the director of judicial affairs and student assistance or designee for final disposition.
- F. A request for an appeal will be responded to in a timely manner by the appropriate appellate body.
- G. Please refer to the Code of Conduct for the University Appeals Board procedure.

Section 10.

Completion

- A. The IFC Advisor, in combination with the IFC Vice President, is responsible for ensuring the completion of all sanctions given by the IFC Judicial Board.
- B. In the event that a chapter or individual does not complete the specified sanction, the IFC Judicial Board will be re-convened to make further relevant decisions.

Article X. Risk Management Policy

West Chester University Risk Management Policy of the Interfraternity Council

Purpose of Risk Prevention

The purpose of implementing proper risk prevention practices is two-fold: to educate the campus fraternity and sorority community of their responsibilities in the areas of risk prevention and to promote self-governance through the disciplinary process with chapters that violate policies and procedures. Our hope is to eliminate any unnecessary risk to any organization or member belonging to the fraternity and sorority community at WCU.

There is inherent risk that comes with the administration of fraternities and sororities. This policy document contains many important pieces of information regarding all areas of risk prevention: complex event management, social host responsibility, hazing, sexual misconduct/harassment, fire safety, etc.

The FIPG risk management policy is the official risk management policy for all WCU fraternities and sororities and will be implemented and enforced by each governing council and the Office of Fraternity and Sorority Life. All member chapters and members of each governing council are expected to abide by the policies of FIPG as implemented by West Chester University or their individual national or inter/national risk prevention policy, whichever is stricter. These social policies apply to all fraternities and sororities and all levels of membership.

The FIPG Risk Management Manual (Produced by FIPG, Inc., a risk management association of men's and women's national and international fraternities and sororities) is the main source of knowledge that informs this policy document and is available as a resource [on the Fraternity and Sorority Life website.](#)

Any violation of the policies and procedures referred to in this policy document or those stated in the Ram's Eye View and Student Code of Conduct will be referred to the appropriate governing council judicial board for immediate action. Depending on the severity of the alleged violation, a chapter could also be directly referred to the Office of Judicial Affairs and Student Assistance.

West Chester University Ram's Eye View & Student Code of Conduct

[http://www.wcupa.edu/ services/stu.lif/ramseyeview/](http://www.wcupa.edu/services/stu.lif/ramseyeview/)

The following is paramount to our community in planning and executing safe programs and events.

- Safety of all students
- Education of the policies for all members
- Exemplifying our respective fraternal values in redefining the perception of what it means to be a social fraternity or sorority.

Defining Complex Events

In order to have policies and procedures that can equally apply to all fraternities and sororities with a variety of large scale programming, the following are the different categories of chapter sponsored events that are applicable:

1. Special Event On Campus – Special events are any event held on campus, including but not limited to a dance, party, concert, or show. These are events other than standard meetings possibly requiring a special setup, food, Public Safety, electrical needs, special hours, and which may necessitate the use of Public Safety coverage to ensure a safe and secure environment for all WCU students and their guests. All special event requests are made on 25Live at least three (3) weeks in advance of the program date. These programs often require a meeting with the Assistant Director or the reservationist of Sykes Union, and a representative from Public Safety to discuss program details.
 - a. Due to the confidentiality required, New Member Shows/Neophyte Presentations are a separate approval process through the Director of Fraternity and Sorority Life. Performance guidelines can be found on the [Office of Fraternity and Sorority Life website](#).
2. Philanthropy Event – these events are sponsored by the chapter, usually involve 100 or more participants.
3. Off Campus Event with Alcohol – these events involve any number of members and non-members, taking place at a Third Party Vendor, or ANY LOCATION where “Social Host Responsibilities” are expected. (See #1 of FIPG Social Host Responsibilities)
 - a. *The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.*

SPARC Program Planning Guide

The Program Planning Guide (PPG), written by the Student Program Activity Review Committee (SPARC), is offered to provide information to recognized student organizations at West Chester University about policies, procedures, and resources. It should be used in planning all on campus programs and events.

<http://www.wcupa.edu/services/stu.greeklife/documents/ProgramPlanningGuide14.pdf>

Complex Event Management Procedures

A. Planning and Execution

1. All chapters wishing to host a *Complex Event* must complete a “*Primary Event Notification and Planning Form*” in advance with their respective governing council.
 - a. A *Primary Event Notification and Planning Form* must be submitted 21 days in advance of a Complex Event that describes the following;
 - i. Location
 - ii. Organization(s) sponsoring event
 - iii. Themes/unique attributes of event
 - iv. A *Secondary Event Planning Form* must be submitted 7 days in advance of a Complex event that identifies the specific nature of the event along with all necessary details
 - b. For type of event, there may be different documentation required to fulfil approval conditions, therefore, there are three separate Event Notification and Planning Forms for each type of event, which will be submitted electronically.
 - i. Special Event On Campus
 - ii. Philanthropy Event
 - iii. Off Campus Event with Alcohol

*For co-sponsored events, only one form is required – however, all co-sponsoring organizations must be involved in the planning and the form requires signatures from all representatives.

2. After submitting the form to the respective governing council Vice President, this officer will review the information and assist the chapter in planning efforts. If any possible policy violations are apparent, feedback will be offered within one week of its submission date. If any updates or clarification is needed from the original form, this will be communicated between the chapter and the respective governing council Vice President.

3. Once the chapter has completed all the necessary requirements for the event, the governing council officer responsible will notify the chapter when all materials have been received. The governing council is not necessarily “approving” the event; however communication is simple to acknowledge that the necessary planning steps have been completed.
4. In conjunction with each governing council, Inter Greek Council Programming Board will host an optional calendar planning meeting at the end of the spring semester. The purpose of this meeting will be for chapters to identify dates on the calendar for the next academic year in which it would like to host Complex Events.
 - a. Representatives from the Sykes Event Reservation staff will be present for this meeting and will hold the space until the first day of class of the respective semester.
 - b. A process for how this meeting will be executed will be approved by each governing council.
 - c. The BLGC Programming Dates will have already been identified prior to this meeting.

B. Advertising

1. Chapters will utilize the University’s 25 Live reservation system, which is linked to the University-Wide calendar publication process.
2. Chapters will not advertise any event or program in which approval of space has not been obtained.
3. Chapters will adhere to all WCU Advertising policies and procedures.
http://www.wcupa.edu/_services/stu.lif/ramseyreview/activities/adpolicy.asp
4. All chapters will ensure that all advertisements, promotions, and other publicly displayed items will be in good taste (reflect fraternity/sorority values) and with regard to the local chapter, its governing council, the men’s and women’s national and international organization.
5. At this time, an approval process for individual posters and t-shirts is not legislated, however, if a chapter is found to have publicized not in good taste, it will be referred to the Governing Council Judicial Board.

C. Accountability

1. Chapters which events off-campus (with or without alcohol) are accountable under these regulations for behavior at the event. Individuals are also responsible to the University for their conduct at such events.
2. Students are expected to abide by University regulations and laws of the Commonwealth of Pennsylvania with respect to alcohol. The West Chester University rules and regulations include the provision that the governing council judicial boards can adjudicate off-campus events.

D. Attendance and access

1. **All Events** - The sponsoring chapter is responsible for setting up the process to control access to the event.
 - a. Security Personnel: Throughout the planning process, it may be determined that additional security personnel are required.
 - i. The sponsoring group will be responsible for payment for security personnel.
 - ii. The security personnel must have the appropriate training and experience necessary.
2. **Events with Alcohol**
 - a. Attendance at events at which alcohol is consumed, possessed, or served by a Third Party Vendor shall be restricted to members and their personally escorted guests (non-WCU students are permitted). All guests must be on the guest list.
 - b. The sponsoring group is required to control access to the event. Additional security personnel are required. The sponsoring group will be responsible for payment for security personnel, which or may not be included in the rental fee to a Third Party Vendor.
 - c. A private area inside a larger location is permitted as long as the access to the private area is managed.

E. Time restrictions

1. **All Events**
 - a. All events, on campus or off campus, no matter what the size or scale will not interfere with the academic priorities of members.
 - b. If a chapter wishes to host a program during finals week, it will be in support of academic success and the event management will not impede on individual member academic priorities.
2. **Events with Alcohol**

- a. Social events at which alcohol is consumed, possessed, or served by a Third Party Vendor may take place only between the hours of 6 p.m. to 2 a.m.
- b. A specific start time and end time will be specified, and sponsoring organizations will not permit an event to “open” after the end time.
- c. Social events at which alcohol is consumed may not exceed a four (4) hour length of time, and no organization may register more than one event on any given day.
 - i. Exceptions will be made twice a year for events with the main purpose of including family and alumni.
- d. Overnight events with alcohol are not permitted.
- e. Chapters can only host events with alcohol when school is in session during the fall and spring academic semesters.

F. Violations and penalties

All violations of the WCU rules and regulations, the governing council constitutions, the FIPG guidelines, and any other policies that apply to fraternities and sororities, will be referred to the respective governing council judicial board or directly to the Director of Judicial Affairs and Student Assistance. Please see the respective governing council constitution for the judicial procedures.

Social Host Responsibility Policy

The social component of fraternity and sorority life is highly valued at WCU. Fraternities and sororities should promote an environment that encourages social interaction with the campus community. A chapter’s social program should consist of a variety of activities. Non-alcoholic events/functions should equal or exceed the number of social events that include the use of alcohol. The University expects fraternity and sorority social events to be consistent with the social and risk prevention guidelines provided by their national or inter/national organization, as well as with the WCU rules and regulations and FIPG Guidelines that follow. All policies shall be implemented in a way that promotes the legal and responsible use of alcohol. Further, each chapter is expected to adhere to the laws of the Commonwealth of Pennsylvania, Pennsylvania Liquor Control Board, the Borough of West Chester (and municipalities where chapter events are hosted), and West Chester University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

Fraternal Information & Programming Group (FIPG) Guidelines

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of a bulk quantity or common source(s) of alcoholic beverage, for example, kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non -members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a Third Party Vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups or organizations.
8. All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "bid night," "big brother-little brother" events or activities, / "big sister-little sister" events or activities, "family" events or activities and initiation.

Third Party Vendor Policies

Should a "Third Party Vendor" be hired to serve alcohol, each chapter will be in compliance with its national or inter/national policies when items listed in this section can be documented. Be sure to check with your national or inter/national organization to make sure this checklist will be in compliance with its policy. Further, each chapter is expected to adhere to the laws of the Commonwealth of Pennsylvania, Pennsylvania Liquor Control Board, the Borough of West Chester (and municipalities where chapter events are hosted), and West Chester University as they pertain to the consumption of alcohol and other substances as well as building and fire safety codes.

THE VENDOR MUST:

1. Be properly licensed by the appropriate local and state authority. This might involve both a liquor license and a temporary license to sell on the premises where the function is to be held.
 - a. The vendor must be "RAMP ([Responsible Alcohol Management Program](#)) certified.
2. Be properly insured with a minimum of \$1,000,000 of general liability insurance, evidenced by a properly completed certificate of insurance prepared by the insurance provider.
 - a. The above "certificate of insurance" must also show evidence that the vendor has, as part of his/her coverage, "off premise liquor liability coverage and non-owned and hired auto coverage."
 - b. The certificate of insurance must name as additional insured (at a minimum) the local chapter of the fraternity hiring the vendor as well as the national fraternity with whom the local chapter is affiliated.
3. Agree in writing to cash sales only, collected by the vendor, during the function. (If Third Party Vendor Program Agreement is filled out properly, then requirements #3 and #4 will have been fulfilled.)
4. Agree in writing all the responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
 - a. Checking identification cards upon entry;
 - b. Not serving minors;
 - c. Not serving individuals whom appear to be intoxicated;
 - d. Maintaining absolute control of ALL alcoholic containers present;
 - e. Collecting all remaining alcohol at the end of a function (no excess alcohol, opened or unopened, is to be given, sold, or furnished to the chapter)
 - f. Removing alcohol from premises

THE ORGANIZATION MUST ENSURE:

1. Themes of the event are in good taste.
2. Entrance and exits of the event are monitored.
3. Invitations and guest lists are used to monitor attendees.
4. Food and non-alcoholic beverages are provided to attendees.
5. Members of the organization are serving as monitors for the event.
6. Attendees must be marked/identified as over/under the legal drinking age.

BYOB Policies

The BYOB policies provided are suggestions for safe and practical implementation. Individual chapters must still follow their own national or inter/national policies, if said policies are more specific and/or more stringent. If questions arise, be advised that this checklist does not supersede the local, city, state, general fraternity/sorority, or national laws, statutes and policies – or common sense. Be sure to contact your national or inter/national fraternity to make sure the stipulations are consistent with general fraternity standards.

THE ORGANIZATION MUST ENSURE:

1. Themes of the event are in good taste.
2. Entrance and exits of the event are monitored.
3. Invitations and guest lists are used to monitor attendees.
4. Food and non-alcoholic beverages are provided to attendees.
5. Attendees are marked/identified as over/under the legal drinking age.
6. Members of the organization are serving as monitors for the event.
7. Limited quantity of alcohol may be brought by of age guests
8. The service distribution center must be managed by members of the organization

Third Party Vendor Procedures

The Third Party Vendor procedures provided are suggestions for safe and practical implementation. Individual chapters must still follow their own national or inter/national policies, if said policies are more specific and/or more stringent. If questions arise, be advised that this checklist does not supersede the local, city, state, general fraternity/sorority, or national laws, statutes and policies – or common sense. These guidelines are designed to help you implement a Third Party Vendor event. Questions you may have regarding the logistics of a Third Party Vendor event are most likely answered throughout this checklist. Be sure to contact your national or inter/national fraternity to make sure the stipulations are consistent with general fraternity standards

1. Themes must be in good taste
 - a. A full description of the theme is required on the *Social Event Notification and Planning Form*.
2. Entrance and exits must be monitored
 - a. One well-lit entrance, controlled and monitored by security or an individual member
 - b. Monitors check to see if those seeking entry are members or have an invitation and are on the guest-list
 - c. Members and guests are required to show a picture ID. For those consuming alcohol at the event, an ID with a birth date is required.
 - d. A guest's name is checked once entry into the event location has been made.
 - e. At least one or more exits must be made available due to fire codes and laws; however, exits cannot be used as entrances
3. Invitations and guest lists are used to monitor attendees.
 - a. Invitation guest lists with specific names and birthdays of all non-members who have been invited should be generated for each function
 - b. Social events (with alcohol) open to the entire fraternity or sorority community or student population encourage the likelihood of accidents and risky behavior and are prohibited
 - c. A copy of the Guest List used during the event will be submitted to the appropriate council officer no later than one week after the event.
4. Food and non-alcoholic beverages must be provided for guests
 - a. The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event
 - b. Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location
 - c. Non-alcoholic beverages should be served from closed containers (cans, plastic bottles, or fountain dispensing machines)
 - d. Non-alcoholic beverages are to be presented in an attractive and accessible manner.

- e. During the last 30 minutes of an event, alcohol service should stop. A new non-alcoholic beverage and a new food item should be served for those who wish to switch beverages and begin winding down
- 5. Attendees are marked/identified as over/under the legal drinking age.
This could be done by:
 - a. Members and guests receive a non-adjustable wristband that identifies if they are over/under the legal drinking age.
 - i. *Governing councils will provide wristbands for up to four events per month per chapter
 - b. Underage guests have their hands stamped with large X's.
- 6. Members of the organization are serving as monitors for the event.
 - a. Monitors are charged with regulating social events and maintaining the risk prevention policy of the chapter(s) involved
 - b. One monitor for every 25 guests is advised
 - c. If hired security is not used, monitors from every cosponsoring organization must be used to ensure that the rules are applied to all attendees equally
 - i. For co-sponsored events, a minimum of four monitors will be provided from each cosponsoring organization
 - 1. One with a car (for emergency purposes only, not for personal rides home)
 - 2. One at the entrance
 - 3. Two roaming the party
 - b. If a first year member is serving as a monitor, a non-first year member will be supervising/mentoring.
 - d. Specialty clothing may be worn by the monitors to set them apart from the rest of the party-goers
 - e. Chapter presidents, risk management chairs, and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained
 - i. The Chapter President must attend or designate a member of the Executive Board to serve as the Crisis Management point-person
 - f. Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list

BYOB Procedures

The BYOB procedures provided are suggestions for safe and practical implementation. Individual chapters must still follow their own national or inter/national policies, if said policies are more specific and/or more stringent. If questions arise, be advised that this checklist does not supersede the local, city, state, general fraternity/sorority, or national laws, statutes and policies – or common sense. These guidelines are designed to help you implement a BYOB event. Questions you may have regarding the logistics of a BYOB event are most likely answered throughout this checklist. Be sure to contact your national or inter/national fraternity to make sure the stipulations are consistent with general fraternity standards.

- 1. Themes must be in good taste
 - a. A full description of the theme is required on the *Social Event Notification and Planning Form*.
- 2. Entrance and exits must be monitored
 - a. One well-lit entrance, controlled and monitored by security or an individual member
 - b. Monitors check to see if those seeking entry are members or have an invitation and are on the guest-list
 - c. Members and guests are required to show a picture ID. For those consuming alcohol at the event, an ID with a birth date is required.
 - d. A guest's name is checked once entry into the event location has been made.
 - e. At least one or more exits must be made available due to fire codes and laws; however, exits cannot be used as entrances
- 3. Invitations and guest lists are used to monitor attendees.
 - a. Invitation guest lists with specific names and birthdays of all non-members who have been invited should be generated for each function

- b. Social events (with alcohol) open to the entire fraternity or sorority community or student population encourage the likelihood of accidents and risky behavior and are prohibited
 - c. A copy of the Guest List used during the event will be submitted to the appropriate council officer no later than one week after the event.
- 4. Food and non-alcoholic beverages must be provided for guests
 - a. The amount of non-alcoholic beverages should at least equal the number of underage members and guests at the event
 - b. Food, and non-alcoholic and alcoholic beverages should be contained within one centralized location
 - c. Non-alcoholic beverages should be served from closed containers (cans, plastic bottles, or fountain dispensing machines)
 - d. Non-alcoholic beverages are to be presented in an attractive and accessible manner.
 - e. During the last 30 minutes of an event, alcohol service should stop. A new non-alcoholic beverage and a new food item should be served for those who wish to switch beverages and begin winding down
- 5. Attendees are marked/identified as over/under the legal drinking age.

This could be done by:

 - a. Members and guests receive a non-adjustable wristband that identifies if they are over/under the legal drinking age.
 - ii. *Governing councils will provide wristbands for up to four events per month per chapter
 - iii. The member who checks in the alcohol of of-age guests writes the type of alcohol on their wristband and amount (BL 1 2 3 4)
 - b. Individuals checking alcohol into the event receive a hand-stamp on each hand (this is to show that the individual has already entered the event and checked in alcohol)
 - c. Of-age guests and members who do not check in alcohol DO NOT receive a stamp or a wristband (only those who bring alcoholic beverages are allowed to consume alcoholic beverages)
 - d. Underage guests have their hands stamped with large X's.
- 6. Members of the organization are serving as monitors for the event.
 - a. Monitors are charged with regulating social events and maintaining the risk prevention policy of the chapter(s) involved
 - b. One monitor for every 25 guests is advised
 - c. If hired security is not used, monitors from every cosponsoring organization must be used to ensure that the rules are applied to all attendees equally
 - i. For co-sponsored events, a minimum of four monitors will be provided from each cosponsoring organization
 - 1. One with a car (for emergency purposes only, not for personal rides home)
 - 2. One at the entrance
 - 3. One roaming the party
 - 4. One at alcohol distribution center
 - d. If a first year member is serving as a monitor, a non-first year member will be supervising/mentoring.
 - e. Specialty clothing may be worn by the monitors to set them apart from the rest of the party-goers
 - f. Chapter presidents, risk management chairs, and social chairs should limit their use of alcohol (if consuming at all) during social events so that they can, along with the monitors, ensure that a safe social environment is maintained
 - i. The Chapter President must attend or designate a member of the Executive Board to serve as the Crisis Management point-person
 - g. Monitors have the right to deny access to the event to anyone they think is already impaired by alcohol or other drugs, even if the person is on the invitation guest list
- 7. Limited Quantity of alcohol may be brought by of age guests
 - a. The following stipulations apply per person, for a typical four hour function. It is acceptable for multiple people to purchase alcohol together and one person bring this alcohol, which is checked in with all those consuming present. *For example, four people can bring in one case of beer.*
 - a. Six (6), twelve (12) ounce cans of beer
 - b. Four (4), ten (10) ounce wine coolers
 - c. Four (4), six (6) ounce bottles of wine

- d. Four (4), 1.7 ounce bottles of liquor (**please note that many national risk management policies do not permit liquor*)
 - b. No kegs
 - c. No squeeze bottles, beer bongs, party balls, pitchers, tumblers, or other containers
 - d. No alcohol for common use in members' rooms
 - e. No glass bottles (except wine coolers or the equivalent of a wine cooler, which is 4-6% alcohol that are poured into plastic cups before redistribution)
 - f. No shots, drinking games, or other activities that encourage inappropriate drinking behavior
 - 8. The service distribution center must be managed by members of the organization
 - a. One centralized location should be established for the distribution of all food, non-alcoholic beverages, and for the distribution of all alcoholic beverages
 - b. No other location, especially members' rooms, can be used for the distribution of alcoholic beverages
- This could be done by:
- i. Anyone who wishes to acquire an alcoholic beverage that s/he brought to the event, must present show the wristband and return an empty can if this is not the first request (returning the cans assists the chapter with its recycling efforts and helps ensure that alcohol is not being given to others once it leaves the service center)
 - ii. A cooling area for the alcohol brought to the function by members and guests, is as simple as a large rubber trash can filled with ice.
 - iii. The service monitors will mark on the wristband each time an alcoholic beverage is served.
 - iv. The service monitors must not serve anyone who is intoxicated, even if the person has alcohol remaining.
 - v. Only one beverage may be acquired at a time
 - vi. Left-over alcohol can be picked up the following day; otherwise it is to be discarded.
 - a. For co-sponsored events, the sober monitors for the chapter not hosting the location will take the leftover alcohol to a central location to be picked up the following day.

Fraternity – Sorority Co-Sponsored Events Policy (Mixers)

Co-sponsored events (between two or more chapters) will have the following restrictions:

- 1. Events where alcohol is present must follow the BYOB or Third Party Vendor Guidelines set forth in this document.
 - a. Each individual chapter will follow its National Policy which may or may not give permission for a co-sponsored event with alcohol to take place at a non-third party vendor location.
 - i. Documentation of this permission must accompany the Social Event Notification paperwork submitted.

Alcohol and Illegal Drug Policy

Fraternity and Sorority Governing Councils Resolution on Alcohol and Illegal Drugs:

All member organizations shall follow local, Commonwealth of Pennsylvania and Federal laws, the West Chester University Student Code of Conduct, and FIPG Guidelines pertaining to alcohol and illegal drug use.

West Chester University Resource Guide – Alcohol and Illegal Drugs:

http://www.wcupa.edu/_services/stu.lif/ramseyview/policies/coc_standards.asp

Policy Statement and Purpose

West Chester University is a dry campus, so any violation of the University's alcohol policy, as set forth in the Ram's Eye View Student Handbook, (www.wcupa.edu/_services/stu.lif/ramseyview) shall be construed as a violation of this section. Any off-campus violation is a violation of this section when such off-campus use violates local, state, or federal laws. This section shall include, but is not limited to, (a) display of empty alcohol containers in any University facility, residence hall, or any affiliated University housing, (b) sale, exchange, use, possession, or consumption of alcoholic beverages on campus, (c) underage use, possession, or consumption of alcoholic beverages, (d) open containers of alcoholic beverages, (e) public intoxication, and (f) driving under the influence. As

it is a violation of this policy to possess alcohol, demonstrating that a student has knowledge of the location of alcohol and/or the intent to exercise control over the alcohol shall constitute possession. In the absence of extraordinary or mitigating circumstances, a sanction of suspension or expulsion may be imposed on any student found responsible of (g) selling and/or furnishing alcohol to minors.

Students who exhibit drug use or abuse or any other violation of the University's drug policy, as set forth in the Ram's Eye View Student Handbook (www.wcupa.edu/_services/stu.lif/ramseyeview), shall be considered in violation of this section. This includes, but is not limited to, (a) possession or use of any illegal or controlled substance, drug, and/or (b) possession of drug paraphernalia, (c) possession of a significant quantity, distribution, or sale of drugs, and/or (d) driving under the influence. Any off-campus violation is a violation of this section when such off-campus use or possession is in violation of local, state, or federal laws. Demonstrating that a student has knowledge of the location of any illegal or controlled substance, drug or drug paraphernalia, and/or the intent to exercise control over such items shall constitute possession. Use of legal substances (e.g., inhalants) in a fashion designed to alter one's mental or physical state will be considered reckless behavior as described in the Infliction of Harm section (see I.C.1.c).

FIPG Guidelines - Drugs:

The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event, or at any event that an observer would associate with the fraternity, is strictly prohibited.

Hazing

Fraternity and Sorority Governing Councils Resolution:

No chapter, colony, student or alumnus shall conduct nor condone hazing activities, and all will support and follow the West Chester University Anti-Hazing Policy and FIPG Guidelines.

West Chester University Anti-Hazing Policy:

http://www.wcupa.edu/_services/stu.greeklife/documents/WCU_AntiHazing_Policy.pdf

FIPG Guidelines - Hazing:

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution or applicable state law."

Sexual Abuse and Harassment

Fraternity and Sorority Governing Councils Resolution:

No chapter will tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women or men including but not limited to date rape, gang rape, or verbal harassment.

West Chester University Sexual Misconduct Policy:

West Chester University is committed to creating and maintaining a campus environment where safety, health, and well-being are priorities for all. Sexual misconduct includes a variety of acts that are perpetrated against another without consent or when an individual is unable to freely give consent. Accordingly, the University will not tolerate any form of sexual misconduct, including sexual assault, harassment, exploitation, and stalking. All forms of sexual misconduct are serious offenses with serious consequences. In addition to violating the WCU Student Code of

Conduct, some forms of sexual misconduct are both criminal and civil offenses that are punishable by law. Students found guilty of sexual misconduct may face disciplinary actions up to and including expulsion.

DEFINITIONS OF SEXUAL MISCONDUCT

The Sexual Misconduct Policy at West Chester University covers a variety of acts that are perpetrated against another without consent or when an individual is unable to give consent freely.

Anyone can be a victim regardless of their gender or sexual orientation. Sexual misconduct includes, but is not limited to the following prohibited behaviors:

1. Sexual Harassment
2. Sexual Assault
3. Sexual Exploitation
4. Stalking
5. Dating Violence
6. Domestic Violence

Please refer to the full policy document found here:

www.wcupa.edu/sexualmisconduct

FIPG Guidelines – Sexual Abuse and Harassment:

Fraternities and sororities will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental or emotional. This is to include any actions which are demeaning to women and men, including but not limited to, date rape, gang rape or verbal harassment.

Fire Safety

FIPG Guidelines – Fire, Health and Safety:

1. All houses should meet all local fire and health codes and standards.
2. All chapters should post emergency numbers for fire, police and ambulance and should have evacuation routes from houses, common areas and sleeping rooms posted in said areas and on the back door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company.
4. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the house are expressly forbidden.
5. Events in houses should limit the number of people in basement rooms to consider fire safety occupancy.
 - a. Chapters that choose to host events with alcohol will provide documentation that the location has passed inspection and is up to date on all fire codes. This documentation should include a confirmation of the occupancy requirement for the spaces desired to host events.

Campus and Personal Safety

Fraternity and Sorority Governing Councils Resolution on Campus Safety:

Each chapter is to encourage their members to practice good habits of personal and campus safety, and take advantage of the safety services provided by the WCU Public Safety and the surrounding West Chester and West Goshen Police Departments.

Substance-Free Events

Fraternity and Sorority Governing Councils Resolution:

1. All fraternities and sororities are required to host one (1) substance-free social event per semester during the school year.
2. All alcohol-free events must be reported on the Chapter Excellence Assessment Program (administered by the Office of Fraternity and Sorority Life)

Article XI: Recruitment Policy

West Chester University Recruitment Policy of the Interfraternity Council

The premise of this policy is to provide a set of guidelines and regulations that will result in a positive and fair concentrated recruitment experience for all men's social fraternities on this campus. To keep the procedures and policies simple, there will be only four main rules that will be adhered to. Those are:

Section 1. Chapter Requirements for Membership Invitations (Bids)

- Submit Chapter Recruitment Plan by the assigned deadline.
- The chapter must have their new member education program and calendar turned into the Office of Fraternity and Sorority Life no later than September 1.
- The chapter must clear any potential new member through the Office of Fraternity and Sorority Life in order to ensure that the student has at least a **2.5 GPA** and has completed (or is scheduled for) at least 12 credit hours.
- Submit final bid distribution list 24 hrs prior to Bid Call date.
- Chapters can continue to extend membership invitations after the formal bid distribution date, but must follow all the same approval processes.

Section 2. Qualifications for New Members

- Potential new members must register for recruitment 48hrs prior to bid distribution
- Potential new members must have a **2.5 GPA** and enrolled in at least 12 credit hours.
- Potential new members must be signed up through recruitment software.
- *Potential new members must sign a judicial records release, resulting in a summary of offenses available to chapters at request.*
-

Section 3. Chapter Recruitment Plans

- Chapters will submit a full recruitment plan by August 15.
- A form will be sent to chapters to complete by May 15
- Incomplete materials will not be accepted
- Recruitment Plans will cover the following:
- Details and plans for individual chapter recruitment events not part of IFC information sessions
- Outline of any videos or slideshows to be publicized or used during events
- Marketing and Advertising (Posters, flyers, t-shirts, banners) *These need to be approved before any orders are placed.
- IFC Chapter Information Session Plans
- Pinning/Bid Night Plans
- All of the areas listed above must follow the recruitment guidelines in full
- Feedback will be sent back to the chapters within 1 week of submission

Section 4: No alcohol is allowed to play a role in the recruitment process.

Men interested in fraternity life cannot and should not be tempted or swayed to join a specific chapter through the use of alcohol.

- There is to be absolutely no use of alcohol in the recruitment process. Serving alcohol to or drinking alcohol with potential new members is prohibited under any circumstance.
- The timeframe for this expectation is from the first day of class until 48 hours after bid acceptance ceremonies. (Per FIPG Regulations #8 & #10)
- Depicting alcohol consumption in recruitment materials (videos, slideshows, t-shirts, flyers, handouts, etc.) is also forbidden

Section 5: Letters of Interest

A Letter of Interest is not to be confused with a bid. It is a document that any chapter can issue to a potential new member that they are interested in extending a bid to during their next opportunity.

- Letters of interest can be extended at any time while school is in session; however, they cannot be distributed between the first day of a semester and the official bid distribution date.
- They are not to be given out at any point during the spring, summer, fall, or winter breaks.
- A copy of this letter will need to be included with Chapter Recruitment Plans (see Section 3)

Section 6. No women are to be involved in the recruitment process.

The young men interested in becoming a part of your chapter should be interested in your chapter for its brotherhood, not women.

- This involvement will include, but is not limited to, planned events involving female students (members or non members), women at rush events (inside or outside the meeting),
- This also includes the use of women in any advertisements and/or presentations, such as posters, t-shirts, videos, etc.
- This also includes distribution of t-shirts for women to wear during the recruitment period.

Section 7. Advertising and Marketing

The Interfraternity Council will implement a marketing campaign that will commence the first day of class. This will include (not limited to) the following:

- Overall IFC Recruitment Flyer
- WCUTV, WCUR, TV's in Sykes, Residence Halls, and Academic Buildings
- Tables in Lawrence & Sykes
- Social Media and Website Chapter Advertisement
- Recruitment banners are to be no wider than five (5) feet (Sykes' policy), and hung outside of Sykes Student Union along the metal railings. The permission of the Sykes staff is required, before the hanging of any banners.
- Any marketing materials need to follow all University posting policies
- All marketing materials need to be approved as part of the Chapter Recruitment Plans.

Section 8. Guidelines for IFC Open House & Chapter Information Sessions

IFC Open House

- IFC will host general information presentation in Sykes Theater
- Chapters will be in the Ballrooms
- No more than 10 members for fall recruitment and 6 members for spring recruitment
- Chapter members should wear shirt and tie.
- Bring awards, trophies, flags, composites, and banners to Chapter Information Sessions. Your national organization has numerous marketing pieces that you can also have at your table. Pictures may be displayed as long as they are in good taste and free of alcohol.

Chapter Information Sessions

- Rooms will be determined by May 15, so this can be considered for Chapter Recruitment Plans.
- Rooms will be rotated on an annual basis keeping chapter size in consideration.
- Food will not be permitted to be provided by chapters.
- Any room setup and a/v needs should be included in Chapter Recruitment Plans.
- All Sykes room policies need to be followed - chapters are to leave the room as they found it.

Bid Distribution

- Bid calls can not start until 4:30pm on the specified day
- Bid Acceptance Event
- chapters bring 2 people only
- chapters bring their chapter flag to hang on the table
- attire is business casual

Section 9. Enforcement of the IFC Recruitment Policy

Process: To file a complaint against a chapter, recruitment violation form must be turned into the IFC Vice-President of Standards. This OrgSync form must be turned in within 2 days of the suspected event(s).

Penalties: Each rule will have its own set of fines that will be imposed on any chapter found guilty of violation(s). If a rule is broken twice in one semester, there will be additional sanctions placed on the responsible chapter. Violations of the following rules will result in the following fines:

Alcohol: Violation of the no alcohol policy rule will result in a fine of \$200.00 if found responsible. A second violation of the no alcohol policy will result in an additional \$200.00 fine as well as, a letter sent to their national headquarters.*

Letter of Interest & Bids: Violation of the requirements to extend a bid to a potential new member will result in a \$50.00 fine for the first violation and \$100.00 fine for each additional violation.

Women: Violation of the no women policy will result in a \$50.00 fine for the first violation and \$100.00 fine for each additional violation.

Advertising: Violation of the advertising regulations will result in a \$25.00 fine upon first violation. A second violation will result in an additional \$25.00 fine and a loss of voting privileges for one month.*

Missed Deadlines: Any missed deadline will result in a fine of \$50.00. (This includes but is not limited to: Chapter Recruitment Plans, New Member Education Plans, Bid Lists)

*If anyone rule is broken more than twice in one semester, the IFC Judicial Board will have to the power to impose further sanctions they deem necessary with a majority vote of all officers.

Article XII: Expansion Policy

I. EXPANSION COMMITTEE

Purpose: The Expansion Committee shall deal with all matters pertaining to the expansion of the Interfraternity Council (IFC). All action in the areas of expansion must be approved and sanctioned by this committee.

Membership:

1. The Expansion Committee is a joint committee of the IFC. It shall consist of, but not be limited to the following individuals: IFC President, the chapter presidents from each of the IFC chapters and associate chapters on campus, and the designated IFC advisor from the Fraternity and Sorority Life Office.
2. The Assistant Vice President for Student Affairs will serve as an ex-officio member of the Committee. All members of the Committee are appointed by the designated Fraternity and Sorority Life staff member in charge of coordinating the Committee.

Duties:

1. To regularly examine the climate of the IFC community, to determine whether or not expansion is advised and/or appropriate.
2. To regularly report all committee activities to the Fraternity and Sorority Leadership Team and the IFC governing body.
3. To review the Expansion and Associate Chapter Development Procedures at the beginning of each semester to ensure that they reflect the current IFC and University policies and guidelines.
4. To coordinate all expansion activities.

II. PROCEDURES FOR EXPANSION

Fraternity expansion may occur in two ways:

1. Formal petition for expansion by an inter/national organization, interest group, or associate chapter.
 - a. An Interest Group of an inter/national fraternity must first meet with the Director of Fraternity and Sorority Life to review recognition/forming of a student organization procedure and process.
 - b. An Interest Group must meet the requirements of the WCU Student Government Association and the Office of Student Leadership and Involvement.
 - c. An interest group is not permitted to start in the same semester in which another NIC member organization is currently forming or slated to start.
2. Formal expansion plan approved by the IFC and the University

III. PROCEDURE OF THE EXPANSION COMMITTEE IN FORMAL EXPANSION PERIOD

1. Determine need for expansion.
2. Gain approval from IFC and the University for Expansion.
3. Contact those inter/national organization(s) with a letter of interest on file or with a previously granted charter at West Chester University. Notify these organizations of the plan.
4. Obtain materials and items to be reviewed from those inter/national organizations interested (see below).
5. The Expansion Committee reviews materials and determines the groups to be invited to make presentations and meet with University officials.
6. Presentations and meetings are scheduled with the Office for Fraternity and Sorority Life staff and the Expansion Committee of the IFC. Invited groups will be expected to make two presentations during their visit.

IV. PROCEDURES FOR PETITIONING GROUPS

Duties of the petitioning organization:

1. Provide a current, written request expressing the desire to establish a chapter at West Chester University, accompanied by documentation and supporting materials by the inter/national organization. The Expansion Committee reserves the right to not schedule a group for expansion if all aspects of requested materials are not provided. Also, the Expansion Committee reserves the right to waive any of the following aspects of the documentation for any reason.
2. Provide the following materials to the Expansion Committee, for review and possible invitation to make a presentation. Unless otherwise noted, all of the following must also be included in the expansion presentations:
 - a. Alumni Information:
 - Total number of alumni in West Chester, PA area and Philadelphia, PA area
 - Explain interest and support of the alumni in establishing a chapter.
 - A list of specific alumni who have already indicated interest in working with the chapter in an advisory capacity.
 - Nearest alumni club/organization/graduate chapter.
 - b. A copy of the fraternity constitution/bylaws, both national and local.
 - c. A copy of the following inter/national policies:
 - Hazing policy
 - Sexual Misconduct policy and program
 - Alcohol and Substance Abuse policy and program
 - Scholarship policies and program
 - Membership Education policy and program
 - Recruitment/Membership Intake policy and program
 - Leadership Development and Officer Transition programs
 - National Philanthropy and Community Service programs

- d. A description of the policies, procedures, and plans for housing if applicable (including temporary and permanent plans within the next five years)
- e. A copy of the inter/national magazine/publication (*/**)
- f. Establishment procedures and standards for chartering a chapter, including the following specific information:
 - Minimum expectations of associate chapter for existence and chartering
 - Expectations of the associate chapter at WCU for chartering
 - Anticipated timeline for WCU associate chapter
- g. NIC (inter/national and local) involvement and membership details
- h. Statistical information on inter/national strength:
 - Total number of chapters nationwide and distribution area
 - Total number of chapters and associate chapters in Pennsylvania and East Coast regions, specifically listing each
 - Total number of New Chapters during the past five (5) years, including where, number chartered, number failed (reasons behind closures)
 - Total number of initiated members
 - Total number of New Chapters anticipated this year and where,
 - The number of chapters lost during the last three (3) years, including where, when, and why
 - Average size of chapters on campuses similar to WCU
- i. Information on inter/national support and assistance:
 - Number of traveling consultants, description of program, and commitment of time for WCU group
 - Advisor program, specific to WCU group
 - Description of inter/national staff assistance to new chapters and established chapters (i.e., after chartering, etc.)
 - Description of conventions, leadership schools, or programs available to new chapter members
 - Inter/national expansion budget, and percentage allotted to WCU group
- j. A summary of the organizational structure of the fraternity at the chapter and inter/national levels
- k. Local purposes and goals, including a description of how these goals were formulated:
 - Short term goals (while still a new chapter)
 - Goals for within two years of chartering
 - Long term goals, within five to ten years
- l. If a group is returning to campus, describe the following:
 - Reasons why the chapter left campus, and when
 - Plans to avoid this from happening again
 - Plans to clear up any debts or circumstances still left incomplete with WCU or the inter/national Fraternity from when previously on campus (if applicable)

V. ADDITIONAL INFORMATION

1. For the purpose of choosing a fraternity to expand at WCU, the Expansion Committee shall include a member of the most recently chartered/associate chapter on campus to its membership.
2. It is recommended that the Expansion Committee give consideration to fraternities who have filed current letters of interest with the University or IFC.
3. Presentations will be made to the IFC at special meetings called by the Council president.
4. Evaluations from all presentation panel members and the information submitted by the inter/national organization will be the information used to make the decision as to which fraternities will be given an invitation to expand at WCU.
5. Three possible recommendations of the panel members are as follows:
 - 1) No invitation should be extended at this time, with specific reasons as to why and when another presentation may be made
 - 2) More information is needed before a final decision may be made, or
 - 3) An invitation to proceed at a designated time should be extended to a specific fraternity.
6. After receiving approval, the inter/national organization will be extended an invitation to start a new chapter. If a local interest group/associate chapter/chapter already exists, the group may

- proceed with the student organization registration process at the time determined by the Expansion Committee. This process is coordinated by the Fraternity and Sorority Life Office.
7. After receiving recognition, the associate chapter/chapter will be given Associate Member status in IFC and are subject to, but not limited to, the Associate Chapter Requirements section of the Constitution.
 8. The Expansion Committee reserves the right to request additional materials/documentation in order to recommend, invite, and schedule a group for expansion presentations.

VI. ASSOCIATE CHAPTER DEVELOPMENT PROCEDURES

1. The inter/national fraternity must consult with the Expansion Committee and Director for Fraternity and Sorority Life regarding all Associate Chapter Development plans and procedures.
2. The Expansion Committee and the Director for Fraternity and Sorority Life will specify to the inter/national fraternity guidelines for beginning and completing Associate Chapter Development.
3. The Expansion Committee and the Director for Fraternity and Sorority Life will help provide any necessary services and information to the inter/national fraternity regarding Associate Chapter Development, University, Fraternity and Sorority Life and IFC guidelines, policies, procedures, and rules.

VII. ASSOCIATE CHAPTER REQUIREMENTS

1. If necessary, the Expansion Committee, IFC or the University can waive any of the following requirements.
2. The associate chapter is responsible for adhering to WCU student organization recognition requirements through SGA and the Office for Student Leadership & Involvement.
3. Recruit at least 20 full-time, WCU undergraduate students.
4. Secure the support of a University Faculty/Staff Advisor.
5. Maintain an active alumni committee consisting of at least five alumni, with one being designated as the chapter advisor. This committee shall be trained by the inter/national fraternity. The chapter advisor should attend all meetings of the active chapter and scheduled meetings for advisors by the Office of Fraternity and Sorority Life.
6. The chapter must abide by all IFC and University policies, regulations, and guidelines.
7. The group must remain an associate chapter for at least two academic semesters, yet has only four academic semesters to fulfill membership obligations.
8. Meet the requirements as set forth by the WCU Chapter Excellence Assessment program.
9. During the associate chapter period, the associate chapter shall develop programming in the following areas, with records of these provided as requested by the Director for Fraternity and Sorority Life
 - Membership Education
 - Recruitment/Membership Intake
 - Scholarship
 - Officer Training and Transition
 - Financial Responsibilities
 - Alumni Relations
 - Social Programming (to include substance abuse and risk management education)
 - Community Service
 - Sexual Misconduct
 - New Member Education and Hazing
 - Local IFC involvement
 - Other activities as outlined by the fraternity and the University
10. The associate chapter shall have an inter/national representative visit at least once each semester for as long as the associate chapter exists. This representative shall meet with the Director for Fraternity and Sorority Life each semester.
11. The officers of the associate chapter shall be responsible for keeping all records current and complete each semester.
12. The associate chapter must file a current certificate of insurance verifying liability and social host insurance coverage at the required amount with the Office for Fraternity & Sorority Life.

13. Failure to meet any of the above requirements within one year of starting shall result in a review by the Expansion Committee, IFC Executive Officers, and the Director for Fraternity and Sorority Life to determine status of recognition.

VIII. FOLLOW-UP REVIEW PRESENTATION:

1. One full year following the expansion presentations, or immediately following chartering (which ever comes later), the fraternity must prepare a follow-up review presentation. This will be coordinated with the Director for Fraternity and Sorority Life.
2. The purpose of this presentation is to allow the fraternity to demonstrate their progress and evaluate the status of IFC community and next pending associate chapter opportunity.
3. This presentation should include, but is not limited to the following aspects:
 - Membership statistics within the most recent two semesters (recruitment numbers, chapter membership numbers, academic information, etc.)
 - How the fraternity has developed and implemented programming
 - Goals of the fraternity, and how have successfully/unsuccessfully they met previous goals
 - Description of the change within the fraternity since the expansion presentation
 - The short and long term goals of the fraternity currently
4. This presentation will be given to the Fraternity and Sorority Life staff, the Expansion Committee and IFC.
5. The associate member chapter must also provide a copy of the chartering petition to the IFC Expansion Committee when it is submitted to the inter/national fraternity. This document may or may not cover all of the information requested in the presentation.

IX. IFC FULL MEMBERSHIP:

1. As soon as the associate chapter has: 1) fulfilled the above associate chapter requirements, 2) has received its charter from the inter/national organization, and 3) has made the required follow-up review presentation, the organization may petition IFC for Full Membership status.
2. The Expansion Committee, in conjunction with the Director for Fraternity and Sorority Life, shall prepare a report and make a recommendation to the respective governing body prior to the vote.
3. Those organizations that are invited to campus through the Expansion and Associate Chapter Development Procedures must have a formal vote by their respective Council to be granted Full Membership status.
4. The IFC may waive the chartering requirement in order to grant Full Membership status to a group if so desired.