

Clarion University's  
Inter-fraternity Council

Policy and Procedures  
Handbook

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# CLARION UNIVERSITY INTERFRATERNITY COUNCIL

## By-Laws

### **PREAMBLE**

We, the representative members of the fraternity system at Clarion University of Pennsylvania, believing that general fraternities are an integral part of the University community, do hereby establish this Constitution, and delegate to the Inter-fraternity Council such powers and responsibilities as outlined herein.

### **ARTICLE I: NAME**

The name of this organization shall be the Clarion University Inter-fraternity Council, herein referred to the IFC.

### **ARTICLE II: OBJECT**

The purpose of this organization shall be:

- A. To serve as the legislative body governing the member fraternities.
- B. To insure cooperation between the member fraternities and University authorities and to continually improve relations with appointed authorities.
- C. To establish and enforce rules governing recruitment, member education programs, risk management and other activities involving the member fraternities.
- D. To insure cooperation among the member fraternities and the general sororities recognized by the Clarion University Panhellenic Council.
- E. To discuss issues of mutual concern and propose recommendations for action.
- F. To grant recognition to new fraternities.
- G. To encourage scholastic, athletic and community service activities.
- H. To promote fraternity-community relations.
- I. To act as a judicial body for fraternity violations of IFC policies or other actions of a member fraternity that reflects unfavorably on the remaining member fraternities.
- J. To promote high standards of gentlemanly conduct and encourage the member fraternities to uphold the values upon which they were founded.

- K. To act in accordance with the rules and policies of all applicable laws, rules, regulations, and ordinances of the state and its divisions as well as the University.
- L. Work with administration on revision of policies relating to member organizations and inform them of any policy changes.

### **ARTICLE III: MEMBERSHIP & VOTING**

**Section 1.** Individual membership in the IFC shall consist of those individuals listed on the official rosters of the member fraternities, as maintained by the IFC advisor. In order to appear on a member fraternity's official roster, an individual must have affiliated with their respective chapter in accordance with the IFC's Recruitment Policy.

**Section 2.** IFC member fraternities shall be divided into two classifications: full membership and colony and associate membership.

- A. Full membership and colony in the IFC shall consist of those national/international fraternities that have successfully met the criteria for such recognition, as outlined in the IFC Expansion Policy, and have been granted University recognition by the Student Senate of Clarion University of Pennsylvania.
- B. Associate membership in the IFC shall consist of those national/international fraternities that have successfully met the criteria for such recognition, as outlined in the IFC Expansion Policy, and are in the process of gaining University recognition from the Student Senate of Clarion University of Pennsylvania.

**Section 3.** Each member fraternity shall individually elect two representatives, to serve as their chapter's delegates to the IFC.

- A. No member of the IFC's Executive Committee may serve as a delegate for his chapter.
- B. All delegates from member fraternities in good standing shall be afforded speaking privileges at IFC meetings and shall have the privilege of serving on IFC committees. However, only those member fraternities in good standing, with the full membership and colony classification, are afforded voting privileges.
  - 1. Good standing is defined as being current with all financial obligations to IFC, having no more than two unexcused absences per semester, being current with Student Senate RSO paperwork and not on probation with the IFC Judicial Committee and/or the University Conduct Board.
- C. Each member fraternity's Chapter Advisor shall be allowed to attend IFC meetings. Chapter Advisors are granted speaking privileges at IFC meetings, but do not have voting privileges.

**Section 4.** Each member fraternity in good standing, with the full membership and colony classification, shall have two votes to be casted by the chapter's two delegates.

**Section 5.** Vice-President of Judicial Affairs, Vice-President for Recruitment, Vice-President of Finance, Vice President of Committees, Vice President of Scholarship, and the Vice President of Community Relations shall each have voting privileges within IFC.

**Section 6.** The President shall break ties

**Section 7.** Quorum and Voting.

1. Quorum is defined as 50% of all active member fraternities' two delegates and IFC officers, plus one.
2. A simple majority of all votes cast, at a meeting where quorum is met, shall be necessary to decide all issues, unless otherwise stated in this Constitution.

## **ARTICLE IV: OFFICERS**

**Section 1.** The elected officers of the IFC shall be the President, Vice-President of Judicial Affairs, Vice-President for Recruitment, Vice-President of Finance, Vice President of Committees, Vice President of Scholarship, Vice President of Community Relations. These officers, along with the IFC advisor as an ex-officio member, shall constitute the executive committee.

**Section 2.** The duties of the elected officer of the IFC shall include, but not be limited to the following:

1. Fulfill all required IFC office hours of at least 3 hours a week.
2. Deliver an annual report, both orally and in writing, at the end of his term of office detailing the current state of the IFC.
3. Plan and implement an officer transition at the end of his term of office.
4. Have overall responsibility for the operation of the IFC and perform all other duties deemed necessary by the membership of
5. the IFC or stated elsewhere in the Constitution and Bylaws.

Additionally, each officer shall:

The President shall:

The duties and responsibilities of the IFC President are as follows:

- A. Provide guidance and focus to the efforts of the General Body and Executive Committee.
- B. Preside over all meetings of the General Body and Executive Committee.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and Member Fraternity leaders.
- E. Serve as the official spokesperson for the fraternity community

- F. Establish positive working relationships with campus and local law enforcement agencies.
  - G. Regularly interact with the leaders of other governing councils and campus organizations.
  - H. Establish a working relationship with key college administrators.
  - I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
  - J. Maintain current information for accurate Member Fraternity rosters.
  - K. Meet with each Fraternity Presidents at the end of each month.
  - L. The succession of the president goes as follows: Vice President of Judicial Affairs, Vice President of Recruitment, Vice President of Finance, Vice President of Scholarship, Vice President of Member Development, and Vice President of Community Relations
- IFC Vice President of Judicial Affairs

The duties and responsibilities of the IFC Vice President of Judicial Affairs are as follows:

- A. Serve as chair of the IFC Judicial Committee and serve as the nonvoting Chief Justice of all IFC Judicial Board hearings, and serve as acting president in the absence of the elected president.
- B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
  1. the IFC Constitution, Bylaws, and policies;
  2. Federal, state, and local laws;
  3. the rules and regulations of Clarion University of Pennsylvania;
  4. the general values-based conduct of fraternity men.
- C. Ensure proper filing and preparation for all judicial actions.
- D. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- E. Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- F. Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
- G. Assist in conflict mediation between Member Fraternities.

H. Review all IFC governance documents, at least annually compared to the national IFC constitution and be distributed to the IFC Delegates once per year/delegate change or per constitutional revision.

I. In the case of a tie the IFC Advisor will cast the final vote

#### IFC Vice President of Recruitment

The duties and responsibilities of the IFC Vice President of Recruitment are as follows:

- A. Serve as chair of the IFC Recruitment Committee.
- B. Utilize technology (social media, fraternityinfo.com, etc.) in recruitment and marketing efforts.
- C. Produce and distribute promotional materials to all incoming students and unaffiliated students.
- D. Develop recruitment workshops and programs for Member Fraternities.
- E. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- F. Maintain an interest list of Potential New Members.
- G. Collect and maintain accurate New Member Rosters for each Member Fraternity.
- H. Provide advice and support to Member Fraternity recruitment officers.
- I. Meet with each fraternity's recruitment chairman at the end of each month.

#### The Vice President of Finance shall:

- 1. Chair the Finance Committee. In this capacity, he is responsible for the development of the IFC's budget and for establishing dues.
- 2. Prepare bills for each member organization.
- 3. Collect dues and fines from member organizations and issue receipts upon payment.
- 4. Maintain records of all deposits received and expenses incurred by the IFC.
- 5. Prepare and distribute a monthly financial report to the membership of IFC.
- 6. Work with the Treasurer of the Panhellenic Council on the upkeep and maintenance of the joint Clarion Student Association account.
- 7. Meet with treasurers of each fraternity at the end of the month.

#### Vice-President of Committees shall:

- 8. Directly oversee the standing committees of the Inter-fraternity council.
- 9. Compile the master calendar of Inter-fraternity Council activities.
- 10. Set due dates and standards for the committees. (When their events are due and how many they must have)
- 11. Keep in direct contact with the fraternity president to improve communication.

### IFC Vice President of Scholarship

The duties and responsibilities of the IFC Vice President of Scholarship are as follows:

- A. Coordinate a scholarship chair orientation program for Member Fraternities.
- B. Collect and distribute academic performance rankings.
- C. Publish important academic dates and deadlines.
- D. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- E. Work individually with member fraternity scholarship chairs below the all-men's grade point average.
- F. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- G. Provide advice and support to Member Fraternity scholarship officers.
- H. Meet with the scholarship chairmen of each fraternity at the end of each month.

### IFC Vice President of Member Development

The duties and responsibilities of the IFC Vice President of Member Development are as follows:

- A. Develop best practices for new member and member education programs for Member Fraternities.
- B. Collect and report new member retention, academic, and involvement statistics.
- C. Organize, develop, and implement a new member orientation program.
- D. Develop opportunities for continuing member education by collaborating with alumni, [college/university] offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
- E. Provide advice and support to Member Fraternity member development officers.

### IFC Vice President of Community Relations

The duties and responsibilities of the IFC Vice President of Community Relations are as follows:

- A. Acts as the official Secretary of IFC General Body
- B. Develop and execute a public relations and social media strategy.
- C. Develop service projects and philanthropic events for Member Fraternities.
- D. Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
- E. Collect and disseminate information on the fraternity community to all campus and community media sources.
- F. Keep the media informed on upcoming events or potential news.
- G. Establish a positive working relationship with external constituents.
- H. Assist in the development of various IFC publications and outreach programs.
- I. Provide advice and support to Member Fraternity community service/ philanthropy officers.
- j. Record, type, and distribute minutes for regular and special IFC meetings, as well as executive committee meetings.
- k. Maintain a complete and up-to-date file that includes minutes of all IFC related meetings, officer reports, and other pertinent correspondence.
- l. Keep accurate and up-to-date records of contact information for all IFC executive committee officers, delegates, as well as the leadership and advisors of member organizations.
- o. All minutes must be distributed within 48 hours an IFC meeting

**Section 3.** In order to be eligible for nomination, each candidate for office must meet the following qualifications:

- A. He must be affiliated with a member fraternity in good standing, with either full or associate membership classification, and he must also be in good standing with his chapter.
- B. He must have a minimum 2.75 cumulative grade point average, and be in good academic standing with the University, and he must maintain these scholastic requirements throughout his term of office.

**Section 4.** The nomination of candidates will be opened at the regular meeting held during the third week of the spring semester.

- A. Nominations will be made from the floor in new business.
- B. Nominees need not be present at the meeting at which they are nominated. In the event that a nominee is not present at the meeting at which he is nominated, the President of the IFC or the IFC Advisor will contact that individual to determine whether or not he accepts the nomination prior to the election. If a candidate's acceptance of his nomination cannot be determined prior to the election, that individual will be removed from the ballot.

**Section 5.** The election of officers will take place at the regular meeting held during the fifth week in the spring semester, or in a special session called by the executive committee.

- A. The officers shall be elected by secret ballot.
- B. Officers shall be elected in the following order: President, Vice-President of Judicial Affairs, Vice-President of Recruitment, Vice President of Finance, Vice President of Scholarship, Vice President of Member Development, and Vice President of Community Relations
- C. No more than three members of the executive committee can be from the same fraternity. In the event that three officers are elected from the same fraternity, all remaining nominees from the fraternity will be withdrawn from the ballot. A member organization may exceed the three office limit in the event that an office is vacated and no other eligible candidates run for the position.
- D. In the event that an office is vacated, a special session will be call be the executive committee, to hold an election to fill the vacancy.
- E. During an emergency election nominations will begin during the vote for the elections and proceed for one week. The next week will open with further nominations and the motion to vote.

**Section 6.** Each officer's term will begin with two regular meetings remaining in the spring semester, under which the previous officers will serve as a guide. The incoming officers will be permitted into the Joint and executive meetings before starting their term. Incoming officers must shadow the former officers from the time they are elected until they take office. Former executives must attend the last two executive meetings to serve in an advisory capacity. The new executive board should focus on planning Greek retreat and fall recruitment. If the new officers have 2 absences from their shadow period without an excuse they must resign from their position. If a class conflicts the new officers must have a weekly one on one with the current office holder.

**Section 7.** Any officer may be removed from office by a two-thirds vote of the full membership and colony of the IFC for any of the following reasons:

1. Non-performance of duties including unexcused absence from more than two IFC meetings.

2. Conduct not becoming of a gentleman and a member of the IFC.
  - A. Any IFC member may initiate removal procedure.
    1. Written notice of the motion to impeach must be presented to the IFC President at a regular meeting.
    2. The President shall notify the officer in question.
    3. The officer in question shall have an opportunity to speak on his behalf to the IFC before the impeachment vote is taken.
  - B. An officer shall be automatically dismissed from office if he is not in good academic standing with the University, his cumulative grade point average drops below 2.75, or his fraternity loses its University recognition.

#### ARTICLE V – ROLE OF THE IFC REPRESENTATIVE Section I.

##### IFC Representative

The duties and responsibilities of all IFC Representatives are as follows:

- A. Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community.
- B. Represent the larger fraternity community's interests.
- C. Inform his Member Fraternity of the actions, discussions, and workings of the IFC General Body.
- D. Serve as a liaison between the IFC General Body and his respective Member Fraternity.
- E. Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary.
- F. Represent the highest ideals of fraternity life to the greater campus community.

#### **ARTICLE VI: ADVISOR**

**Section 1.** The IFC Advisor shall be a Clarion University staff member designated by the Division of Student & University Affairs and shall serve until a successor is appointed.

**Section 2.** The IFC Advisor is an ex-officio member of this body and all of its committees. While the Advisor does not have voting privileges, except in the case of a judicial hearing in order to break a tie, no action of the IFC or executive committees shall be considered official unless the Advisor, or an approved substitute, is present.

#### **ARTICLE VII: MEETINGS**

**Section 1.** Regular meetings of the IFC shall be held each week of the semester, provided that classes are in session. At the end of each semester, the IFC shall set a date, time, and location for the meetings of the upcoming semester. There shall be a minimum of 11 meetings per semester. All procedures are to follow the basic Roberts Rules of Order as applicable as possible

**Section 2.** Special meetings shall be called by the President at the request of a delegate of any member fraternity, the IFC Advisor, or the executive committee. The business of special meetings shall be limited to discussion of the matters for which the meeting was called. Notification of the special meeting shall be directed to chapter delegates at least 24 hours prior to the time of the meeting.

**Section 3.** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the IFC in all cases to which they are applicable and in which they are not inconsistent with this Constitution and any special rules of order the IFC may adopt.

## **ARTICLE VIII: FINANCES**

**Section 1.** By the third week of each semester, each member organization shall submit to the Treasurer a roster of members and the appropriate amount of dues, payable at \$10.00 per member appearing on said roster.

- A. A fraternity delinquent in its dues shall not be entitled to vote in IFC proceedings and may face other penalties as determined by the IFC.

**Section 2.** All fines levied must be paid before the start of the next meeting following the issuance of the fine, or the chapter will lose voting rights at that meeting.

**Section 3.** The IFC will annually petition the Clarion Student Association for access to additional funding for initiatives that will further the purpose of the organization and enhance the quality of life on campus.

**Section 4.** Attendance is defined as follows:

1. Any valid excused absence shall take away from the total number of members required to attend an event.
2. An excuse shall not represent an attendance.

**Section 5.** All events that have been voted upon to become mandatory shall carry the fine of \$10 per member, under the required attendance relative to the individual chapter's membership.

## ARTICLE IX: STANDING COMMITTEES

**Section 1.** All standing committees shall serve for a period of one election year(VP of Committees will assign committees, and if necessary, eliminate committees as he sees fit) .

They are;

- A. Recruitment: It shall be the duty of the Recruitment Committee to formulate, assist, and evaluate the guidelines set for Rush by the Inter-fraternity Council.
- B. Greek Week: It shall be the duty of this committee to organize and conduct Greek Week each year in cooperation with the Pan-Hellenic Council.
- C. Member Education: It shall be the duty of this committee to formulate, assist, and evaluate the individual fraternities' policies for new member education.
- D. Scholarship: It shall be the duty of this committee to recommend and make available a program for the improvement of scholarship for the fraternities represented in the Inter-fraternity Council; to collect and process the materials necessary to do this.
- E. Community Service: It shall be the duty of this committee to plan and carry out one community service project each year.
- F. Constitution Review: One member of each fraternity serves in the constitutional review committee, which meets twice a year in the early fall and early spring to review and propose amendments (as needed) to the Constitution. They are responsible for ensuring that there are no conflicts between this document and University/Student Senate Policy.
- G. Expansion Committee: President appointed committee that will be responsible for soliciting interest by fraternities not currently represented on campus, during an IFC initiated expansion period. This committee may be periodically assembled to review the IFC expansion Policy and will review all expansion requests and make a recommendation to the IFC for vote.

**Section 2.** The President of the IFC is authorized to establish all necessary ad-hoc committees to serve at his pleasure with the approval of the General Body.

### ARTICLE IX – IFC JUDICIAL POLICY

#### Section I. IFC Judicial Powers and Responsibilities

The IFC shall be a self governing organization with an independent Judicial Committee who shall have jurisdiction over cases involving alleged member fraternity violations of IFC policy, including but not limited to:

- A. the IFC Constitution, Bylaws, Code of Conduct, and policies;
- B. the rules and regulations of [Clarion University of Pennsylvania]; and
- C. the general values-based conduct of fraternity men.

## Section II. Due Process

In appearing before the Judicial Board, each Member Fraternity shall be granted certain rights termed “due process.” Those rights are:

- A. Right to be notified, in writing, of all charges, as outlined in the Bylaws;
- B. Right to present a defense, including the calling of witnesses;
- C. Right to question witnesses;
- D. Right to be accompanied by an advisor for advisory purposes only, but not for representation;
- E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws;
- F. Right to appeal the decision, as outlined in the Bylaws.
- G. Right against double jeopardy.

## Section III. Filing of Complaints

Any individual or group may file a complaint against a Member Fraternity, specifying in writing the particular alleged acts of the accused. This must be done by submitting an IFC Judicial Complaint Form to the IFC Vice President of Judicial Affairs. The IFC Vice President of Judicial Affairs shall promptly review and investigate the allegation. Upon determination that an allegation has merit, the IFC Vice President of Judicial Affairs may charge a Member Fraternity with a violation.

## Section IV. Notification of Charges

Once the IFC Vice President of Judicial Affairs has determined the filed complaint has merit, the Member Fraternity is to be provided written notification of the charges at least one week in advance of the hearing. This written notification shall include the following:

- A. Date, time and location of their informal judicial hearing;
- B. Description of the alleged violation; and
- C. Due Process Rights.

## Section V. Investigatory Evidence

All evidence related to a complaint shall be compiled and presented to all parties prior to any Informal Judicial Hearing or Formal Judicial Board Hearing. All evidence shall be directly related to the complaint(s) alleged against the Member Fraternity and shall be approved by the IFC Vice President of Judicial Affairs prior to circulation.

## Section VI. Informal Judicial Hearing

Upon a finding of the IFC Vice President of Judicial Affairs that a filed complaint has merit, he shall offer the charged Member Fraternity the opportunity to participate in an Informal Judicial Hearing. In cases in which the charged Member Fraternity accepts an Informal Judicial Hearing, the IFC Vice President of Judicial Affairs shall meet with a representative of the charged Member Fraternity to discuss the allegations of the complaint. Within three (3) business days of the Informal Judicial Hearing, the IFC Vice President of Judicial Affairs may dismiss the complaint with a finding of no violations or provide the charged Member Fraternity with his finding of violations and recommendation for a resolution through disciplinary sanctions. The charged Member Fraternity has three (3) business days to accept or reject the terms of resolution. If the charged Member Fraternity accepts the resolution, the charged Member Fraternity waives all rights of appeal and the outcome is final. If the charged Member Fraternity rejects the resolution, a Formal IFC Judicial Board Hearing will be convened to hear the case.

## Section VII. Prohibited Sanctions for Informal Judicial Hearings

The IFC Vice President of Judicial Affairs shall not recommend suspension or loss of IFC recognition through an Informal Judicial Hearing. Should the IFC Vice President of Judicial Affairs believe suspension or loss of IFC recognition is warranted, the case shall automatically be referred to a Formal IFC Judicial Board hearing.

## Section VIII. Formal IFC Judicial Board Hearing

If:

- A. the charged Member Fraternity rejects having an Informal Judicial Hearing;
- B. the charged Member Fraternity rejects the Informal Judicial Hearing recommendation for resolution; or
- C. the IFC Vice President of Judicial Affairs determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition; the IFC Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing. In accordance with Article VI, Section VI, of the IFC Constitution, the IFC Vice President of Judicial Affairs will select five (5) Judicial Committee justices, as predetermined by an alphabetical rotation of the Member Fraternities, to hear the case. In the event the IFC Judicial Committee rotation for service on a

Judicial Board hearing falls upon an IFC Justice whose Member Fraternity is involved in the alleged violation, the rotation will skip to the next Member Fraternity in the alphabetical rotation. The IFC Vice President of Judicial Affairs shall serve as a non-voting Chief Justice and the procedural officer for all Judicial Board hearings.

#### Section IX. Formal IFC Judicial Board Hearing Proceedings

For all IFC Judicial Board hearings, the following procedures shall be followed:

A. Participants: Attendance at all IFC Judicial Board hearings shall be limited to the Member Fraternities involved, any witnesses, the IFC Justices assigned to serve on the Judicial Board for the hearing, and the IFC Vice President of Judicial Affairs. Additionally, the charged Member Fraternity may be accompanied by its chapter advisor during any Judicial Board hearing. The chapter advisor must be registered as the official chapter advisor of the Member Fraternity.

B. Confidentiality: All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:

1. Any individuals, Member Fraternities, or IFC Justices involved.
2. Details of the proceedings
3. Witness testimony.

#### C. Hearing Process:

1. Initiation of the Hearing: The IFC Vice President of Judicial Affairs shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, he shall advise the charged Member Fraternity of the formality of the hearing and the necessity of all parties to be truthful.

2. Overview of Judicial Hearing Process: The IFC Vice President of Judicial Affairs shall outline the process for the remainder of the hearing as follows:

a. Presentation of alleged charges, violations, and investigatory evidence against the charged Member Fraternity shall be presented by the IFC Vice President of Judicial Affairs:

- i. Charged Member Fraternity may ask questions;
- ii. IFC Justices may ask questions;

b. Presentation of charged Member Fraternity:

- i. IFC Justices may ask questions;

c Calling of Witnesses

- i. Charged Member Fraternity may ask questions;
- ii. IFC Justices may ask questions;
- d. Charged Member Fraternity may give final statement;
- e. IFC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

Section X. Conflicts of Interest

In the event the IFC Vice President of Judicial Affairs' Member Fraternity is involved in the alleged violation, the highest ranking IFC Executive Board officer, starting with the IFC President, as listed in Article V, Section II of the IFC Constitution, shall serve in his stead.

Section XI. Prohibition on Recruitment Restrictions as a Sanction

The IFC Judicial Board may impose educational and punitive sanctions, as prescribed in the IFC Bylaws, but under no circumstances may it prohibit a Member Fraternity's ability to recruit.

Section XII. Non-Status Sanctions

The following are sanctions that may be imposed by the IFC Judicial Board and/or IFC Vice President of Judicial Affairs (including, but not limited to):

- A. Letter of apology
- B. Fines
- C. Restitution
- D. Educational programming
- E. Public service to the campus or community
- F. Meetings with campus office/departments
- G. Loss of social event and/or campus event privileges
- H. Loss of eligibility for IFC Awards
- I. Censure

### Section XIII. Status Sanctions

In the event of an egregious violation, the following are sanctions that may be imposed by the IFC Judicial Board for a specified period of time:

A. Suspension: Loss of IFC voting rights, removal from Good Standing status, and any additional sanctions listed in Non-Status Sanctions.

B. Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.

### Section XIV. Duration of Sanctions

Judicial action shall specify the duration and deadlines of any sanctions imposed. After such specified time, if the Member Fraternity has fulfilled the requirements of the sanctions imposed, the Member Fraternity shall return to good standing. In the event the Member Fraternity does not fulfill all of the requirements of the sanctions imposed, the IFC Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing to determine future course of action.

### Section XV. Notification of Findings

Within three (3) business days of any Informal or Formal Judicial Hearing, the IFC Vice President of Judicial Affairs shall communicate in writing to the charged Member Fraternity, its inter/national headquarters, and its chapter advisor, as well as any relevant [college/university] administrators, the alleged violation, the findings of the hearing, and any sanction(s) imposed.

The IFC Vice President of Judicial Affairs shall notify the IFC General Body of any sanctions imposed upon a Member Fraternity through any Informal or Formal Judicial Hearing.

### Section XVI. Appeals

The IFC Judicial Board's decision is subject to appeal by a Member Fraternity within two weeks of receiving written notification of the decision. Appeals shall be made in writing to the IFC President and shall be made solely on the following grounds:

A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.

B. The severity of the sanction did not match the severity of the violation.

C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence. Sanctions imposed through the Judicial Process shall stand until an appeal is heard.

## Section XVII. Non-Status Sanctions Appeals

The IFC Executive Board shall hear appeals for Non-Status Sanctions.

The IFC Vice President of Judicial Affairs shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing Member Fraternity shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the IFC Judicial Board's actions. Any individual from the appealing Member Fraternity serving on the IFC Executive Board shall not participate in the appeal proceedings. The IFC Executive Board may either dismiss the charge(s) with no sanctions or to alter the sanctions imposed by a two-thirds (2/3) vote. The decision of the IFC Executive Board shall be final for Non-Status Sanctions.

## Section XIX. Status Sanctions Appeals

The IFC General Body shall hear appeals for Status Sanctions. The IFC Vice President of Judicial Affairs shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing Member Fraternity shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. Upon completion of the Member Fraternity appeal presentation, all representatives of the Member Fraternity shall be dismissed from the meeting, including the Member Fraternity's IFC Representative and Alternate Representative.

The IFC General Body shall first vote on whether to uphold the status sanction, which shall require a two-thirds (2/3) vote. In the event the IFC General Body fails to uphold the decision, the IFC General Body shall determine by a two-thirds (2/3) vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed. The decision of the IFC General Body shall be final with no further appeal rights.

## **ARTICLE X: AMENDMENTS**

**Section 1.** Amendments to this Constitution may be submitted, in writing, by any member of the IFC at a regular or duly called special meeting.

**Section 2.** The amendment will be tabled for a period of two weeks, in order to allow the delegates to discuss the proposed changes with their chapters.

**Section 3.** The approval of two-thirds vote of the voting members of the IFC shall be necessary for the adoption of amendments to this Constitution.

## **ARTICLE XI: RATIFICATION**

**Section 1.** Approval of the IFC Constitution by a two-thirds vote of the voting members of the IFC shall be required for the ratification of this Constitution.

**Section 2.** This Constitution shall take precedence over any and/or all previous IFC Constitutions, By-laws, and/or Rules and Regulations pertaining to the body.

**Section 3.** This Constitution, and its amendments, shall become effective upon ratification by the members of IFC and following the approval of the Student Senate of Clarion University of Pennsylvania, the Vice President for Student & University Affairs, and the President of Clarion University.

# **Clarion University Inter-Fraternity Council Constitution**

## **IFC Expansion Policy**

In accordance with Clarion University Student Senate's Recognized Student Organization Policy, general fraternity chapters are required to gain the approval of the Inter-fraternity Council before they can gain university recognition. In order to gain this approval, potential Fraternity chapters are required to meet the stipulations outlined in the Expansion Policy of the Council.

The IFC's expansion process can be initiated in one of three ways:

1. When a Clarion University student expresses an interest in starting a new fraternity.
2. When a member of a national/international fraternity headquarters staff expresses an interest in establishing/re-establishing a chapter at Clarion University.
3. When the IFC feels it appropriate to actively seek out a national/international fraternity interested in establishing/re-establishing a chapter at Clarion University.

### **Student Initiated**

1. The student(s) interested in starting the new fraternity must first meet with the Assistant Director of Campus Life to obtain Student Senate organizational paperwork.
2. The student(s) must petition the IFC to be granted Associate Membership standing in the council, as defined in Article III of the IFC Constitution. This petition should be sent to the attention of the IFC President and should include the following materials:
  - a. A letter formally requesting that the group be granted Associate Membership standing in the council. This letter should also explain why the members want to start a new fraternity and why they have selected the organization that they have.
  - b. A letter from the national/international headquarters of the fraternity the group has selected stating that the fraternity officially sanctions and is supportive of the group's effort to establish/re-establish a chapter on the Clarion University campus.
  - c. A copy of the fraternity's requirements for establishing colonies and chartering chapters.
  - d. A list of the present executive board members of the group, along with their current contact information (mailing address, telephone number, and email address).
  - e. A list of all present members and their Clarion University student identification numbers.

- f. A letter from a current university faculty/staff member indicating that they are willing to serve as the group's campus advisor.
  - g. A copy of the Constitution and By-laws of the organization, both national and local.
  - h. A copy of the organization's new member education program that details the length and day-to-day activities of the program.
  - i. Copies of the Pennsylvania Anti-Hazing Law and Clarion University Anti-Hazing Policy signed by all members of the group.
3. A vote on the group's request for Associate Membership standing will be taken at the IFC meeting two weeks after the materials have been submitted. A two-thirds vote of the IFC is required to grant the group Associate Membership standing for the period of one calendar year. During that year, the group must meet the Associate Membership requirements outlined in the policy, in order to be eligible for Full membership and colony standing.

### **Headquarters Initiated**

1. If a headquarters wishes to gauge student interest in joining their organization, they must first send a letter to the IFC requesting approval. A simple majority vote is required to allow the organization to proceed in establishing an interest group.
2. Once an interest group is established the "*Student Initiated*" process will be followed.

### **IFC Initiated**

1. In the event that the IFC decides that the addition of a new fraternity is warranted, the Expansion Committee will send an introduction packet to the headquarters of fraternities not currently represented on campus inviting them to apply for an on campus presentation. Their application packet should include:
  - a. A brief history of the organization.
  - b. A listing of all currently recognized chapters, along with the location of the last three expansion attempts.
  - c. A copy of the organization's expansion process.
2. The Expansion Committee will review the requests and invite up to three fraternities to campus for the presentations. The presentation should cover the following:
  - a. How the addition of the fraternity would enhance the Clarion University Greek community.
  - b. Details of the fraternity's new member education program.
  - c. A detail of the fraternity's continuing membership development programming.
  - d. Details of the fraternity's policies relating to academic achievement, alcohol and substance abuse, and hazing.
  - e. Regional alumni support.

- f. Resources and support available to the colony from the headquarters and/or foundation.
3. Once the fraternity selected to proceed with the expansion process attracts undergraduate members, the “*Student Initiated*” process will be followed.

### **Associate Membership Requirements**

1. In order to be considered for Full membership and colony in the IFC, each Associated member organization must meet the following criteria:
  - a. The President of the group must hold monthly meetings with the IFC Advisor to update him on the group’s progress.
  - b. The group must schedule a meeting at the beginning and end of each semester with the IFC Executive Council to update them on the progress and future course of action for the group.
  - c. The group must comply with all of the Rules and Regulations of the IFC, Clarion University, and all applicable Federal, State, and Local laws.
  - d. The group must attend the weekly IFC meetings. The colony should not have more than two unexcused absences in any one semester.
  - e. The group will be expected to participate in all Greek Activities. This includes, but is not limited to: Community Service projects, formal recruitment activities, IFC sponsored events, Greek Week, etc.
  - f. The group must complete a minimum of 500 hours of Community Service per semester and log those hours with the Community Service Learning Office.
  - g. The group must hold a minimum of four non-alcoholic social events on campus with IFC/PHC organizations.
  - h. 100% of the group’s membership must attend the Office of Campus Life’s new member orientation program.
  - i. The group must have an alumni advisor and a functioning Board of Advisors in place.
  - j. The group’s overall GPA must be above the University’s all men’s average or 2.4, whichever is higher.
  - k. The group must show proof that it has met all of the national/international fraternity’s requirements for chartering.
2. One regular meeting prior to the end of the one-year probationary period, the IFC will vote on the group’s status.
  - a. If all criteria have been met, a vote for Full recognition will be taken.
  - b. Should the group fail to meet any two of these requirements, or have repeated violation of the same requirement, the council shall have the option to either drop the group from the IFC or extend the probationary period for an additional year.

# IFC Recruitment Policy

## Recruitment Process

1. The Recruitment chairman from each chapter shall submit a detailed Recruitment Calendar to the IFC office at least 2 school days prior to their first recruitment event.
  - a. All events are subject to approval.
  - b. All events must be approved **before** they can be held.
2. A council sponsored Public Relations event will be held during the second week of class each semester. PR for chapter events posted prior to the council sponsored event, the second week of class, must include the council's event.
3. Recruitment will begin on the Sunday of the second week of school and will end on the last day of the 13<sup>th</sup> week.
  - a. Only IFC sponsored events may be held before this time.
4. A Recruitment event is any event meeting the following criteria.
  - a. Held during the Recruitment period.
  - b. Male attendance by non-members.
  - c. All events meeting these criteria must be on your *Recruitment Calendar* and follow all Recruitment rules.
5. *Eligibility Verification Forms* must be filled out by students attending your Recruitment events.
  - a. Bids may not be extended until *Eligibility Verification Forms* are approved.
  - b. Any student who is not approved can't receive a bid.
6. After bids are extended the chapter must submit a *Bid Acceptance Form* before new member activities can begin.

## Recruitment Rules

1. Advertising
  - a. Fliers must follow the University's posting policy and must be approved by the IFC VP of Recruitment & Public Relations or the IFC Advisor.
  - b. Chalking is also permitted as long as it is only used on flat, horizontal surfaces that are exposed to rain. (Not under a roof or overhang).
  - c. PR for chapter events posted prior to the council sponsored event, the second week of class, must include the council's event.
2. Eligibility

- a. Students must have a cumulative Clarion University GPA of at least 2.5, have at least 12 credit hours completed, and be in good academic standing with the University to join a fraternity.
  - b. First semester freshmen and students with less than 12 credit hours earned will be declared ineligible.
  - c. Transfer students will be declared eligible provided that they transfer in at least 12 credit hours and had at least a 2.5 cumulative GPA at their previous institution. The IFC Advisor will verify this information through the Admissions and/or Registrar's Office.
3. Recruitment Events
- a. The use of alcoholic beverages in membership recruitment is prohibited.
  - b. Women shall be prohibited from participating in fraternity membership recruitment activities. Unless said female is an officially elected sweetheart or female representative or deemed so by their Constitution/By-law
  - c. First semester freshmen, and transfer students with less than 12 credit hours, are prohibited from attending chapter functions that occur off campus.
  - d. All events must follow Federal, State, and Local laws, in addition to fraternity, University, and Inter-fraternity Council Regulations and policies.
4. Recruitment Activities in Residence Halls
- a. To display posters in the Residence Halls, chapters must drop them off to the Residence Life Services Office (230 Egbert) for approval and distribution. Each chapter will be limited to 1 poster per male floor and 1 poster per hall lobby.
  - b. Chapters may also distribute mailbox stuffers. There is a limit of one per resident mailbox, all materials must be pre-counted and dropped off to the Residence Life Services Office (230 Egbert) for approval and distribution.
  - c. Fraternity members are not to interrupt or in any way encourage students to skip hall meetings, class, or other orientation events.
  - d. Fraternity members are subject to the rules of the residence halls; this includes, but is not limited to, quiet hours, escort and the solicitation policy.
5. Additional New Member Classes
- a. Chapters wishing to have a second recruitment period must follow the same procedure as stated above.
  - b. All new member class activities must be over before the beginning of the last week of class.
6. Violations
- a. Any violations of the *IFC Recruitment Policy* are subject to disciplinary action and will be brought before the IFC Judicial Committee and appropriate judicial action will be taken.
  - b. In the event of a discrepancy between the *IFC Recruitment Policy* and your chapter's National Guidelines always follow the stricter rule

Adopted: April 29, 2002  
Revised: January 23, 2003 April 29, 2004 August 31, 2005

## **FIPG RISK MANAGEMENT POLICY (2013)**

January, 2013

The Risk Management Policy of FIPG, Inc. includes the provisions, which follow and shall apply to all fraternity entities and all levels of fraternity membership.

### **ALCOHOL AND DRUGS**

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.

## **HAZING**

No chapter, colony, student or alumnus shall conduct nor condone hazing activities. Permission or approval by a person being hazed is not a defense. 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**

The fraternity 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, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

## **FIRE, HEALTH AND SAFETY**

1. All chapter houses should meet all local fire and health codes and standards.
2. All chapters should post by common phones and in other locations emergency numbers for fire, police and ambulance and should have posted evacuation routes on the back of the door of each sleeping room.
3. All chapters should comply with engineering recommendations as reported by the insurance company or municipal authorities.
4. The possession and/or use of firearms or explosive or incendiary devices of any kind within the confines and premises of the chapter house is prohibited.
5. Candles should not be used in chapter houses or individual rooms except under controlled circumstances such as initiation. EDUCATION Each fraternity shall annually instruct its students and alumni/alumnae in the Risk Management Policy of FIPG, Inc. Additionally, all students and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the fraternity website.

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With the adoption of this policy as the official risk management policy of Clarion University's IFC, all member fraternities are required to adhere it, regardless of whether or not their respective fraternity is an FIPG member organization on a national/international level.