

Clarion University's
Interfraternity Council
Policy and Procedures
Handbook

Table of Contents

Constitution.....3
Expansion Policy.....12
Recruitment Policy.....15
FIPG Risk Mangement.....17

CLARION UNIVERSITY INTERFRATERNITY
COUNCIL

CONSTITUTION

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 Interfraternity Council such powers and responsibilities as outlined herein.

ARTICLE I: NAME

The name of this organization shall be the Clarion University Interfraternity 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 associate membership.

- A. Full 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 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, one regular (senior delegate) and one alternate (junior delegate), 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 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 classification, shall have one vote to be cast by the chapter's senior delegate. In the event of his absence, the junior delegate shall cast the chapter's vote.

Section 5. The Vice-President for Risk Management & Member Education, Vice-President for Recruitment & Public Relations, Secretary, and Treasurer each have voting privileges within the IFC.

Section 6. The President shall only vote in the case of a tie.

Section 7. Quorum and Voting.

1. Quorum is defined as 50% of all active member fraternities senior and junior 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 for Risk Management & Member Education, Vice-President for Recruitment & Public Relations, Secretary, and Treasurer. 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 the IFC or stated elsewhere in the Constitution and Bylaws.

Additionally, each officer shall:

A. The President shall:

1. Preside over all regular, special, and executive committee meetings of the IFC and therefore, is duly authorized to convene special meetings at his discretion.
2. Prepare an agenda for each meeting in collaboration with the executive committee and the IFC advisor.
3. Serve as the official spokesman of the IFC.
4. Represent the IFC on any University or student committee that his presence is deemed necessary.
5. Work closely with the IFC advisor, the Panhellenic Council President, faculty, administrative personnel, students, and/or other constituent groups to continuously improve the quality and image of Greek life on the Clarion University campus.
6. Develop both short and long term goals for the IFC.
7. Appoint chairmen for all standing committees not otherwise named in the Constitution and Bylaws.

B. The Vice-President for Risk Management & Member Education shall:

1. Perform the duties of the President in his absence, inability to serve, or at his request.

2. Chair the Risk Management committee. In this capacity, he is responsible for reviewing/revising the IFC's Risk Management policies on an annual basis.
 3. Chair the Member Education committee. In this capacity, he is responsible for coordinating all IFC sponsored educational programming for its membership.
- C. The Vice-President for Recruitment and Public Relations shall:
1. Chair the Recruitment committee. In this capacity, he is responsible for the development, revision, and enforcement of the recruitment policies established by his committee.
 2. Chair the Public Relations committee. In this capacity, he is responsible for the positive promotion and marketing of all IFC sponsored events, as well as Greek life in general.
- D. The Secretary shall:
1. Record, type, and distribute minutes for regular and special IFC meetings, as well as executive committee meetings.
 2. Maintain a complete and up-to-date file that includes minutes of all IFC related meetings, officer reports, and other pertinent correspondence.
 3. 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.
 4. Chair the Constitution and Bylaw review committee. In this capacity, he is responsible for the annual review of the IFC's Constitution and Bylaws.
 5. Update and maintain the official copies of the IFC's Constitution and Bylaws, as well as the official policy manual.
- E. The Treasurer 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.

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 ninth week of the fall semester.

- A. Nominations will be made from the floor.
- 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 eleventh week of the fall 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 for Risk Management & Member Education, Vice-President for Recruitment & Public Relations, Secretary, and Treasurer.
- C. No more than two members of the executive committee can be from the same fraternity. In the event that two 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 two 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.

Section 6. Each officer's term of office will begin at the last meeting of the fall semester and will continue for a period of one year.

Section 7. Any officer may be removed from office by a two-thirds vote of the full membership 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: 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, no action of the IFC or executive committees shall be considered official unless the Advisor, or an approved substitute, is present.

ARTICLE VI: 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.

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 VII: 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 VIII: STANDING COMMITTEES

Section 1. All standing committees shall serve for a period of one election year. 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 Interfraternity Council.
- B. Greek Week: It shall be the duty of this committee to organize and conduct Greek Week each year in cooperation with the Panhellenic 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 Interfraternity 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.

ARTICLE IX: JUDICIAL BOARD

Section 1. The membership of the Judicial Board shall consist of the following:

- A. The IFC President as the presiding officer and a non-voting member.
- B. Either the Vice-President of Risk Management and Member Education (VPRMME) or Vice-President of Public Relations and Recruitment (VPPRR) will, depending on the nature of the offense:
 - 1. If the alleged offense is a violation of IFC's Risk Management Policy the VPRMME will present the information.
 - 2. If the alleged offense is a violation of IFC's Recruitment Policy the VPPRR will present the information.
- C. All senior delegates will be trained to serve as a member of the Judicial Board.
 - 1. When the need arises for a Judicial Hearing, the names of (3) senior delegates shall be drawn at random to serve as the voting members of the Judicial Board.
 - 2. No senior delegate may hear a case about his own chapter.
- D. The IFC Advisor must be present at the hearing and serves as an ex-officio member of the board.
- E. The IFC Secretary shall be present to take minutes at the hearing.

Section 2. Any member of the University community may file a complaint against an IFC member organization for violating an IFC policy.

- A. Complaints are filed using an incident report form, which is available in the IFC office in the Gemmell Student Complex.
- B. When a complaint is received, the accused chapter will be notified in writing of the alleged violation, and must respond as required by the notice.

Section 3. Judicial Board hearing shall not be bound by formal rules of evidence. However, all information presented must be inherently reliable.

- A. Hearsay shall not be used as the sole information to establish any fact necessary to establish a violation has occurred or not.
- B. Each side will have the opportunity to present written, physical, and testimonial information, as well as question witnesses.
- C. A chapter's previous disciplinary record shall not be used to establish whether or not a violation has occurred in the current case. However, it shall be taken into account when determining appropriate sanctions or penalties if the chapter is found in violation.

Section 4. The decision of the voting members of the Judicial Board must be based upon presented information, sufficient to make a reasonable person believe beyond a reasonable doubt that the events and violations did occur. Written notification of the board's decision will be provided to the chapter within ten (10) working days after the close of the proceedings.

Section 5. Appeals of Judicial Board decisions shall be made to the University Conduct Board as stated in the Student Rights, Regulations, and Procedures Handbook and will follow the process outlined therein.

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

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 Interfraternity 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 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. Details 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 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.

Clarion University

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 third week of school and end the following Sunday at 10:00 pm.
 - 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 2.4, 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 2.4 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.
 - 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 Interfraternity 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 (revised by FIPG July 2008)

Effective Spring 2002

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.

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.