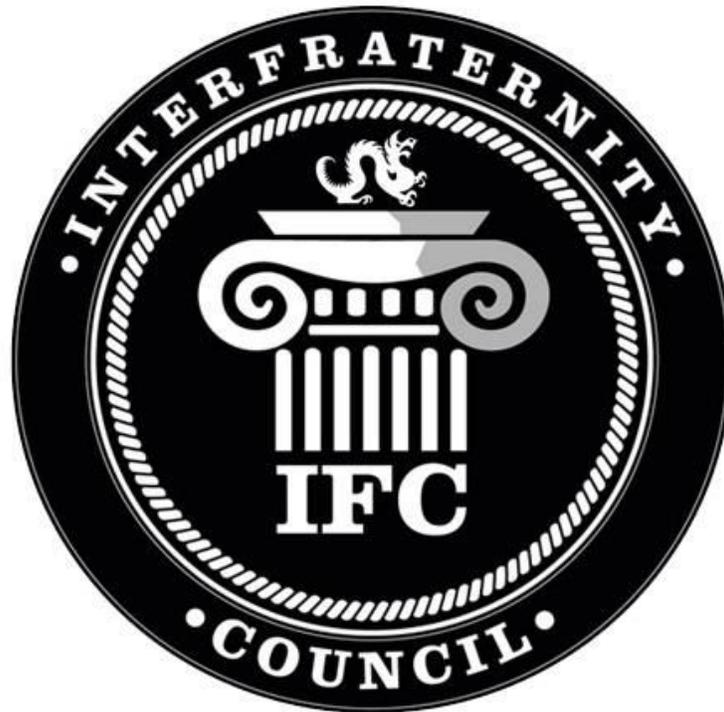


**Drexel University
Inter-fraternity Council**



Constitution and By-Laws

We, the members of the Inter-fraternity Council's fraternity community of Drexel University, in order to promote the intellectual, philanthropic, fraternal and social values of recognized fraternities and believing that the Greek community is an integral part of higher education, do hereby establish this Constitution and Bylaws' to maintain cooperation among all social fraternities, their respective National or International headquarters, alumni, and the University.

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MISSION STATEMENT

Drexel University's Inter-fraternity council exists to foster, develop, and promote the shared ideals of its member chapters. We enhance the collegiate experience of Greek men through community service, philanthropy, continuing education, social, and athletic events. We use these ideals not only to strengthen our beliefs but also the beliefs of Drexel University and the City of Philadelphia.

VISION STATEMENT

Drexel University's Inter-fraternity Council exists:

- A. To foster, develop and promote the shared ideals of its member chapters.
- B. To enhance the collegiate experience of Greek men through community service, philanthropy, continuing education, social and athletic events.
- C. To create, maintain, and perpetuate better relations among men's Inter/National recognized fraternities on this campus;
- D. To inform, educate and promote the Greek community to both those who are familiar and unfamiliar with it;
- E. To encourage participation and success in Greek campus activities;
- F. To encourage responsible participation in all areas of educational experiences including scholastic, social, intramural and social service activities;
- G. To promote effective communication within the Greek community and within the university and surrounding communities;
- H. To provide a means of solving problems and injustices within the community itself;
- I. To establish and promote programs in keeping with the university's mission, purposes and objectives;
- J. To ensure the equal representation of each recognized fraternity within the Inter-fraternity Council.
- K. To use these ideals to strengthen our member chapter's stature within the University and our community.
- L. To establish and promote good relations with Drexel University, our neighboring community and within the City of Philadelphia.

ARTICLE I - NAME

The name of the Organization shall be **Inter-fraternity Council (IFC)** at Drexel University in Philadelphia, Pennsylvania.

ARTICLE II - SCOPE OF AUTHORITY

Section 1: Scope

1. The scope of the Inter-fraternity Council and its committees shall be legislative, administrative, judicial and advisory. By virtue of authority vested in the IFC by this Constitution, the IFC Executive Board, and the IFC Board of Delegates (BOD) shall have the power to regulate all matters of Inter-fraternity interest as set forth herein.

Section 2: Authority

1. The authority of this organization shall be vested in the governing principle of each member chapter, subject only to the constitution, laws and fundamental principles of their National Constitution and By-Laws and the governing principles of Drexel University.

ARTICLE III - PURPOSE

Section 1: Purpose of the IFC

1. The IFC shall be an organization, whose purpose and aim shall be to foster cooperation and mutual trust among its members; to uphold the traditions and ideals of Drexel University to encourage excellence in scholarship, to inculcate in its members' the highest ideals of manhood with humanity and understanding to members of all faiths, cultures, ethnic diversities and abilities, and to exemplify good citizenship.

Section 2: Purpose of this Constitution

1. The purpose of this Constitution is to provide and define structure for the operation of the Inter-fraternity Council. This Constitution is instituted to ensure a secure and solid foundation for which the ideals, goals and standards of the Greek Community may be identified and interpreted.
2. This Constitution has been enacted by a unanimous vote of the Chapters with the intention to supplement, not compromise, the Constitution and National Laws of each member fraternity and the standards and regulations of Drexel University, the laws of the City of Philadelphia and the Commonwealth of Pennsylvania.
3. It is the responsibility of each individual within the member chapters to be versed in the content and intent of these bylaws. Ignorance of the precedents, statutes and interpretations contained herein shall provide no reason for failure of compliance.

ARTICLE IV - INTERPRETATION

This Constitution is subject to interpretation by the IFC as represented through the IFC's Judicial Board subject to BOD's approval. Interpretation shall be defined as the application of said Constitution with regard to the adjudication of disciplinary matters and issues of constitutionality.

ARTICLE V - MEMBERSHIP

Section 1: Members

1. Membership in the IFC is available to the following (collectively referred to as “**Member Chapters**”):
 - a. Any chapter or colony of a North-American Interfraternity Conference (NIC) member organization shall hold membership in the IFC
 - b. Any chapter or colony of a local, state, regional, or inter/national fraternity, that meets both of the following requirements, may hold membership in the IFC:
 - i. Recognized by Drexel University
 - ii. Which is not a member of the NIC,

Section 2: Individual Representation

1. Each chapter will send a delegate to act as its representative on the BOD. A delegate can be any of the following:
 - a. President,
 - b. Executive Officer
 - c. Chapter Appointed Representative
2. Each Chapter’s representative will be the voting member on the IFC for his Chapter and each Chapter shall have one vote.
3. The Chapter shall have a primary delegate and secondary delegate, who will be on file with the IFC Secretary at the beginning of each term
 - a. Both the primary and secondary delegate will be the chapter’s voting member for the entirety of the term.
 - b. The delegate names on file with the IFC Secretary cannot be changed after the end of week 2 of current term.
4. The primary delegate shall receive one vote in any IFC motions
 - a. Should the primary be absent, the secondary shall vote for the chapter
 - b. Should the primary and secondary be absent, the chapter may send a stand in, however they are not entitled to vote

Section 3: Requirements of Current Member Chapters

1. Each Member Chapter and its delegates must be in good standing with the IFC and Drexel Office of Fraternity and Sorority Life.
2. The Chapter is recognized by their National Fraternity as a chapter in good standing. (if applicable)
3. The Chapter is recognized and in good standing with Drexel University and the Office of Campus Activities (OCA).
4. The chapter must be current with all document requests from the University and the IFC. This provision includes, but is not limited to Grade Release Forms, New Member Programs, Updated Rosters, and any other documents required by the IFC or the University.
5. The chapter has no outstanding financial obligations as defined in Article X and as reported by the IFC Treasurer
6. The chapter must attend at least 80% of all meetings each term. Absences excused by the IFC President or Secretary will not count against this total.

7. The chapter must submit a delegate for all necessary committees under control of the IFC within 2 weeks of a request made by the committee head.
8. The chapter must not have any outstanding Judicial Board sanctions. Outstanding sanctions are defined as sanctions which:
 - a. Have neither been accepted or appealed by the responsible party within 1 week of their hearing.
 - b. Have not been completed by the date(s) specified in sanction forms.
9. Any chapter in violation of these requirements will be informed of their failure to perform at an acceptable level and may be subject to interim loss of voting rights at the discretion of the IFC President.
 - a. A meeting with representatives from the chapter, the IFC Advisor, and a representative of the IFC Executive Board will take place to determine an appropriate course of action for the chapter if deemed necessary by the Executive Board. .

Section 4: Requirements of Gaining Membership

1. Have met the requirements for recognition by Drexel University
2. They have received a passing affirmative vote for recognition by the current member chapters of the IFC.
3. Have met all the requirements of Article V, Section 3.
4. Each individual of the member chapter must be an active enrolled student at Drexel University.

Section 5: Membership Status for Member Fraternities

1. The membership status of Member Fraternities shall be as follows:
 - a. Good Standing: A Member Fraternity shall be deemed to be in Good Standing if the Member Fraternity is not currently operating under Non-Status Sanctions or Status Sanctions, as defined within the IFC Bylaws, and is currently meeting the minimum expectations outlined in Section II of this Article.
 - b. Probation: A Member Fraternity shall be deemed to be in Probation if the Member Fraternity is currently operating under Non-Status Sanctions and currently meets the minimum expectations outlined in Section III of this Article.
 - c. Bad Standing: A Member Fraternity shall be deemed to be in Bad Standing if the Member Fraternity has been placed under Suspension by the IFC or has currently failed to meet the minimum expectations outlined in Section III of this Article.

ARTICLE VI- MEETINGS

Section 1: Scheduling

1. The IFC President will hold regularly scheduled minimally weekly meetings to be agreed upon by the Officers at the first meeting of each term. Weekly meetings will be held between Monday and Friday. He may call a special meeting at any time given a minimum of 48 hours' notice. The President shall, at the request of a majority of the fraternities, be required to call an emergency meeting within 24 hours.

Section 2: Regularly Scheduled IFC meetings

1. The meetings of the IFC shall be open to all members of a Drexel IFC recognized fraternity
 - a. Any guest may attend with prior approval of the IFC meeting chairman

Section 3: Executive Council meetings

1. The IFC President shall call meetings of the Executive Council weekly and as needed. Weekly meetings will be held between Monday and Friday.

Section 4: Conduct of Meetings

1. To ensure a sense of objectivity
 - a. All regular meeting agendas should be distributed 48 hours in advance to both the Chapter Presidents and the Chapter's IFC Delegates.
 - b. All meeting minutes should be distributed within 48 hours of the meeting.
 - c. The Delegate, in accordance with Article V Section 2, of each Member Chapter shall have one (1) vote on all matters of regular business.
 - d. Executive Officers shall be non-voting ex-officio members with the IFC.
 - e. The IFC President shall be entitled to a vote only in case of a tie.
 - f. Meetings shall be run in accordance to **Robert's Rules of Order Revised**, with the Vice President of Judicial Affairs maintaining order of the meetings

ARTICLE VII- ATTENDANCE

Section 1: Definition

1. Attendance is defined as being present for a meeting.
 - a. If a Member Chapter fails to answer the final roll call, the Chapter Member will be assessed with an absence.
 - b. If an Officer fails to answer any roll call, the Officer will be assessed with an absence.
2. An excused absence is defined as notifying the IFC President and Secretary at least 24 hours prior the scheduled meeting. Reason for the excused absence is at the discretion of IFC President and Secretary
3. An unexcused absence is defined as one of the following:
 - a. Failure to notify the IFC President or Secretary within 24 hours in advance of the meeting
 - b. Sending a representative from the Member Chapter who is not an approved delegate
 - c. Sending a stand in representative without prior approval from the IFC President or Secretary.

Section 2: Fines

1. Any Member Chapter not present shall be assessed a \$25 fine on the second and all subsequent unexcused absence of each academic term.
2. Any Officer not present for more than 25% of all required meetings will be assessed a fine of \$25 on the first meeting exceeding said limit and for every unexcused meeting thereafter.
 - a. This fine will be issued to the chapter of that said Officer is a member of. The chapter will be responsible for paying the fines.
 - b. Fines are to be paid 10 business days after the invoice is sent to the chapter
 - a. If payment is not remitted or a payment plan is not in place by the specified date, then the chapter will in default of its membership requirements and will be subject to a loss of voting rights at the IFC President's discretion.

Section 3: Notification

1. Any Member Chapter who is in violation of the attendance policy must be notified in writing within 48 hours of violation.
2. Any Officer who is in violation of the attendance policy must be notified in writing within 48 hours of violation.

ARTICLE VIII - QUORUMS

Section 1: IFC Meetings

1. Quorum for meetings of the IFC shall be two-thirds (2/3) of the voting membership of the IFC to conduct business.

Section 2: Executive Council Meetings

1. Quorum for the meetings of the Executive Council as defined in Article XII, Section 1 shall be two-thirds (2/3) of the Executive Council.

Section 3: Constitutional Amendments

1. Quorum for a meeting concerning constitutional amendments or by-law amendments or judicial sanctions requires a minimum of 80% attendance or total membership minus one (1), whichever is less, of the voting membership of the IFC.

Section 4: Exceptions to Quorum and Votes

1. Any chapter that has lost its right to vote shall not be counted against quorum.
2. Any chapter that has lost its right to vote shall not be counted in the total when considering the required number of votes for a motion to be passed.

ARTICLE IX - CONSTITUTIONAL AMENDMENTS

This Constitution may be amended by a minimum 80% vote of the Member Chapters or an affirmative vote of the total membership minus one (1), whichever is less, provided that the proposed amendment has been submitted in writing at least two weeks before the meeting for the vote is held.

ARTICLE X - FINANCES

Section 1: Dues:

1. Dues will be assessed to the Member Chapters during each term.
2. The cost of dues per Member Chapter will be announced each term by the members of the Executive Council on a term by term basis at the second to last meeting of the current term and approved by a simple majority vote of the IFC Board of Delegates before the end of said term.
3. Dues per member chapter will be assessed quarterly on a per member basis.
 - i. Dues will be at a minimum \$10 per member and shall not exceed \$20 per member
4. Dues must be paid thirty (30) days after the budget is presented to the BOD each term. The due date for dues will be announced to the BOD by the Vice President of Finances. Failure to pay dues by this time will result in the loss of voting privileges from that day on until such time as the amount is paid in full and will result in fines as outlined in Article X, Section 2.

Section 2: Budget and Fine Schedule:

1. The budget for the next term will be approved by the BOD for the current term no later than week 2 of the term.
2. At the President's and Vice President of Finances' discretion, funds may be used for executive council meetings, committee meetings, and Judicial Board hearings to provide food and refreshments, provided the expenditures are approved by the IFC Executive Board.
3. Failure to pay IFC member dues by the date outlined in Article X, Section 1 will result in fines in the amount of 10% due, and compounded weekly, for as many weeks as there is an outstanding balance on the Chapter's account.
4. The Vice President of Finances will review weekly reports of the budget at every Executive Council meeting.
5. The Vice President of Finances will provide a budget report to the BOD bi-weekly.

Section 3: Inter-fraternity Council Funds

1. No Inter-fraternity Funds may be used to purchase alcohol or sponsor an event where alcohol is supplied by the IFC.
2. The council budget does not provide for elaborate social functions for the sole benefit of council officers.
3. All social events sponsored by IFC will follow the FIPG guidelines.
4. If, at the end of any term there are any remaining funds, these funds will remain in the IFC treasury.
5. All funds within the IFC that are a result of fines, should be kept in the savings account and only be used for educational programming to benefit the member chapters.

Section 4: Inter-fraternity Council Accounts

1. The Inter-fraternity Council will utilize the University issued bank account. The University issued bank accounts shall be as follows:
 - a. The Interfraternity Council SAFAC-17 Account
 - b. The Interfraternity Council 71 Account
2. Ten (10) percent of collected dues must be put into the Drexel Inter-Fraternity Council's 71 bank account for emergency uses at the discretion of the Executive Council.
 - a. At the end of the fiscal year, any amount remaining in the 71 bankaccount shall be carried over to the next fiscal year, and will not be appropriated for uses other than savings
3. Five (5) percent of collected dues will remain in the 71 account and be allocated specifically for Greek Week events
4. IFC funds may be used for the Official All Greek Social during Greek Week.
 - a. This includes space reservations, decorations and food.
 - b. Funds may not be used to purchase alcohol.
5. The IFC is not to open any additional financial accounts without:
 - a. Approval from the Office of Fraternity and Sorority Life
 - b. Verification of previous accounts closure
 - c. Approval from the Board of Delegates

Section 5: Remunerations

1. Funds may not be used for remunerations of IFC Officers.
2. Crediting of chapter accounts for the purpose of remunerating officers shall not be permitted.

Section 6: **MEMBERSHIP DUES INCENTIVES**

1. All Dues Incentives will be applied for the term immediately following when they are earned.
 - a. The percentage off is of the dues for the term being applied, not term that was earned
2. Chapter Academics - The member chapters receiving the top three places for the academic achievement for each term will receive a reduction in their membership dues for the term immediately following the academic report. The reduction will go as follows:
 - a. A chapter earning a Cumulative GPA of 3.4 or higher will receive a 12% dues reduction
 - b. A chapter earning a Cumulative GPA of 3.20-3.39 will receive an 9% dues reduction
 - c. A chapter earning a Cumulative GPA of 3.0-3.19 will receive a 6% dues reduction
3. IFC Executive Board Discount – Each IFC Executive Board Member will earn a 4% discount for their chapter, provided they have no more than two absences from Executive Board or General Council meetings, and submit their required end of semester report.
4. IFC Cabinet Discount – Each IFC Cabinet Member will earn a 2% discount for their chapter, provided they have no more than two absences from General Council meetings, and submit their required end of semester report.
5. Delegate Discount – Each chapter delegate will earn a 2% discount for their chapter, provided they have no more than two absences from General Council meetings
6. Community Service Discount – Each chapter that completes the minimum of ten hours per member in verified Community Service hours will receive a 2% discount. Community Service hours must be reported to the Office of Fraternity and Sorority Life and the IFC.
7. A Member Chapter may earn up to 20% dues reduction per term through the accumulation of Membership Dues Incentives

ARTICLE XI – SUSPENSIONS

Suspension of membership is the temporary removal of a member chapter from all IFC functions, activities and privileges. A Member may be deemed suspended by petition to the IFC in any of the following manners:

1. A three-fifths (3/5) majority vote of the IFC Judicial Board.
2. A unanimous vote of the Interfraternity Council Executive Board, under the supervision of the IFC Advisor.
 - a. IFC Advisor must be present during the deliberation and decision.
3. Through direction of the Office of Fraternity and Sorority Life, Dean of Students, or President of the University
 - a. If suspension is directed through any of the three entities, a suspension letter must come from the Office of Fraternity and Sorority Life or an overarching office.
4. Any suspended Chapter must petition to the IFC for reinstatement. This may be accomplished through:
 - a. A three-fourths majority vote of the BOD.

Terms of Suspension

1. Any decision of the IFC Judicial Board to suspend or reinstate a Member Chapter may be overturned by a three-fourths majority vote of the BOD
2. Suspended chapters will have no vote in IFC matters; however, they are still required to attend IFC meetings in order to stay informed of all business
3. Suspended chapters will not be allowed to participate in any IFC sponsored events unless the events are open to the greater Drexel Community.
4. Suspended chapters shall not be able to function as a chapter without the proper and assisted guidance of a chapter advisor, alumni board member, or fraternity and sorority life approved advisor.
5. Suspended chapters will not be allowed to participate in any IFC recruitment, athletics, or Greek Week events.
6. Suspended chapters shall not be entitled to representation on any IFC committees including but not limited to the IFC Judicial Board and the IFC Awards Committee.

7. It shall be the duty of the IFC President, with assistance from the executive board as deemed necessary, to uphold any suspension.

ARTICLE XII - OFFICERS

Section 1: Officers

1. The ranking order of the 7 Member Executive Council shall be:
 - a. President
 - b. Executive Vice President
 - c. Vice President of Judicial Affairs
 - d. Vice President of Recruitment
 - e. Vice President of Finance
 - f. Vice President of Member Development
 - g. Secretary
2. Member chapters will also elect six chair positions who work with the Executive Council:
 - a. Programming Chair
 - b. Philanthropy and Service Chair

 - c. Public Relations Chair
 - d. Scholarship Chair
 - e. Athletics Chair
 - f. Greek Week Chair

Section 2: The Executive Council shall be comprised of seven officers who shall:

1. Be in good standing with their respective fraternity chapter.
2. Be a full-time student during the duration of his elected tenure.
3. Be an Active member or New Member in good standing with his Chapter and the University.

Section 3: IFC Executive Board Eligibility

In order to be elected and serve as a member of the IFC Executive Board, individuals must meet the following requirements:

1. Be an Active Member or New Member, in good standing, of a Member Fraternity.
2. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
3. The student must maintain a cumulative grade point average of at least two point five (2.5) and have no standing judicial sanctions from the university.
 - a. Grade Point Averages will be monitored by the Office of Fraternity and Sorority Life
4. Have a working knowledge of the IFC Constitution and Bylaws, Drexel University policies, NIC Standards, and FIPG risk management policies.
5. Not currently serve as IFC Representative, Alternate Representative, or IFC Judicial Committee Justice.
6. Must complete formal judicial policies and procedures training.
7. Be on class cycle, or on Co-op within a distance that allows for attendance at all meetings during the entirety of his term.

Section 4: Elections:

1. Elections shall be held at the last meeting of the fall and spring terms providing for 6 month terms. The chapter delegates of each Member Chapter shall vote for the incoming Executive Council.
2. The outgoing Secretary or other outgoing officer (as decided by the Executive Council), at the election meeting, shall accept eligible candidate nominations for each office and chair position. .
 - a. Nominations will be accepted in the form of application to the current Council
 - b. Applications will be open no later than two weeks prior to the election meeting
3. Elections shall begin with the office of President and then proceed in rank order .
4. Elections shall be conducted by a secret ballot, unless a motion for open handed vote.
5. Balloting shall continue until one candidate receives a majority vote of the Member Chapters defined as 51% or more.
6. No individual may hold the same office for more than two consecutive election terms.
 - a. Unless said individual was placed in office due to a vacated position. Said individual will have the ability to hold the position for two consecutive terms, if re-elected.
7. No individual may hold more than one position on the IFC at any given time, unless deemed necessary by the attending body.
8. The newly elected Executive Council shall meet with the outgoing Executive Council at a transition meeting before the end of the term. Formal installation of the newly elected Executive Council shall occur at the first formal meeting of the following quarter.
9. Emergency Elections
 - a. Should an emergency election be required, the IFC President, Executive Vice President, Vice President of Judicial Affairs, or IFC Secretary, (in that order) will call for a BOD meeting with a 48 hour notice.
 - b. Standard Election procedures will be followed.
 - c. All elected candidate(s) will hold the office until the next regularly scheduled election.

Section 5: Officer Manual

1. Each officer shall maintain a Standard Operating Procedure (SOP) including all duties responsibilities and functions of his office. The manual shall be given to the incoming elected official during the final IFC Chapter meeting preceding his term.

Section 6: Officer Delinquency

1. An Officer, Chapter President, the IFC Advisor, The Office of Fraternity and Sorority Life, Dean of Students or University President will submit a letter to the IFC recommending review of the officer detailing why they have failed to meet the duties and responsibilities of their position.
 - a. The IFC President in conjunction with the IFC Advisor have the authority to remove executive board officers.
 - i. If the President is the officer in question then the Office of Fraternity and Sorority Life can make the unanimous decision to remove him.
2. The IFC Secretary (or President if the Secretary is the officer in question) will present the letter and make a motion for a **vote of confidence** on the officer in question at the next regularly scheduled meeting of the IFC Council..
3. Following the interview the IFC will take a formal **vote of confidence**.
4. “Yeh” confidence, “Ney” lack confidence
5. A ⅔ vote in favor is necessary to remove an officer from office.
6. In the event of a vacancy in any IFC officer position without a clearly defined successor, defined in these bylaws, the IFC President shall appoint a successor to complete the term under the advice and consent of the remaining members of the IFC Executive Board with the approval of the BOD. In the event of a vacancy

of a committee chair, the IFC Executive Vice President will assume the role of that position until it has been filled.

ARTICLE XIII – IFC ADVISOR

Section 1: Appointment and Tenure

The IFC Advisor shall be the designated staff member of the Office of Fraternity and Sorority Life, and shall serve until the University has appointed a successor.

Section 2: Duties

1. The IFC Advisor shall:
 - b. Advise the Executive Board and the President's' Council on matters of legitimate interest and concern to the IFC.
 - c. With the advice of the President and the Vice Presidents of Judicial Affairs , initiate and undertake any investigation deemed in the interest of the IFC.
 - d. Cooperate with the Executive Vice President and the Vice President of Finance in the receipt and disbursement of funds, and in preparation of the annual budget.
 - e. Be present at all Judicial Board reviews or, if unavailable, reserve the right to designate a replacement.
 - f. Assist the President in the supervision of the operation of the IFC when requested.
 - g. Be, along with the President, the University representative at all IFC reviews.
 - h. Work with alumni, advisors, and inter/national headquarters staff as warranted.

ARTICLE XIV – HAZING

Section 1: Hazing

1. Hazing on and off Drexel University campus is strictly prohibited.
2. Hazing is defined as any action or situation that recklessly endangers, intentionally or unintentionally, the mental or physical health or safety of a student(s) for the purpose of initiation or admission into or affiliation with any organization operating under the sanction of an institution of higher education.
3. The term shall include, but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or any other voluntary or forced physical activity which could adversely affect the physical health and safety of the individual and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment or any other forced activity which could adversely affect the mental health or dignity of the individual.
4. For purpose of this definition, any activity as described in this definition which the initiation or admission into or affiliation into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding.

Section 2: Violations

1. Violations of hazing policies will be handled only by the Drexel University Office of Student Conduct and Community Standards

Section 3: Use of Definition

1. This definition of hazing is to be used in conjunction with the University, federal, commonwealth and individual National Organizational definitions of hazing.

Section 4: Probation

1. Any chapter found responsible for any hazing related violations, whether by the IFC Judicial Board, The University, National Organization or governmental body shall be placed in bad standing within the IFC and shall retain such status until such time as the IFC chooses to restore full status. If the IFC Judicial Board finds a chapter currently on probation for Hazing to be in violation of this section, that chapter shall lose IFC recognition for a period of upwards of Five (5) years. Decisions by a national organization will need to be supported with evidence of hazing in order for the IFC Judiciary to take action.

ARTICLE XV - IFC JUDICIAL BOARD

Section 1 - IFC Judicial Powers and Responsibilities

The IFC shall be a self-governing organization with an independent Judiciary 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 University policies;
- B. the rules and regulations of Drexel University; and
- C. the general values-based conduct of fraternity men.

Section 2 - 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 3 - 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 a written complaint with supporting evidence 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 4 - 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 5 - 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 6 - 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.

Only Executive Members of the charged organization and any other involved members relating to the charge may be present during the Informal Judicial Hearing. At the Vice President of Judicial Affairs' discretion, members of the IFC Executive Council.

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 7 - 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. Notification of this recognition will be formally issued to the IFC Advisor, IFC President, and charged organization no later than 3 days after the Informal Hearing.

Section 8 - 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.

Revised: May 17th, 2016

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. The IFC President and the IFC Advisor shall also serve as non-voting members of the board and their purpose is to advise.

Section 9 - 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, as well as the IFC President and/or IFC Advisor. The chapter advisor must be registered as the official chapter advisor of the Member Fraternity. The IFC President, IFC Advisor, and Chapter Advisor's attendance only warrants their ability to advise those represented.
- 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;
 - iii. IFC Vice President of Judicial Affairs may ask impartial 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).**
 1. IFC Advisor and the IFC President must be present during the deliberation, if the IFC Advisor cannot be in attendance then he/she may choose to send a replacement in his/her absence
 - a. The IFC President and IFC Advisor serve as advisors to the board are non-voting members.

Section 10 - 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 XII, Section I of the IFC Constitution, shall serve in his stead.

Section 11 - 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, if said Member Fraternity is in good standing with the IFC.

Section 12 - 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 13 - 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 14 - 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. The Member Fraternity shall coordinate with the Vice President of Judicial Affairs to make sure that all sanction imposed are being met. 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 15 - 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 **Drexel 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.

The IFC Vice President of Judicial Affairs shall notify the IFC Board of Delegates at the weekly Board of Delegates Meeting of any **status sanctions** imposed on a Member Fraternity. Emails to the IFC General Body regarding status sanctions may not be sent until it has been discussed at the BoD Meeting.

Section 16 - Appeals

The IFC Judicial Board's decision is subject to appeal by the charged 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 17 - Non-Status Sanctions Appeals

The IFC Executive Board alongside its advisor, 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 sanctions may not be more severe than the previous sanctions imposed. The decision of the IFC Executive Board shall be final for Non-Status Sanctions.

Section 18 - Status Sanctions Appeals

The IFC Executive Board, alongside, the Office of Fraternity and Sorority Life 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 Executive Board shall first vote on whether to uphold the status sanction, which shall require a two-thirds (2/3) vote. In the event the IFC Executive Board fails to uphold the decision, the IFC Executive Board shall determine by a two-thirds (2/3) vote to alter the sanctions imposed.

The decision of the IFC Executive Board shall be final with no further appeal rights.

Inter-Fraternity Council By-Laws

Section 1: Duties and Responsibilities of IFC Officers and Board of Delegates

1. Board of Delegates:

- a. Attend all IFC meetings.
- b. Vote on all matters brought before the IFC.
- c. Promote collaboration and cooperation between all chapter members of the IFC.
- d. In the event that the offices of President, Executive Vice President, and Vice President of Judicial Affairs are all vacant, working with the IFC Secretary to find candidates for each position and hold emergency elections.

2. President

- a. Call all IFC and Executive Council meetings.
- b. Preside as Chairman of all IFC meetings.
- c. Serve as an ex-officio member of all committees or appoint a delegate in conjunction with the Executive Vice President.
- d. Serve as the official spokesman or representative of the IFC at all meetings and events where representation is needed or required (e.g., Greek Relations Board, Grand Chapter Meeting, etc.)
- e. Report to the Office of Fraternity and Sorority Life any activities concerning fraternities. The President shall be the principal representative of the Council in these matters.
- f. Supervise and monitor all actions on the IFC Executive Council.
- g. Work closely with the Office of Fraternity & Sorority Life, President of the Panhellenic Council, President of the Multicultural Greek Council, and any other faculty or administrative personnel in an effort to uphold the purposes of the IFC.
- h. Be responsible, or otherwise appoint a designee, for the preparation of the annual report submitted by the IFC to the Northeastern Inter-Fraternity Conference (NIC).
- i. Be responsible for organization of NGLA and all that it encompasses.
- j. Assist in the collection and selection of Annual FSL Awards application recipients.
- k. Have a working knowledge of Parliamentary Procedure.
- l. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- m. Other duties as assigned.

3. Executive Vice President

- a. Officiate and represent the IFC in the temporary absence of the President.
- b. Preside as Chairman at all IFC meetings in the absences of the IFC President
- c. Serve as director of all committee chairs.
- d. Serve as an ex-officio member of all committees.
- e. Serve as primary programming officer for the Inter-fraternity Council.
- f. Responsible for record keeping, production and submission of any NIC, NGLA, or other awards packets on behalf of the IFC.
- g. Plan an IFC alumni event during Alumni Weekend (Blue & Gold Days/Homecoming)
- h. Plan and implement Drexel Administration Appreciation event twice a year.
- i. Create a meeting agenda for every meeting and distribute it to Chapter Presidents, Chapter Delegates, IFC Officers, and the IFC Advisor at least 24 hours before the IFC meeting.
- j. Temporarily assume the duties of any vacant position until the position is filled.
- k. Assume the role of the IFC President in the event of the IFC President office being vacated prior to elections.
- l. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- m. Other duties as assigned.

4. Vice President of Judicial Affairs

- a. Preside as Chairman of the IFC Judicial Board.
- b. Meet monthly with the Assistant Dean of Student Conduct and Community Standards.
- c. Meet at least once a month with the IFC Judicial Board.
- d. Hold a roundtable discussion for Risk Management Chairmen from every chapter at least once per term.
- e. Be responsible for training new members of the IFC Judicial Board.
- f. Provide assistance to Risk Management Chairmen from every chapter.
- g. Review the IFC Constitution and by-laws at least once per term and propose any and all amendments to the IFC Executive Council.
- h. Work closely with the IFC Events Chairman to ensure proper risk management policies are in place for every IFC event.
- i. Promote safe and positive social interaction.
- j. Have a working knowledge of all pertinent policies, including but not limited to: University, IFC, local, state, and FIPG risk management policies, and support fraternities in educating their membership on these policies.
- k. Enforce all sanctions imposed by the IFC.
- l. Assume the role of the IFC President in the event of both the IFC President office and the IFC Executive Vice President office being vacated prior to elections.
- m. Oversee Social and Party Patrol practices. This includes, but is not limited to Section IV of Appendix C: Social Policies.
- n. Other duties as assigned.

5. Vice President of Recruitment

- a. Shall organize and coordinate all recruitment periods, formal and informal, of the IFC.
- b. Develop and enforce a system-wide policy regarding the recruitment of new members during official recruitment periods.
- c. Shall preside over all meetings of Member Chapter Recruitment Chairs before, during, and after recruitment.
- d. Shall be the Expansion Chairman of the IFC and adhere to the mentioned expansion policies.
- e. Shall be responsible for designing and distributing written recruitment materials and all other activities involving recruitment.
- f. Must reside in Philadelphia in order to fulfill these duties adequately.
- g. Hold a Recruitment Chair orientation prior to each IFC recruitment period to clarify the roles of the IFC and individual Member Chapter's Recruitment Chairs.
- h. Implement a recruitment strategy based on continuous, valued-based recruitment to encourage and inform potential members about the recruitment process.
- i. Host a recruitment workshop for chapters twice a year concerning continuous, values-based recruitment.
- j. Work with the PHC and MGC Recruitment Chairs to coordinate orientation and open house activities as well as all official mailings to new students prior to the beginning of the ensuing school year.
- k. Collaborate with Office of Fraternity & Sorority Life Welcome Week on training all representatives of Greek Life at Welcome Week events.
- l. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- m. Other duties as assigned.

6. Vice President of Finance

- a. Shall maintain all financial records of IFC funds and report the status of such funds to Chapter Presidents, Chapter Delegates, IFC Officers, and the IFC Advisor.

- b. To prepare an annual budget for the IFC four (4) weeks prior to leaving office, which is to be approved by a two-thirds (2/3) vote of the BOD.
- c. To prepare a term budget for the IFC two (2) weeks prior to the start of the ensuing term based off of the annual budget, which is to be approved by a two thirds (2/3) vote of the BOD.
- d. Prepare an annual SAFAC allocation budget and fulfill all requirements wherein.
- e. To regulate, control, and supervise the finances of the IFC in accordance with the budget.
- f. Maintain any and all financial records required by the IFC.
- g. Procure budget proposals from all IFC Officers.
- h. Be able to show documentation of all accounts and allocation of monies in accordance with the annual and term budgets and/or SAFAC allocation at all meetings.
- i. Collection and/or payment of all bills to the IFC.
- j. Ensure that all checks are signed by 2 authorized signers in accordance with this constitution.
- k. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- l. Other duties as assigned.

7. Vice President of Membership Development

- a. Oversee the ongoing development of all fraternity members.
- b. Plan and implement an IFC New Member Orientation for the formal fall recruitment class..
- c. Plan at least one (1) event per term in office geared toward new members of IFC.
- d. Plan at least one (1) event per term in office geared toward new members with PHC/ MGC
- e.
- f. Work with Executive Vice President and Programming Chair to set up other approved educational events with support from the Office of Student Leadership and Development, including but not limited to: sexual assault, LGBT issues, fire/life safety, diversity education, and alcohol education, each term. This event must be approved by the Office of Student Leadership and Development and advertised to the Drexel University community.
- g. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- h. Other duties as assigned.

8. Secretary

- a. Keep concise accurate records of IFC meeting proceedings and other IFC documents.
- b. Distribute minutes, phone lists, meeting schedules, etc. (hard copies and e-mail)
- c. Minutes should be sent via e-mail no later than 48 hours after the IFC meeting.
- d. Work with the Vice President of Judicial Affairs on constitutional reviews and proposed amendments.
- e. Issue any and all fines for attendance to the IFC Vice President of Finance as defined within this and all other pertinent IFC documents.
- f. Be responsible for establishing quorum as defined in this constitution.
- g. Be responsible for updating the Chapter Contacts List, which includes the name, position, email address, phone number, and chapter affiliation of all officers in the IFC, all member chapters, as well as MGC and PHC council officers.
- h. Shall distribute the updated Chapter Contacts List to the following constituents every term: IFC Presidents, IFC Delegates, IFC Executive Officers/Chairmen, PHC President, MGC President, Office of Fraternity & Sorority Life, and Assistant Dean for Campus Engagement.
- i. Be responsible for all space assignments and reservations concerning the IFC.
- j. Be responsible for maintaining an active contact sheet of fraternity members within member organizations.
- k. Be responsible for maintaining a calendar including but not limited to philanthropy events, community service events, date parties/formals, etc. for each chapter.
- l. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- m. Other duties as assigned.

9. Programming Chairman

- a. Plan at least one (1) event per term that engages the entire Greek community with the rest of the University community.
- b. Provide assistance to all chapter social chairmen
- c. Promote safe and positive social interaction.
- d. Plan at least one (1) IFC All Greek Social per year, including non-alcoholic socials or events at third-party vendors.
- e. Track participation of Member Fraternity to greek and community events.
- f. Alongside the Executive Vice President, send out a weekly emails about events being put on by the Greek community.
- g. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- h. Other duties as assigned.

10. Philanthropy & Service Chairman

- a. Coordinate at least one (1) IFC Philanthropy event every six months with Public Relations Chair.
- b. Coordinate at least one (1) All-Greek philanthropy with the PHC and MGC during his term of office.
- c. Shall have a running list of community service events to be available to member chapters
- d. Shall collect a listing of all chapter service events
- e. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- f. Other duties as assigned.

11. Public Relations Chairman

- a. Create an IFC newsletter at least once per term.
- b. Prepare a bi weekly list of all positive IFC related events and submit them to the appropriate media organizations, the Office of Fraternity and Sorority Life, and the Dean of Students.
- c. Be responsible for editing and dispatching of all IFC news releases.
- d. Oversee the IFC social media profiles in order to create meaningful engagement with IFC constituencies.
- e. Oversee the updates to the IFC website and make sure all current IFC officers have access and administration rights to the website.
- f. Ensure that all posted materials are in good taste and of a manner befitting the IFC.
- g. Assist Vice President of Recruitment with all open houses, orientation, or awareness events held for the benefit of the Greek community.
- h. Assist Vice President of Recruitment in development and distribution of written IFC recruitment materials.
- i. Shall be responsible for all other matters directly or indirectly relating to Public Relations of fraternity men.
- j. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- k. Other duties as assigned.

12. Scholarship Chairman

- a. Promote the overall academic excellence of the member chapters of the Inter-fraternity Council
- b. Hold a meeting every term with the academic/scholarship chair of each member chapter.
- c. Collect and distribute information about campus academic services, such as tutors, the Drexel Writing Center, Drexel Learning Center, Math Resource Center, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- d. Set up a minimum of one event with guidance from the Office of Student Leadership and Development per term with the goal of teaching chapter members how to improve their academics.
- e. Record and track how each Member Chapter is doing academically by using the grade report released by the University. Present findings to the BOD at the beginning of each academic term.
- f. Work individually with member fraternity scholarship chairs below the all-men's grade point average.

- g. Build and maintain relationships with faculty, academic offices, and academic honors societies.
- h. Set up a minimum of one (1) event focused on increasing the cultural development and awareness of Member Chapters.
- i. Plan and implement an IFC Scholarship Banquet each Spring to recognize outstanding academic performance by IFC members.
- j. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- k. Other duties as assigned.

13. Athletics Chairman

- a. Chair the IFC Athletics Committee
- b. Create a schedule for each IFC sport one term prior to the play of said sport
- c. Make all necessary reservations for all sports.
- d. Enforce all IFC athletic policies in accordance with this constitution.
- e. Coordinate IFC athletic events with the University
- f. Keep an accurate and up-to-date record of all sports schedules and scores in order to award the IFC Athletics Cup each spring.
- g. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- h. Other duties as assigned.

14. Greek Week Chairman

- a. Chair the IFC Greek Week Committee
- b. Coordinate Greek Week events with the PHC and the MGC.
- c. Hold a roundtable with Member Chapters as necessary.
- d. Serve as a member of Party Patrol as assigned on Friday and Saturday nights.
- e. Other duties as assigned.

Section 2: Athletics – Game Scheduling Guideline

Chapter Forfeits

1. Forfeits with more than 24 hours remaining before the match
 - a. Should a chapter forfeit a match with more than 24 hours before a game, the game should be counted as a loss without an IFC Athletics Cup points demerit.
2. Forfeits with less than 24 hours remaining and no-shows
 - a. Any chapter that forfeits a match less than 24 hours, before game time will lose an amount of IFC Athletics Cup points equal to a win of that particular match.
 - b. The forfeiting chapter will additionally be held responsible for any and all fees involved with booking the match, including but not limited to: referees, field reservations, and equipment rental.

Rescheduling Games

1. By the IFC, More than 72 Hours Prior
 - a. Should the IFC need to reschedule an IFC Athletics game for any reason, the affected teams for the game will be encouraged to communicate with the IFC Athletics chair to confirm the new time within 72 hours. After this period, if neither team voices an objection, the new time will be official and both teams will be expected to adhere to this game time.
2. By the IFC, Less than 48 Hours Prior
 - a. the IFC need to reschedule an IFC Athletics game for any reason, with less than 48 hours remaining before the beginning of the match, the teams' Athletics Chairs will be expected to maintain contact with one another to confirm their new game time.

APPENDIX A: Expansion Policy

The Drexel Inter-fraternity Council supports a vibrant Fraternity Life, and we recognize the need to be realistic given our campus' size, population, and resources. This process was created by students and staff at Drexel University with the best interest of students and the existing Greek community in mind. No local Fraternities will be recognized by the IFC or the University, with the exception of Alpha Pi Lambda. In the event of a desire for expansion of the Inter-Fraternity Council (IFC), the executive board shall follow the procedure outlined in this document.

Expansion Committee

1. **Purpose:** To consider campus readiness for Greek community growth and make recommendations to the Office of Fraternity and Sorority Life as to which organizations will most benefit the Greek community and provide reasons why based on various factors.
2. **Membership:** A representative from each member Fraternity of the Inter-fraternity Council at Drexel University. Each fraternity will be entitled to one vote.
 - a. The member from each chapter must meet the following criteria:
 - i.
 - ii. Current chapter executive board member
 - iii. Chapter member for at least four (4) academic terms.
3. **Duties:** The IFC Expansion Committee will meet to research, discuss, and make recommendations regarding whether the University and Greek community can support fraternity expansion efforts. The Committee utilizes multiple factors in making this determination, including but not limited to:
 - a. Success of the last three expansion efforts
 - b. Recruitment/intake statistics
 - c. Human, financial, and facility resources.
4. **Voting:** Voting may only occur when there is quorum.
5. **Quorum:** Quorum for meetings of the IFC Expansion Committee where a vote will take place requires a 75% attendance, rounded down to the nearest number of the voting members of the expansion committee
 - a. Exceptions to Quorum
 - i. Any chapter that has lost its right to vote shall not be counted against quorum.
 - ii. Any chapter that has lost its right to vote shall not be counted in the total when considering the required number of votes for a motion to be passed
6. **Meetings:** The Expansion Committee will meet on a case by case basis as Greek organizations approach Drexel (and the IFC) to start the colonizing effort. They may or may not be convened at a later time to assist in the advising of the new chapter.
7. **Timing:** While this process cannot be laid out in direct timetables the general process should be done within at most a two term period. The process should be moved ahead in a timely manner.
8. IFC Advisor can be added as member of the committee by the IFC President and/or the Vice President of Recruitment. .

The IFC Expansion Committee is to follow the expansion process as laid out below in Article V, Section 5 of this document

The committee will also be convened to discuss and review paperwork submitted by Fraternity national offices or alumni associations, and offer a collective recommendation as to what future steps should be taken (grant approval to chapter, defer approval, reject proposal etc.).

Expansion Process

1. Any chapter that has applied to the University for recognition and wishes to become a member chapter of the IFC shall be subject to this expansion process. All information that has been submitted to the University for consideration in this case should be made available to the IFC Expansion Committee.
2. An Expansion Committee Shall be formed by the order of the IFC President or a Two Thirds affirmative vote of the Board of Delegates
3. Expansion Committee Chairman
 - a. The Chairman of the IFC Expansion Committee will be the current IFC VP of Recruitment.
 - b. IFC Expansion Chairman will not pick the IFC Expansion Committee, each IFC member chapter will choose their delegate for the committee as long as he satisfies the membership criteria outlined in section 2a of "Expansion Committee"
4. The IFC Vice President of Recruitment, alongside the IFC executive Board will perform the following Tasks:
 - a. Conduct research as to details of existing circumstances within the Greek community and the effects of expansion on the community (i.e. strength of individual chapters in members, finances, standing with the university, etc.);
 - b. Work with Greek Relations Board to ensure alumni involvement in process.
 - c. Establish a timeline for events of expansion (may be either immediate or postponed to be revisited in the future).
5. After substantial research the Expansion Committee will vote on the allowance of expansion at that time. Should that vote pass, then the Expansion Committee will vote to find the top three fraternities following the procedure defined here:
 - a. The vote will be done by survey to find out the top three fraternities by popular vote.
 - b. One survey will be given to each member of the committee
 - c. The top three fraternities will be invited to give formal presentations as laid out in Section 6.
 - d. After all the research the IFC Expansion committee will have a simple majority vote (defined as 51%) on the top choice of applying fraternities. The results of the entire process are submitted to the IFC BOD in the form of a written report and a presentation by the Expansion Committee Chairman.
 - i. If the vote results in the top choice receiving less than 51%, the fraternity with the lowest percentage of votes will be excluded, and the committee will re-vote on the two fraternities that received more votes.
6. Request of Proposals adhere to the following policies:
 - a. Proposals shall be solicited by the IFC only.
 - b. Determination of organizations solicited shall occur in the following order of eligibility:
 - i. Organizations who have been on campus previously
 - ii. New National Organizations
 - iii. Interest Groups on campus
 - iv. Everyone else
7. After a complete review of proposals, the IFC invites the top three eligible applying organizations to campus to make formal presentations to the Expansion Committee
 - a. The presentations shall not be public. The IFC executive board shall determine who will receive invitations to the presentations (generally Senior Vice President of Student Life, Greek Life Staff and Greek Relations Board).
 - b. Presentations must include the organizations viewpoints on the following:
 - i. Academics
 - ii. Alumni involvement
 - iii. Colonization
 - iv. Corporation

- v. Finance
- vi. Philanthropy
- vii. Recruitment / New Member period.

Final Recommendation

1. The IFC Expansion Committee will then present their top choice for the best applying fraternity to the IFC BOD
2. The Final recommendation (i.e. whether to accept, defer, or reject the top applying fraternity as determined by the expansion committee) of the IFC will be determined by a simple majority vote (defined as 51%) of the board of delegates after the presentation by the IFC Expansion Committee.
3. The recommendation is given to the Office of Fraternity and Sorority Life who will make the final decision about whether expansion will occur. In the event that expansion will be pursued, the Committee will follow Fraternity and Sorority Life's (FSL) Expansion Policy for the specific organization(s) invited to campus.
4. Once an organization has been selected and accepted their invitation, they shall begin their recruitment process no sooner than two weeks following the IFC recruitment period for that academic term.

APPENDIX B: RECRUITMENT POLICY

Section 1: Mission

1. The Inter-fraternity Council will uphold the highest standards with regard to membership recruitment. Ethical behavior will be expected by every member of every organization recognized by the University. This will be accomplished by establishing and upholding guidelines and requirements of every chapter to ensure that potential members have the opportunity to experience a fair and objective recruitment process.
2. The Inter-fraternity Council will use every avenue possible to ensure that the maximum number of men register to participate in the Recruitment Process. The Inter-fraternity Council intends to increase the number of students participating in the recruitment process through promotional activities, forums, and orientations.
3. **Definition of a Recruitment Event & Potential New Member**
 - a. A potential new member is defined as a non-Greek Drexel male student who is in the presence of any number of fraternity members at any time.
4. **Formal Recruitment**
 - a. Each term, the IFC Recruitment Chair has the power to designate a formal recruitment period, contingent upon approval by the Board of Delegates.
 - b. A formal recruitment period must be set and approved for each Fall Term, in coordination with the IFC Constitution and Bylaws.
 - c. Upon acceptance of a formal recruitment period for a term, the IFC Recruitment Chair has the power, pending vote of approval by the Board of Delegates, to prohibit or ban all recruitment events held before the formal recruitment start date.
 - d. The IFC Recruitment Chair must designate dates for bid distribution and bid acceptance.
 - e. Bids may only be distributed and accepted during the approved times as designated by the IFC Recruitment Chair
 - f. The IFC Recruitment Chair also has the power, pending vote of approval by the Board of Delegates, to prohibit or ban all recruitment events held between the end date of the formal recruitment period and the date for bid acceptance.
 - g. The date of bid acceptance will officially conclude any formal recruitment period.
 - h. Chapters must announce proposed recruitment events at least two weeks prior to the start of formal recruitment to the IFC Recruitment Chair.
 - i. Events must be approved by the IFC Recruitment Chair and IFC Advisor
 - ii. Approval of events and space allocation will be given on a first come first serve basis
 - iii. The IFC Recruitment Chair will designate a time and process for the approval process
 - i. The IFC Recruitment Chair must submit any chapter's events to the IFC Board of Delegates for approval at the next available IFC Board of delegates meeting.
 - j. Advertisement for formal recruitment events may commence after gaining approval from the Board of Delegates.
 - k. Advertisement for Formal Recruitment must be approved by the IFC Recruitment Chair and IFC Advisor within the approved deadlines specified
 - i. The advertisement must be within good taste and not discriminatory or offensive.
 - l. The IFC Recruitment Chair shall not limit the number of approved events during a formal recruitment period.
 - i. Any unapproved events held during a formal recruitment period will face judicial action.
5. **Informal Recruitment**
 - a. Any recruitment events held outside of a designated formal recruitment period will be considered an informal recruitment event.

- b. Informal recruitment events may be held during any time outside of any designated formal recruitment period contingent upon
 - i. Chapters must submit proposed event to the IFC Recruitment Chair at least 7 days prior to the start of the proposed event date and time.
- c. Advertising of any form during informal recruitment periods will be permitted contingent upon:
 - i. Submission of event notice to the IFC Recruitment Chair as specified in Appendix B Section 1 Item K
 - ii. The advertisement is within good taste and is not discriminatory or offensive.
 - iii. Approval of the proposed flier/advertisement by the IFC Advisor
- d. The IFC will host at least one recruitment event per term during the informal recruitment period

6. Bid Distribution

- a. Formal Recruitment Bid Distribution
 - i. Must be distributed as follows:
 - 1. Following the guidelines for that term established by the IFC Recruitment Chair
 - 2. In accordance with IFC Constitution & Bylaws
- b. Informal Recruitment Bid Distribution
 - i. Must be distributed as follows:
 - 1. In accordance with Appendix B Section 1 Article 3 Item M
 - 2. At any point during a term with the exception of the following:
 - a. During Formal Recruitment Bid Restriction Timeframe
 - b. Breaks between terms
 - c. Finals Week(s)
 - ii. Any members who accept bids distributed outside of Formal Recruitment shall begin the new member process during the next approved New Member Education period, unless approved by the Office of Fraternity & Sorority Life
- c. Bid Distribution Process
 - i. Bid distribution must be done in a manner that is fair to all potential new members. As such, all bid distribution processes must be approved by the IFC Recruitment Chair and IFC Advisor.

7. Alcohol Policy Agreement

- a. Alcohol will never be used or present during recruitment of potential new members, even if a recruitment event is being held.
- b. Violation will result in separate examination and action by the IFC Judicial Board.

8. Powers of the IFC Recruitment Chair

- a. The IFC Recruitment Chair has the power to:
 - i. Suspend any recruitment event or activity at any time if in violation of any policy.
 - ii. Propose formal recruitment periods to the Board of delegates.
 - iii. Hold mandatory chapter recruitment chair meetings.

APPENDIX C: SOCIAL POLICY

Section 1: IFC Alcohol Policy

1. Each Fraternity will follow state laws, county, and city ordinances as well as Drexel University Student Rules regarding alcohol consumption
2. Each fraternity will follow FIPG risk management policies and organization's Inter/Nationals risk management policy.
3. No alcoholic beverages may be purchased through the fraternity's funds, nor may the purchase of alcohol for members or guests be undertaken or coordinated by a member in the name of, or on behalf of, the fraternity.
4. The purchase or use of bulk quantity or common sources of alcohol, such as kegs, shall be prohibited.
5. Any event involving alcoholic beverages must comply with Drexel University, Office of Fraternity & Sorority Life, and the Drexel InterFraternity Council policies and procedures
6. Alcohol may not be distributed to any persons under the age of 21 years
7. For events at chapter facilities, guests 21 or older who bring alcohol to the event will be instructed to take their alcohol to, and turn over to, the approved third party vendor.
8. The possession, sale, and/or the use of any illegal drugs or controlled substances at any chapter house, sponsored event, or at any event that an observer would associate with the fraternity, is strictly prohibited.
9. Any event registered at a Drexel Fraternity property will be either alcohol free or have alcohol- in which case it will follow Drexel University, Office of Fraternity & Sorority Life, and the Drexel InterFraternity Council policies and procedures
10. A central storage area for alcohol will be used.
11. "Passing the hat" for alcohol purchases and the presence of open sources (open troughs, trash can punch, unmonitored coolers, etc.) will be prohibited.
12. There will be no such thing as "unofficial" events. A fraternity event can be, but is not limited to, the following:
 - a. An event advertised by the chapter or its members
 - b. An event sponsored by the chapter or its members
 - c. An event where a large portion of the chapter will be present
 - d. An event where a reasonable person would perceive it to be a chapter event
13. Free Non-salty snacks and non-alcoholic beverages will be available at the same location as the alcoholic drinks
14. No individual guest may remove alcohol from the function. All alcohol remaining at the end of the event shall be disposed of as outlined in the Event Submission form that is handed in to FSL
15. The host chapter reserves the right to deny admittance to anyone that appears to be visibly intoxicated or a liability to the organization.
16. Liquor (hard alcohol) and wine may never be served.

Section 2: Social Event Guideline

1. A function registered with FSL must end by 2 am and may not begin before 10 pm, unless prior approval is granted by FSL and IFC
2. No fraternity may advertise (defined below) a function where alcohol is being served.
 - a. Please see Drexel alcohol policy
3. There must be one designated entrance and exit point at each function.

4. Fraternities will utilize the Drexel IFC “Party Checklist” form in the planning of all parties, socials, and mixers at fraternity houses, bars, and any event location where alcohol will be present.
5. At any event or activity involving alcohol, guest lists will be used to admit members and all invited guests to the bar, house or event location.
6. Chapter guest list will be recorded 48 hours prior to the chapter event
7. Only one entrance should be in use during a party
8. A guest sign in list matching the predetermined guest list will be kept at the entrance to the event site to be signed by each guest entering.
 - a. Fraternities must still send in a **valid** guest list two business days prior to an event, as stated in current Inter-fraternity Council and Fraternity & Sorority Life Policies regarding the hosting of events with alcohol. Guest lists should be sent electronically to greeklife@drexel.edu or brought into FSL, Creese 215, by the appropriate date as stated on the Event Policies, Procedures, and Request Form. As a reminder, FSL operates from 8am – 5pm, Monday – Friday. Guest lists received after 5pm are considered late.
 - b. **Valid** – is defined as the best list of people planning to attend the approved social function. The number of people represented on the guest list should not be more than the appropriate amount of guests for the approved function. For example, if the chapter is hosting a “1:1 Invitation/ Date Event” the number of guests should not exceed one guest per member.
 - c. Validity of the guest list is at the discretion of Fraternity & Sorority Life staff members.
 - d. This attendance record is to be given to the Office of Fraternity and Sorority Life on the next business day following the event
9. The Office of Fraternity and Sorority Life will then determine the variance between the guest list and the attendance record.
10. Wrist banding will be used for distinguishing between guests 21 or older and those who are not
 - a. Wristbands will be distributed at one of the following locations
 - i. During Party Patrol prior to the event at the chapter facility
 - ii. At the residence of the Vice President of Judicial Affairs
 - iii. At a predestined on campus location
11. At the entrance to the event two fraternity members, at least one of whom is an officer of the fraternity, will: check ID’s, check the guest list at the door, and check the ages of guests bringing alcohol to the event. If the event is at a bar, fraternity members 21 or older will work with bar staff at the door to check ID’s and the guest list.
 - a. Bartenders shall also check ID’s to ensure accuracy
12. In order to lessen the opportunity for sexual assaults/violence to occur at chapter where alcohol is served, residential areas will be blocked off to guests. Per FSL policy fraternity social events may only be held on the first floor and in the basement of chapter properties with the exception of situations approved by FSL.
13. Security guard/police officer(s) will be present at the entrance if requested or required. Contact FSL to schedule. The presence of public safety officers does not mean public safety officers solely work the event—fraternity members will be expected to check IDs and use the guest list. The fraternity will request police or security guard assistance in the admittance procedures of the event.
- 14.

Section 3: Event Registration

1. A social event is an event characterized and defined by one or more of the following, but not limited to:
 - a. Registration of social events through the FSL and the IFC Council
 - b. Any activity sponsored by a member chapter of IFC on or off chapter property, where alcohol is present, including third party vendor events

c. Any activity the chapter would plan ahead of time, where verbal or written invitations are distributed on paper or electronically, or the chapter will attend together,

1. Definitions of Social Functions

- a. **Alcohol-Free Function:** A social function where alcohol is not present in any public area where guests are gathered. No alcohol is to be consumed by event attendees during the time of the event.
- b. **Date Function:** A social event where individuals who are not members of the fraternity and sorority community are invited to attend. A predetermined invitation list must be used at the entrance to the event. Guests are permitted on a 1:1 basis (1 guest per organization member present)
- c. **Alumni/Parent Function:** A social function where relatives, alumni, and/or invited guests are in attendance.
- d. **Third Party Vendor Event:** A social function where a licensed third party vendor is responsible for distributing alcohol and checking of identification.
- e. **Outdoor Function:** A social function where guests are permitted to congregate outside the host chapter's residence. This type of event must be registered by the appropriate governing council and the Office of Fraternity and Sorority Life prior to scheduling event.
- f. **Open Social Events:** Open parties are not permitted under any circumstances.
- g. **Formals & Date Parties:** A social event where individuals who are not members of the fraternity and sorority community are invited to attend. If these events are held off campus, then they must be registered with the IFC directly and must follow the IFC Off-Campus Formals and Date Parties forms.

Section 4: Party Patrol Guidelines

- 1. Party Patrol will be comprised of (3) members of the Inter-fraternity Council
 - a. Members will monitor all on campus registered social events
- 2. The IFC Vice President of Judicial Affairs shall be responsible for the maintenance of party patrol schedule.
- 3. Party Patrol members will have these basic responsibilities:
 - a. Make accurate, clear, and completely objective observations while making rounds
 - b. Access to chapter house should be gained only through the front door of the facility. The members will wait at the front entrance of a chapter house, with the members who are signing guests in, for an escort. Members will not wait more than (5) minutes for an escort
 - c. Chapters must permit party patrol member to full access to all registered social areas (as defined in Section 2, Article 14) of the chapter house and/or function. Any attempt by a chapter member or guest to delay will be considered a violation.
 - i. Any action (physical or verbal) that can be interpreted as harassment of the party patrol by a chapter will result in fines of \$50 per offense.
 - ii. This fine will be due within (10) business days.
 - d. Party patrol members will be recognized Inter-fraternity members and chapters hold the right to question members saying that they are party patrol.
 - e. Party patrol rounds will be done in (2) waves:
 - i. First two members will do a round no later than 11:00pm
 - a) If any minor violation(s) are found, members will give the chapter president and social chairman no more than (15) minutes to correct the violation. Exceptions can be made at the discretion of IFC party patrol.
 - b) If any major violation (s) are found, party patrol will contact IFC President, IFC Executive Vice President, or IFC Vice President of Judicial Affairs to assess the situation. If the situation deems necessary, FSL or the Drexel University Police Department may be contacted for assistance.

- ii. Last member, (must be on the IFC Executive Board) will do one final round no later than 12:30 am. This walkthrough will be contingent on violations found during the first walkthrough.
 - a) Any violations which were found during the first walkthrough which were not resolved, will immediately results in sanctions
 - b) To ensure any earlier issues have been addressed and resolved, as well as to determine any new violations, this member with have either
 - a. Member(s) from the first party patrol walkthrough join him
 - b. Another member of IFC, should the original party patrol members be unavailable

Section 5: Violations

1. The following risk management violations are those that the Party Patrol can permit chapters to correct:
 - a. Failure to have two drug and alcohol-free members working the front door or the bar.
 - b. Failure to have adequate food and alternate beverages available.
 - c. Failure to have valid, pre-determined invitation list at the front door.
 - d. Failure to have the party confined to the basement area or first floor area of the chapter house.
 - e. Failure to prohibit guests from unrestricted access to resident’s rooms during the party.
 - f. Failure to post state law sign at bar regarding the legal age for alcohol consumption.
 - g. Failure to control the number of people being admitted to the party.
2. The following risk management violations are considered serious and will result in immediate closure of the party:
 - a. Unregistered social event where alcohol is present or a nonalcoholic social event where alcohol is present.
 - b. Blatant irresponsible use of alcohol.
 - i. Examples include but not limited to: Drinking games, hard liquor, underage drinking
 - c. Presence of kegs or other common sources.
 - d. Covered smoke detectors or other fire and life safety violations.
 - e. Failure to correct violations identified by Party Patrol Members during their first visit. The Party Patrol Members can use discretion during the second visit to either close the party or permit the chapter to correct the problems identified during the first visit while the Party Patrol Member waits for them to do so.
 - f. Repeated risk management violations by a chapter as directed by the IFC. For example, if the Party Patrol Members finds it necessary to ask a chapter to correct risk management violations at numerous parties, the Party Patrol Members may choose to direct the chapter to close a party due to repeated offenses.
3. The following sanctions **will** be assigned to a chapter found to be in violation of the IFC Risk Management Policy. Sanction levels are cumulative and are not cleared until the end of the semester. All fines are due within ten (10) business days. In addition, the following violations will be brought to the notification of FSL and Drexel University due to violation of university policy.

Unregistered Social Events: First offense: \$ 400.00 fine
 Second offense: \$ 800.00 fine
 Third offense: \$ 1200.00 fine and 1-week social probation

Kegs & Common Source: all offenses: \$ 250.00 per keg

NOTE: Five (5) offenses of any kind or an accumulation of \$ 700.00 in fines will result in automatic social probation. Additionally, FSL and the IFC reserve the right to NOT approve social events for those chapters not adhering to the new policies. All offenses are on a case by case basis and will be handled by Vice-President of Judicial Affairs

4. All decisions will be written in letter format and forwarded to the chapter president, university advisor, alumni advisor, Fraternity and Sorority Life Office, the Inter/national Headquarters, in addition to a copy being kept on file.
5. Summaries of Party Patrol Members reports may be reviewed, upon written request to the IFC Vice President of Judicial Affairs, by chapter Presidents; however, names of Party Patrol Members will not be released with the summary.

Note: If fraternities and sororities could avoid liability by moving all chapter events off campus or making events “unofficial,” all chapters would have been instructed to do so. If a chapter wants to practice sound risk management, it will not tolerate “unofficial” events sponsored by members, which do not follow FIGP policies. Every chapter should practice sound risk management all the time, regardless of the circumstances.