

## 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.