

BYLAWS

OF THE

LEHIGH UNIVERSITY INTERFRATERNITY COUNCIL

2019-2020

CHAPTERS

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ARTICLE I. NAME

Section 1 Name

The name of this organization shall be The Lehigh University Interfraternity Council hereafter referred to as The IFC

ARTICLE II. PURPOSE

Section 1 Purpose

We, the Interfraternity Council, exist to promote the shared interests and values of our member fraternities: leadership, service, brotherhood, and scholarship. We believe in Fraternity and that the shared values of Fraternity drive the IFC to create better communities, better chapters, and better men.

Section 2 Mission Statement

We work to advance the academic mission of the host institution, to enable fraternal organizations to grow and thrive through collaboration and teamwork, to provide an outlet for self-governance and accountability, and to model and teach ethical leadership. In a spirit of mutual support and betterment, we, the men of the Interfraternity Council, pledge to elevate the Ritual and the values of the member organizations.

ARTICLE III. MEMBERSHIP

Section 1 Eligibility

The eligibility for a chapter to be a good-standing member of the IFC is as follows:

- (a) Recognized by a national headquarters
- (b) Recognized by Lehigh University
 - (i) Chapters suspended by the university shall lose their membership until the time in which their suspension is lifted
 - (ii) Dissolved chapters shall lose their membership
- (c) Have a chapter membership of four (4) or more persons

Section 2 Tiers of Membership

There shall be three tiers of good standing membership for individuals in IFC recognized chapters:

- (a) Executive Membership
- (b) Delegate Membership
- (c) General Membership

Section 3 Executive Membership

The Executive Board members of the IFC are given Executive membership and shall have an honorary status in which they are entitled to all benefits of being a Delegate Member of the IFC except for the ability to vote in a general meeting. In the case of a tie the IFC President may vote. For composition, see ARTICLE VI. The Executive Board, for responsibilities see ARTICLE VIII. Officers and Responsibilities

Section 4 Delegate Membership

The Delegate Membership of The IFC shall be comprised of all current fraternity presidents. Another chapter member may represent the president in extenuating circumstances so long as it is stated that he is being sent at least two (2) hours in advance. During the transitional period of a chapter's leadership that chapter may send both the previous president and president-elect to any IFC meeting in which attendance is required. The previous president may act as the singular representative up to four (4) weeks after the president-elect's installation

Section 5 General Membership

All active brothers in every IFC recognized fraternity are given the title of General Member. General Members receive the following entitlements:

- (a) Permission to attend any IFC meeting unless attendance is deemed restricted
- (b) Eligibility to apply for scholarships to local, state, and national conferences and programs
- (c) Ability to act in the stead of a Delegate Member if given explicit permission to do so

Section 6 Not in Good-Standing Status

In the case of IFC related violations a chapter may be granted a "Not in Good-Standing" status in which:

- (a) They may not vote

- (b) They are still required to attend weekly meetings
- (c) They will not have a representative for any judicial matters
- (d) They still owe the regular semesterly dues at the designated time

Section 7 Loss of Membership

Chapters having been dissolved by Lehigh University, the NIC, or an (Inter)national headquarters will lose their membership on the IFC

ARTICLE IV. COLONY STATUS/RECOLONIZATION STATUS

Section 1 Status

Chapters with Colonization, Recolonization, or Provisional Statuses shall be bound by the membership of a “Not in Good Standing” Chapter

Section 2 Dues

Colony chapters are not compelled to pay semesterly dues until the status of their chapter is changed

ARTICLE V. VOTING

Section 1 Delegate Votes

Each IFC Chapter President has one vote that represents the view of his entire chapter. Delegates are permitted to vote so long as they were previously designated as a representative from the president

Section 2 Officer Votes

IFC Officers are permitted to vote only during executive board meetings

Section 3 Tabling

Changes to bylaws or other IFC policies must be tabled for one (1) week following its final proposed form in a weekly IFC meeting before they can be voted upon

ARTICLE VI. THE EXECUTIVE BOARD

Section 1 Term Length

The term of the IFC Executive Board shall run from three (3) weeks before the end of the Spring semester to that same designation a year later

Section 2 Eligibility

The eligibility to become an IFC Executive Board member consists of the following:

- (a) Be a Good-Standing member of an IFC recognized chapter
- (b) Have six (6) months of IFC membership as a General Member
- (c) Have either a General or Executive membership
- (d) Have a cumulative GPA of at least 2.5
- (e) Those holding a Delegate Membership during the academic year cannot be members of the IFC Executive Board due to the conflict of interest
- (f) Submit an application to the designated IFC Executive Board Member and IFC Advisor

Section 3 Composition

The Executive Board members shall consist of one (1) president and all other officers that are outlined in Article VIII. Officers and Responsibilities.

Section 4 Representation

The membership of The Executive Board shall never exceed two-thirds ($\frac{2}{3}$) of the active number of chapters

ARTICLE VII. EXECUTIVE BOARD ELECTIONS

Section 1 Slating of President and Vice President

The selection process of IFC President and Vice President is as follows:

- (a) Applicants who wish to become IFC Executive Members submit an application during the time allotted by the existing executive board
- (b) Presidential and Vice-Presidential Candidates will be proposed to the Delegate membership at the IFC meeting following the end of the application period
- (c) Candidates will be tabled for one (1) week following their introduction before a vote is conducted
- (d) The vote for President will be conducted in multiple rounds with candidates falling in the bottom half of votes eliminated after each round until a candidate receives a simple majority
- (e) This process will then be conducted for Vice President in similar fashion

Section 2 Slating of other Executive Members

The selection process of IFC Executive Members will be through a slating process as follows:

- (a) Applicants who wish to become IFC Executive Members submit an application during the time allotted by the existing executive board, ideally the same period allotted for Presidential and Vice-Presidential applications

- (b) The existing Executive Board and the newly slated President and Vice-Presidential candidates as outlined in Article VII. Section 1 will meet to select a slate for the remaining executive board positions
- (c) A majority vote during an Executive Board Weekly or Special Session is required to add an individual to each position on the slate
- (d) A vote of two-thirds ($\frac{2}{3}$) is required to pass a slate with the general assembly
- (e) If the slate does not pass then the general assembly will go through each position and vote individually, for each position that does not pass the IFC Executive Board will appoint a new person to those positions and present the slate at the next meeting. This new slate does not need to be tabled and can be voted on immediately at the next meeting

Section 3 Slate Restrictions

The slate can have a maximum of two (2) members from any single IFC chapter

ARTICLE VIII. OFFICERS AND RESPONSIBILITIES

Section 1 All Executive Board Members

The responsibilities of all executive board members are as follows:

- (a) Attend a transition retreat before the close of the academic year
- (b) Communicate via email and phone conferences throughout the summer term
- (c) Attend an IFC Executive Board Retreat prior to the beginning of classes
- (d) Meet as needed with appropriate OFSA staff member
- (e) Meet weekly as an IFC Executive Board outside of the General Council meetings
- (f) Attend the President's Academy and Greek Alumni Council Meetings

- (g) Be available for the all recruitment activities in which extra facilitation is needed
- (h) Work with Panhellenic Executive Board and Multicultural Greek Council Board counterpart where appropriate
- (i) Maintain comprehensive records of all job related IFC programs, policies and initiatives for no less than three (3) years
- (j) Act as the Executive Board member in charge of local, regional and national awards processes as determined by the IFC and OFSA
- (k) Serve on Lehigh University Committees where appropriate.
- (l) Conduct and/or attend IFC/OFSA programs and/or initiatives where appropriate

Section 2 President

The responsibilities of President are as follows:

- (a) Call and preside over all IFC hosted meetings as
- (b) Serve as an ex-officio member of all committees or appoint a delegate in conjunction with the Vice President
- (c) He shall have the power to fill all vacancies in the Executive Council subject to the official bylaws and a vote by the Executive Board
- (d) Serve as the official spokesman or representative of the IFC at all meetings and events as specified in Article X. Meetings
- (e) Act as the liaison between the IFC and the Dean of Students Office

Section 3 Vice President

The responsibilities of Vice President are as follows:

- (a) Officiate and represent the IFC in the temporary absence of the President
- (b) Serve as an ex-officio member of all committees
- (c) Annually review the bylaws for continued accuracy
- (d) Setting long term goals at the end of each academic year for future IFC Executive Boards, IFC Members, and the general greek community

Section 4 Treasurer

The responsibilities of Treasurer are as follows:

- (a) Maintain all financial records of IFC funds and report the status of such funds to IFC members and Delegate Members
- (b) Determine and present the annual IFC budget and semesterly dues for approval by the IFC
- (c) Collect semesterly dues per Article XIII. Finance
- (d) Act as a liaison between the IFCs spending with the current account holder

Section 5 Secretary

The responsibilities of Secretary are as follows:

- (a) Keep accurate record of all regular IFC activities
- (b) Call attendance during weekly meetings and report missing parties to the Treasurer
- (c) Keep minutes for all meetings specified in Article X. Meetings unless otherwise specified by the President or Meeting presider
- (d) Distribute the minutes in whatever method is deemed most effective
- (e) Delegate a replacement for taking the minutes at meetings in which he personally cannot be in attendance
- (f) Updating the IFC calendar regularly with items promoted during meetings or otherwise requested for addition

Section 6 Recruitment Chairman

The responsibilities of Recruitment Chairman are as follows:

- (a) Organize and administers all formal IFC recruitment procedures and policies as outlined in Appendix A: The Recruitment Bylaws of the Lehigh University Interfraternity Council
- (b) Recommends possible changes in recruitment process to the IFC
- (c) Develop a structured plan for marketing fraternity life to potential new members

- (d) Support chapters in their recruitment efforts
- (e) Works with Judicial Chairman to ensure all fraternities adhere to all Recruitment policies
- (f) Acts as head of the Brotherhood Recruitment Officers and oversees all of their proper training and education

Section 7 Judicial Chairman

The responsibilities of Judicial Chairman are as follows:

- (a) Shall serve as the Chairman of the IFC Judicial Committee and oversee its operation
- (b) Preside over all judicial proceedings of the Judicial Committee unless otherwise specified under Article XI. Judicial Bylaws
- (c) Shall see that the provisions of the Constitution, By-Laws, and other IFC and Lehigh University policies are enforced.

Section 8 Programming and Campus Relations Chairman

The responsibilities of Campus Relations Chairman are as follows:

- (a) Collaborate with the MGC and Panhellenic Council on the implementation of joint programs
- (b) Maintain the official IFC website and other social media platforms
- (c) Promote the IFC on a regular basis using various social media/university tools
- (d) Promote all IFC calendar events
- (e) Ensure an IFC presence during campus wide initiatives, celebrations, and awareness periods
- (f) Create unique events that serve the purpose of bettering greek life at Lehigh and strengthening the IFC community

Section 9 Service Chairman

The responsibilities of Service Chairman are as follows:

- (a) Facilitate the Adopt-a-Family program annually
- (b) Keep track of the total IFC hours of community service and total money raised via philanthropy
- (c) Work with the Community Service Office (CSO) to promote service opportunities for IFC members
- (d) Create service opportunities for chapters to better the Lehigh-Bethlehem community

ARTICLE IX. VOTE OF NO CONFIDENCE

Section 1 Vote of No Confidence

If at any time an Executive Member of the IFC is seen as not properly performing his job a Vote of No Confidence shall occur

- (a) Any IFC member can call for a vote of no confidence
- (b) A consensus of two-thirds ($\frac{2}{3}$) of the Delegate Membership is required to pass the vote
- (c) The member in question being voted on must be present at the meeting and have the opportunity to state his case

Section 2 Removal and Chain of Command

Officers being found in no confidence shall be removed from their position effective immediately. Once removed the highest chain of command officer shall appoint a new member to the position within one (1) week in accordance with the proper procedures outlined in Article XVI. Chain of Command

Section 3 Unexcused Absence

A vote of no confidence shall be immediately tabled for officers missing five (5) mandatory meetings in a semester unexcused. Excused absences may be submitted up to sixteen (16) hours in advance

ARTICLE X. MEETINGS

Section 1 General Meetings

General meetings shall be held a minimum of one (1) time per week during both academic semesters

(a) Attendance is obligatory for all Chapter Presidents

(i) Unexcused absences are subject to a fine to be designated in Article XIII. Finance §3

(ii) Excuses for not being in attendance must be submitted twenty-four (24) hours in advance to the IFC Secretary

(b) Attendance is obligatory for Executive Board members

(i) Multiple unexcused absences are subject to the officer designations in Article IX. Vote of No Confidence

(ii) Excuses for officers must be submitted sixteen (16) hours in advance to the IFC President

(iii) A replacement for Executive Members is not permitted

(c) General Meetings are open to all Lehigh Undergraduate students

(i) The IFC Executive Board maintains the right to make General Meetings closed to a prescribed list via a majority vote

(d) The time of general meetings is subject to change and will be decided by the President at the beginning of each semester and announced at least one (1) week before the beginning of classes

(i) If the meeting remains at the same time as the previous semester it does not need to be announced

(ii) The President may move the weekly meeting under extenuating circumstances and must be announced forty-eight (48) hours in advance to require attendance

(e) A weekly meeting does not need to be held if there is a suitable replacement during the week from which chapter delegates can receive the weekly announcements

(f) Meetings can be cancelled with two (2) hours' notice due to inclement weather so long as the agenda is published with annotations from the officers with pertinent information

(g) The order of the General Meeting shall be

- 1) Roll Call
- 2) Unfinished Business
- 3) Guest Speaker(s)
- 4) President's Report
- 5) Vice President's Report
- 6) Secretary's Report
- 7) Treasurer's Report
- 8) Judicial Chairman's Report
- 9) Recruitment Chairman's Report
- 10) Programming Chairman's Report
- 11) Service Chairman's Report
- 12) Campus Relations Chairman's Report
- 13) Chapter News and Announcements
- 14) Panhellenic Delegate's Report
- 15) MGC Delegate's Report
- 16) GAC Delegate's Report
- 17) IFC Advisor's Report
- 18) Courtesy Discussion

(h) Agenda shall be distributed at least four (4) hours prior to the General Meeting

- (i) Minutes shall be distributed up to two (2) hours after the commencement of the General Meeting

Section 2 Executive Board Meetings

Each week the President shall hold an Executive Board Meeting in which all the Executive Officers give updates as to the status of their current objectives and have planning discussions for future general and special meetings

- (a) Executive Board Meetings are obligatory for Executive Members and open to any undergraduate Lehigh student
 - (i) The IFC Executive Board maintains the right to make Executive Meetings closed to a prescribed list via a majority vote
- (b) Executive Board meetings shall be run informally by the President
- (c) The President shall create the agenda for Executive Board Meetings and distribute it at least two (2) hours prior to the meeting
- (d) Executive Board Meetings shall be held once a week at a time disclosed by the President at the beginning of each semester
- (e) Meetings can be cancelled with two (2) hours' notice

Section 3 Transition Meetings

There shall be at a minimum one (1) transition meeting in which the previous IFC Executive Board meets with the Executive Member-Elects to discuss the roles of their title and list best practices

- (a) Attendance for Transition Meetings is mandatory for both current and elected members is mandatory
- (b) The event details shall be announced at least one (1) week in advance

Section 4 General Special Sessions

A Special Session of all the Delegate Members and Executive Members may be called to discuss important issues that are not able to be discussed in General Meetings

- (a) Requiring attendance at Special Sessions is at the discretion of the person calling the meeting
- (b) Special Sessions can be called by the President or by the Vice President

Section 5 Executive Board Special Sessions

An Executive Board Special Session of The Executive Members may be called to discuss important issues that need to be decided under a time constraint

- (a) Requiring attendance at Executive Board Special Sessions is at the discretion of the person calling the meeting
- (b) Executive Board Special Sessions can be called by the President or by the Vice President

ARTICLE XI. JUDICIAL BYLAWS

Section 1 Definition, Composure, and Qualification

The Interfraternity Judicial Committee, hereafter called the IJC, shall be headed by the IFC Judicial Chairman and its membership shall be comprised of members from the council chapters based on the strength of submitted applications

- (a) Members of the Judicial Committee can only have General Member status (may not hold a position of IFC delegate or IFC exec)
- (b) The IFC President is an ex-officio member of the Judicial Committee and can take the IFC Judicial Chairman's place if there is a conflict of interest. Conflict of interest is defined as when a member of IJC or IFC is affiliated with the chapter in question. The IFC Judicial Chairman should never be present at a hearing of his own chapter unless called by the hearing panel individually, where IJC members may act as a part of their chapters representation
- (c) All IJC and IFC members that sit on a hearing panel must first receive deliberation training provided by the OSCCE
- (d) The Judicial Committee shall be primarily responsible for proposing revisions to IFC Judicial Policy to the IFC Council of Presidents for Ratification

Section 2 Scope of Responsibility

The scope of responsibility should be discussed and continuously updated in communication with the Office of Fraternity and Sorority Affairs (OFSA) and the Office of Student Conduct and Community Expectations (OSCCE)

(a) Hearings for incidents involving individuals shall be the sole property of the Lehigh University Conduct Office unless there is sufficient evidence that shows that an individual's actions were motivated by chapter precedents

(b) The three types of violations currently handled by the Judicial Committee are defined below:

(i) General Violation - For violation of an IFC constitutional principle, an IFC policy, or any incident that negatively affects the Lehigh Greek Community

(ii) Off-Campus Violation #1 - violation of Lehigh University Social Policy, referred to IJC by the OSCCE

(iii) Off-Campus Violation #2 - violation of Lehigh University Social Policy, referred to IJC by the OSCCE

(c) Off-Campus Violation #3 shall be handled exclusively through the Lehigh University Conduct Office.

Section 3 Meeting Composition

The composition of the Judicial Hearing Board and Chapter Panel will be determined by the type of incident according to section II.B

(a) General Violation

(i) The Judicial Hearing Board will be composed of the IFC Judicial Chairman (or the IFC President in accordance with I.A.2.a), and three (3) members of the Interfraternity Judicial Committee

(ii) The Chapter Panel will be composed of no more than five (5) members from the chapter in question, with one designated spokesman (typically chapter President). Any individuals with direct involvement or requested by the Judicial Hearing Board are required to attend

(b) Off-Campus Violation #1

(i) The Judicial Hearing Board will be composed of the IFC Judicial Chairman (or the IFC President in accordance with I.A.2.a) and two (2) additional members of the Interfraternity Judicial Committee

(ii) The Chapter Panel will be composed of the Chapter President, Social Chairman, Risk Manager, and any individuals involved in incident (i.e. one Homeowner representing the household responsible for violating City Ordinances)

(c) Off-Campus Violation #2

(i) The Judicial Hearing Board will be composed of the IFC Judicial Chairman (or the IFC President in accordance with I.A.2.a) and three (3) members of the Interfraternity Judicial Council.

(ii) The Chapter Panel will be composed of the Chapter President, Social Chairman, Risk Manager, and any individuals involved in incident (i.e. one Homeowner representing the household responsible for violating City Ordinances)

Section 4 Meeting Procedure

(a) Prior to the Meeting

(i) Chapters in violation shall be given notice within twenty-four (24) hours of the report of the incident and have one (1) week to schedule a hearing

(ii) The notice shall be given over email with a description of the incident date, the specific IFC Policy violated, and the alleged incident that violated that rule

(iii) For General Violation

1) Chapter representatives must complete any requested materials before the meeting and submit in writing via email to IFC Judicial Chairman

(iv) For Off-Campus Violation #1

1) Chapter representatives must complete the following materials before the meeting and submit in writing via email to IFC Judicial Chairman:

a) **Formalized (on / off) campus risk management plan including: Positions employed (i.e. rides, designated driver, sober monitors, bartender, risk/watch, etc.)**

b) **SWOT (Strengths, weaknesses, opportunities, and threats) analysis of the chapter's risk management plan**

c) Explanation of what happened from the chapter's perspective including a summary of how the chapter's risk management practice lead to a violation of City ordinances or Lehigh policies

(v) For Off-Campus Violation #2

1) Chapter representatives must complete any requested materials before the meeting and submit in writing via email to IFC Judicial Chairman

(b) Meeting Procedure

(i) Charges are stated, and chapter must:

1) Take Responsibility

2) Deny Responsibility and engage in discussion with the judicial hearing panel on the incident in question. The panel will then deliberate to decide if the chapter is responsible

(ii) If Chapter is found responsible:

1) Hearing Panel and Chapter engage in conversation as stated above on where chapter risk management or guiding principles failed

2) Panel can assign sanctions to chapter appropriate to incident

(iii) If Chapter is Not Responsible:

1) Hearing is adjourned, no sanctions applied, meeting minutes are recorded and submitted to OSCCE if necessary

(c) Following the Meeting

(i) Sanctions assigned by the Judicial Hearing Board shall be announced to the chapter immediately following the hearing, unless additional time for deliberation is requested by the Judicial Hearing Board in which case the board has 72 hours to announce sanctions to the chapter.

(ii) Punishments that overlap between the IJC and the Lehigh University Conduct Office shall be waived at the discretion of the IFC Judicial Chairman as to not give repetitive punishments

(iii) Resolutions in Judicial hearing will be announced during IFC General Meetings under the IFC Judicial Chairman's business specifying the IFC policy or bylaw violated, the verdict of the panel, the chapter involved, and the specific sanctions

(iv) Any Sanctions determined by the Judicial Hearing Board shall be completed within the time frame requested, or chapter will receive additional violation of IFC policy

Section 5 Appeal Process

Any chapter that wished to appeal has until the next IFC meeting following the Board's decision to say so, by sending an email to the IJC chairman stating on what grounds they are appealing

(a) Grounds for appeal:

- (i) Chapter disagrees with finding of responsibility
- (ii) Chapter finds sanctions unduly harsh
- (iii) Chapter believes hearing board did not follow proper procedure
- (iv) New information is available (not restricted by timeline stated above)

(b) Appeal Meeting Composition

(i) A group of five (5) individuals, hereafter called the Judicial Hearing Appeal Board, shall be present at the Appeal hearing

(ii) The five (5) individuals to serve on the Judicial Hearing Appeal Board will consist of the IFC President (or the ranking member of IFC if IFC President handled first case), one (1) additional representative from the IFC Executive Board, and three (3) members of the Interfraternity Judicial Committee (All members of the Judicial Hearing Appeal Board must be different than the initial Judicial Hearing Board)

(iii) A group of no more than (5) individuals representing the chapter may be present, with the Chapter President or Primary representative speaking on behalf of the chapter

(c) Appeal Procedure

- (i) Chapter states case for appeal
- (ii) Board deliberates
- (iii) Decision of the Judicial Hearing Appeal Board shall be announced to the chapter immediately following the hearing

(d) All Appeal decisions are final

ARTICLE XII. RECRUITMENT

Section 1 Recruitment Bylaws

For recruitment bylaws, see document *Recruitment Bylaws of Lehigh University Interfraternity Council*, attached in Appendix A.

ARTICLE XIII. FINANCE

Section 1 Dues

Each chapter shall be charged a semesterly fee to continue chapter membership in the IFC determined by the treasurer in conjunction with the rest of the IFC Executive Board at the beginning of the year

Section 2 Retreats

Retreats shall be listed as a separate budget item and not included in total towards the semesterly dues

Section 3 Fines

Chapters not being in attendance for a scheduled meeting where attendance is obligatory shall be fined \$50

Section 4 Dues Collection

Dues are due to the Treasurer by the second (2) IFC General Meeting of the semester

Each week in which dues are late there will be a fine of \$100

Section 5 Judicial Sanctions

Fines assigned as judicial sanctions must be paid within seven (7) days after notification of punishment

ARTICLE XIV. EXPANSION

Section 1 Expansion

The expansion process to become a fully recognized IFC chapter is outlined in the [“Lehigh University Office of Fraternity and Sorority Affairs Policy for Expansion”](#)

ARTICLE XV. REPRESENTATION

Section 1 Representation

The IFC is obligated to attend weekly meetings of relevant organizations that help to promote the IFCs purpose. It is encouraged that the IFC president be the representative in all cases, but it is not required.

(a) Precedent has established attendance for an executive board member to be in attendance for:

- (i) Council of Student Presidents (CSP)
- (ii) Weekly Panhellenic Meetings
- (iii) Weekly Multicultural Greek Council (MGC) Meetings
- (iv) Greek Alumni Council
- (v) Planning Meetings for All Greek Council Meetings (AGC)
- (vi) Expansion Committees
- (vii) Housing Committees

Section 2 Change in Representation

Items can be added or retracted from Article XV. Representation §1(a) without a vote so long as the meetings are being attended on a regular basis

ARTICLE XVI. CHAIN OF COMMAND

Section 1 Chain of Command

Should for any reason several Executive Members be removed from their positions the following chain of command shall be enforced:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Judicial Chairman
- (e) Campus Relations Chairman
- (f) Treasurer
- (g) Programming Chairman
- (h) Recruitment Chairman
- (i) Service Chairman

Section 2 Distribution of Responsibilities

Should any position be displaced it shall be the person in the highest position on the chain of command to distribute his responsibilities until a new member is appointed

Section 3 Appointment

Vacant positions on The Executive Board shall be appointed by the person in the highest chain of command position and voted on by a simple majority by the remaining officers

(a) If the President's position become vacant the Vice President shall assume his duties and then appoint a new Vice President

(b) Officers who are members of suspended chapters cannot directly serve on The Executive Board but shall have their positions held up to ten (10) weeks or until the status of their chapter has been changed

ARTICLE XVII. SOCIAL BYLAWS ADDENDUM

Section 1 Alcohol Distribution

All social events shall have a responsible means in which alcohol is distributed

Section 2 Objectification

No social event shall be held in which women are obliged to objectify themselves

Section 3 Themes

No theme parties that are derogatory towards any demographic shall be held

Section 4 Enforcement

Enforcement of IFC Social Policy will be conducted by the IJC except for cases involving specific individuals, harassment/bias related incidents and other violations of serious nature which the recognition of the chapter may be in question

ARTICLE XVIII. AMENDMENTS

Section 1 Amendments

Amendments to the bylaws can be made at any time so long as the amendment in question is tabled for one (1) week and receives a two-thirds ($\frac{2}{3}$) vote

Section 2 Recruitment Amendments

Recruitment Bylaws cannot be amended during formal recruitment

APPENDIX A: Recruitment Bylaws of Lehigh University Interfraternity Council

ARTICLE I. NAME

Section 1

The name of the period in which eligible men shall be allowed to receive formal invitation, hereby known as a bid, to join a fraternity will be designated first by the semester season, followed by the word recruitment.

Section 2

Any eligible male displaying interest in the Lehigh University fraternity system shall be designated a potential new member.

Section 3

Potential new members having accepted bids to fraternities will after be addressed as new members

ARTICLE II. OBJECT

Section 1

The Lehigh University Interfraternity Council Recruitment process exists so that eligible men attending the university have the proper resources to make an informed decision on what organization they would like to associate with.

Section 2

The Interfraternity Council is responsible for providing potential new members with information on proper recruitment etiquette and sponsoring activities that enable learning about every IFC recognized chapter

Section 3

The Interfraternity Council is responsible for the verification of all sponsored recruitment activities

(a) Verification is defined to be a physical inspection of recruitment activities to ensure their compliance with IFC Recruitment Bylaws, NIC bylaws, and the Lehigh University code of conduct

(b) Sponsored activities are defined as any activity that a fraternity hosts by request of the interfraternity council recruitment bylaws

Section 4

The Interfraternity Council has a responsibility to enforce any violations of the Recruitment Bylaws through the Interfraternity Judicial Council

(a) Precedent for IJC cases are governed both by the Interfraternity Judicial Council Bylaws outlined in "Bylaws of the Lehigh University Interfraternity Council" Article XI. Judicial Bylaws and by the addendums to those bylaws here listed, specifically those listed in Article VIII. Interfraternity Judicial Council Policy for Recruitment

ARTICLE III. MEMBERSHIP

Section 1

To meet the eligibility requirements for joining an IFC chapter an individual must meet the following criteria

- (a) Be a full-time undergraduate male student
- (b) Have a grade point average above 2.50
- (c) Completed at least 12 credits at Lehigh University
- (d) Spring eligibility shall also be determined by successful registration through the IFC recruitment form provided to PNMs via email

Section 2

Potential new members may lose their right to participate in IFC Recruitment if any of the following instances occur

- (a) Violation of the Federal or Pennsylvania State law
- (b) Violation of the Lehigh University Code of Conduct
- (c) Attendance at an unregistered recruitment event

Section 3

Disputes in the eligibility of a person's status as a Potential New Member shall be governed by the IJC as outlined in Article VIII. Interfraternity Judicial Council Policy for Recruitment

Section 4

Chapters not adhering to the IFC recruitment bylaws may lose their privilege to participate in the process temporarily, pending a completed hearing from the IJC or the Lehigh University Student Conduct Office

ARTICLE IV. DUES

Section 1

Potential new members will be charged no due to enter the recruitment process of the interfraternity council

ARTICLE V. OFFICERS

Section 1

The oversight of yearly recruitment activities will be the primary responsibility of the IFC Recruitment Chairman as dictated by the "[NIC Officer Handbook for Recruitment Officers](#)"

Section 2

It is the additional role of the President or the Vice President of Administrative Affairs to ratify any sponsored recruitment events not outlined in the IFC Recruitment Bylaws

Section 3

It is the responsibility of every member on the Interfraternity Council to support the operation and verification of any sponsored event as outlined by Article II. Object §3

Section 4

Each year the IFC shall appoint a designated number of subordinate officers titled the Brotherhood Recruitment Officers whose roles and responsibilities shall be outlined in the Brotherhood Recruitment Officer Bylaws

ARTICLE VI. FALL RECRUITMENT

Section 1

Students wishing to participate in fall recruitment must meet all the eligibility requirements outlined in Article III. Membership

Section 2

The IFC will host a minimum of two (2) general sponsored events each fall recruitment period

(a) An event shall be hosted during the first week of classes in the fall academic semester that allows each IFC recognized fraternity to set up a table in a common space and inform any inquiring parties about their respective organizations

- (i) Attendance is optional for students willing to become potential new members
- (ii) The event is open to all members of the student population

Section 3

Section 3. Bids may be given out at any point during the fall semester

(a) Fraternities wishing to hold new member education in the fall must allow ample time to for members to complete new member education of the respective fraternity

- (i) New member education can last a maximum of six (6) weeks
- (ii) Chapters must receive approval on their NME Plan from their OFSA assistant director before any bids can be extended

Section 4

Chapters must host a minimum of 3 open events during the semester

(a) No chapter can host more than one open event per week

(b) For an event to count towards the 3-event minimum the event must be verified by a member of the IFC or a Brotherhood Recruitment Officer not holding membership in the hosting chapter

(c) The event must be submitted using the form provided by IFC and must be approved by the IFC Recruitment Chairman

ARTICLE VII. SPRING RECRUITMENT

Section 1

Spring recruitment shall be synonymous with formal recruitment

Section 2

Spring recruitment shall take place starting on the first Monday in the spring academic semester and conclude nineteen (19) days thereafter

(a) Bids may be signed on the last day between the hours of eight (8) ante meridiem and six (6) post meridiem

(b) Bid lists must be submitted to the advisor of the IFC by eight (8) post meridiem

Section 3

The first day of recruitment the IFC shall hold two (2) general sponsored event

(a) An event shall be held to celebrate the beginning of formal recruitment

(b) The first part of a three (3) part educational lecture series shall be held

(i) The second Monday in recruitment the IFC shall sponsor a general event covering the eligibility, structure, and guidelines for formal recruitment

Section 4

Two days during the first week of recruitment shall be house tours

(a) During 2 hours of each of the two days, potential new members can roam the hill and visit fraternity houses and locations

- (i) The 2 designated days for house tours will be determined by IFC
- (ii) Each chapter will be assigned one of the two days by IFC
- (iii) The 2-hour period for each day will be determined by IFC

(b) Non-residential chapters will be given a location in which they will have equal opportunity to present information about their chapter to potential new members

Section 5

Each fraternity has ten (10) days following open houses to host two (2) sponsored events open to all potential new members and publicized to all Brotherhood Recruitment Officers

(a) All sponsored events must be designated in their chapters respective recruitment plan or approved by the IFC forty-eight (48) hours in advance

(b) For an event to count towards the ten (10) day requirement the event must be verified by a member of the IFC or a Brotherhood Recruitment Officer not holding membership in the hosting chapter

(c) Failure to comply with the rules or policies of the IFC Recruitment Bylaws, Lehigh Code of Conduct, federal law, state law, or IJC policies will result in the revocation of the event credit and automatic submittal to the IJC

Section 6

Both subsequent Mondays in formal recruitment shall be designated for the remaining two (2) educational lecture series

(a) The second Monday in recruitment the IFC shall sponsor a general event covering Campus Partners, Hazing, and Bystander Intervention

(b) The third Monday in recruitment the IFC shall sponsor a general event covering expectations of joining a fraternity, bid day, OFSA policies, post-assessment, and parent webinars

Section 7

On the first two academic days of the final week of recruitment chapters will be required to host one (1) dinner which recognizes distinguished potential new members known furthermore as “Blue Chip Dinners”

(a) Non-residential fraternities will be accommodated in areas of comparable size to a chapter dining room or in another fraternity residence on the evening that chapter does not have their Blue-Chip Dinner

(b) Potential new members may go to as many Blue-Chip Dinners as they are invited to

(c) Chapters are encouraged to provide PNMs with the list of invite-only activities to take place on the last week of the recruitment period

(i) In the case that a PNM cannot attend, chapters are encouraged to send distinguishing members the weekly events via email or in person at a later time

(d) Alcohol is not permitted at Blue Chip Dinners

Section 8

Bids may be extended to Potential New Members either in writing, orally, or through electronic notification starting on the second to last day of the recruitment period

(a) Formal bids will be given out by the university at a specified time thereafter and signed during the allotted period

(b) Bids extended before the second to last day of the recruitment period shall be deemed “dirty rushing” and proper IJC action will be taken

(c) A formal list of all the PNMs that a chapter would like to extend bids to must be given to the IFC Advisor by eight (8) ante meridiem on the last day of recruitment

ARTICLE VIII. INTERFRATERNITY JUDICIAL COUNCIL POLICY FOR RECRUITMENT

Section 1

Violations of the Recruitment Bylaws are subject to investigation and possible sanctioning by the Interfraternity Judicial Council hereafter referred to as "IJC"

- (a) Cases brought to the IJC internally through an undergraduate student or student organization shall be termed "Primary Cases"
- (b) Cases brought to the IJC externally through the Dean of Students office shall be termed "Secondary Cases"

Section 2

The policies and guidelines for the IJC are outlined in Article XI. Judicial Bylaws - *Bylaws of the Lehigh University Interfraternity Council*

- (a) The policies in this article can supersede standard policy during the period of 'Formal Recruitment'

Section 3

While cases that come before the IJC of or relating to recruitment will follow the procedure outlined by the bylaws in a similar way to any non-recruitment related case, the following guidelines and metrics may be used at the discretion of the IJC to determine the severity and appropriate response to potential violations:

	Level 1	Level 2	Level 3
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Infraction	-Not holding "Bar" or other alcohol monitoring system -Unregistered Recruitment Event	-Utilizing women as a primary feature of an event -Repeated Level 1 -Hard Alcohol Violation	-Bias related incident -Alcohol related hospitalization -Violation of suspension - Repeated Level 2
Minimum Sanction	-Educational Sanction	-1-day suspension -Formal Apology if applicable -Notification to Alumni Advisor	-Referred to OSCCE -E-board Meeting -Notification to Nationals

(a) Due to the nature of recruitment, due notice can be lowered to a minimum of twenty-four (24) hours

(b) A full case hearing should take place within forty-eight (48) hours of the alleged incident with at least one directly involved member of the violating chapter

Section 4

The "level" system for determining severity of violation will be used as a set of guidelines for the IJC to use and continuously develop as cases arise

Section 5

An appeals process is permitted should the fraternity have sufficient grounds. However due to the time constraints of a 3-week recruitment period the IJC reserves the right to determine the length of time a case has available to appeal with a minimum of 24 hours

(a) It shall be the aim of the IJC to immediately repeal all assigned sanctions in which have already been placed by the University Office of Student Conduct

Section 6

Suspension of a chapter limits that chapter from being able to participate in any recruitment related or IFC sponsored activity

(a) Suspensions whose duration overlaps with the day formal bids are due will be temporarily lifted and then resumed and finished during New Member Education

Section 7

All cases brought to the IJC by an undergraduate student shall remain within the precincts of the Interfraternity council

(a) An exception will be made if the IJC chairman determines that an issue poses a long-term threat to the health and safety of either the chapter or greek community

Section 8

Cases reported to the IJC will be kept anonymous to all but the IJC hearing members

(a) The University maintains the right to publish information on the violations that they have primary jurisdiction on

Section 9

Hard Alcohol will be prohibited from all recruitment events, both declared and otherwise, during the formal recruitment period. This policy excludes alcohol provided by third party vendors, unless chapter then provides such alcohol to prospective new members. Sanctions listed above and reiterated here:

(a) Violation 1 - Level 2, 1-day suspension and notification of alumni advisor

(b) Violation 2 - Level 3, referred to OSCCE and notification of national organization

(c) Violation of Suspension - referred to OSCCE and notification of national organization

(d) Violations where case is decided after formal recruitment will be handled as an IJC general case

ARTICLE IX. AMENDMENTS

Section 1

Amendments to the IFC Recruitment Bylaws may be brought up by any IFC member and require a 2/3 vote of the chapter representatives

(a) As per the governing bylaws, IFC board members do not hold voting rights

Section 2

Bylaws are subject to change at any point during the year except for the time designated “formal recruitment”

ARTICLE X. GLOSSARY

Verify: Physical check that a sponsored event is adhering to all aforementioned policies and bylaws

Sponsored: an event held by individual chapter at the request of the Interfraternity Council

General sponsored: an event in which the primary sponsor is the Interfraternity Council

Common space: any university area not associated with any specific chapter

IFC: Interfraternity Council

Lehigh: Lehigh University, Bethlehem, PA

PNM: potential new member

NIC: North-American Interfraternity Conference

Bid: formal invitation for membership into a greek organization

Table: physical table in which some or all aspects of a fraternity is presented and discussed

BRO: Brotherhood Recruitment Officer

OFSA: Office of Fraternity and Sorority Affairs

IJC: Interfraternity Judicial Council