

## **Recruitment Bylaws of Lehigh University Interfraternity Council**

### Article I: Name

Section 1. The name of the period of time 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 in order 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 and by the addendums to those bylaws here listed

### Article III: Membership

Section 1. In order 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 2.25

- c. Completed at least 12 credits at Lehigh University
- d. Spring eligibility shall also be determined by successful registration in the ICS system database

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

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-2-a

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 of the eligibility requirements outlined in Article III

- a. Additionally, PNMs must be registered in the ICS database by 11:59pm on the first day of recruitment

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 PNMs
  - ii. The event is open to all members of the student population
- b. An event shall be held anytime after ten (10) weeks completion of the fall academic semester that educates potential new members on the spring recruitment process

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. A preliminary recruitment plan must be submitted to the IFC prior to the first day of formal recruitment
  - ii. New member education can last a maximum of six (6) weeks
  - iii. Chapters must receive approval on their NME Plan from their OFSA assistant director before any bids can be extended

Section 4. Potential New Members must attend a total of three (3) open and sponsored events within the ten (10) day period outlined in section 2

- a. In order to complete the requirement the PNM must attend a minimum of one (1) event hosted by two (2) different IFC chapters

## 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. The three (3) days following the first shall be designated as house tours

- a. Potential new members must attend a minimum of two (2) nights of house tours

- 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
- c. House tours shall be led by Brotherhood Recruitment Officers
  - i. Tours will consist of either five (5) to six (6) houses per night
  - ii. Each Brotherhood Recruitment Officer will tour each house for 25 minutes with 5 minutes of travel time
  - iii. The schedule of houses on each respective day of the week is to be presented to the potential new members on or before the first day of formal recruitment

Section 5. Each fraternity has ten (10) days following open houses to host two (2) sponsored events open to all potential new members and publicised 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. In order 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
- d. Potential New Members are required to go to [number] sponsored open events in this ten (10) day period

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 recognises 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 aforementioned 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 for any attendee twenty-one (21) years of age or otherwise

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 time 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 of 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

Section 9. The first week of formal recruitment shall be deemed zero tolerance alcohol violations

- a. Potential New Members attending events in which alcohol is present shall immediately lose their ability to join an IFC chapter
- b. Chapters hosting events in which alcohol is present shall be immediately heard by the IJC under a Level 3 violation and be assigned no less than a five (5) day complete suspension from the recruitment process
- c. Zero tolerance will last for the duration of five (5) full days and end at two (2) ante meridiem on Saturday morning

Article IX: 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 5 of the Interfraternity Council bylaws

- a. The policies in this article can superseded 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:

	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
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<b>Infraction</b>	-Not holding "Bar" or other alcohol monitoring system -Unregistered Recruitment Event	-Falsifying information -Utilizing women as a primary feature of an event -Repeated Level 1	-Bias related incident -Alcohol related hospitalization -Violation of suspension -Any violations during Values Week
<b>Minimum Sanction</b>	-\$50 Fine -Educational Sanction	-\$250 Fine -3-day suspension -Formal Apology -Notification to Alumni Advisor -Educational Sanction	-\$500 -5-day suspension -Eboard Meeting

- 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

#### Article X: 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 with the exception of the time designated "formal recruitment"

#### 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: national 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