

# The Interfraternity Council Constitution

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. 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, work to elevate the ritual and the values of the member organizations.

## Article I — Name

The name of this organization shall be “Chapman University Interfraternity Council” or Chapman IFC.

## Article II — Mission Statement

The role of Chapman University Interfraternity Council is to govern, to serve, to represent, and to promote, with the highest standard of integrity, its member fraternities. We exist as a resource to facilitate the growth and development of fraternity men in the areas of personal and fraternal responsibility, leadership, scholastic achievement, civic engagement, and brotherhood.

## Article III — Purpose

The purpose of the council is to achieve the mission stated above. These steps will be taken to ensure the council’s success:

1. **Communicative:** to serve as a liaison concerning fraternity matters between the IFC fraternities and the faculty/administration
2. **Programming:** promoting and coordinating IFC-hosted programs and events.
3. **Educational:** to promote and sponsor educational programs to increase awareness on issues concerning IFC fraternities (i.e., alcohol awareness, hazing, etc.)
4. **Service:** to act as a resource for service opportunities to Greek Life, the campus community, and the local community
5. **Judicial:** to adjudicate offenses and to act as an appellate board for the IFC fraternities
6. **Recognition:** to recognize IFC fraternities and their members for their services to Chapman
7. **Growth:** to actively encourage and support the growth and well-being of the IFC fraternities recognized by Chapman. As well as supporting the university and its chapters

during the expansion process.

8. **Accountability:** to hold all IFC fraternities accountable to everything stated in this constitution to a higher standard

9. **Unify:** to help bring IFC fraternities together in order to strengthen the bonds of our community

10. **Promotion:** to advertise the activities and successes of our member chapters throughout the Chapman community.

## **Article IV — Scope of Authority**

**Section 1.** All legislative powers granted herein are vested in the Chapman Interfraternity Council (hereinafter referred to as the IFC). The IFC will have the ability to enforce its constitution, bylaws, and policies for any IFC-recognized organizations.

**Section 2.** Nothing in the Constitution, Bylaws, or policies of the IFC shall be interpreted to be contrary to the rules and regulations of Chapman University, the North American Interfraternity Conference, or any federal, state, or municipal laws. See Appendix A.

**Section 3.** The IFC has the authority to govern the conduct of the fraternities by imposing restrictions and regulations, and to penalize fraternities as it sees fit for casting discredit on the fraternity system, the IFC, or Chapman University.

**Section 4.** The IFC will not have the power to interfere with or to regulate internal fraternity affairs insofar as the fraternities conduct themselves contrary to the letter or spirit of this Constitution except as hereinafter provided.

**Section 5.** Our obligation as a council includes the responsibility to establish and enforce policies for rushing, new member education, the formation and admission of new fraternities, and the planning and execution of all Greek and Interfraternity activities.

## **Article V — Membership**

**Section 1.** The IFC shall consist of all fraternities recognized by Chapman University that are affiliated with a recognized national fraternity organization and NIC, that comply with the constitution of this Council. The IFC President and VP Recruitment cannot serve in the same position within their chapter during their IFC term, specifically as president and recruitment chair, respectively.

**Section 2.** The IFC will consist of the Executive Board and the presidents of IFC-recognized organizations, serving as “delegates” from each member fraternity. Presidents of IFC-recognized fraternities can appoint a member of their chapter to serve as a delegate.

**Section 3.** No executive officer of the Council shall be a designated IFC representative of his fraternity, or serve to count as a representative for quorum. The Chapman University IFC

Advisor and/or IFC Advisor shall be a non-voting member of the Council.

**Section 4.** Only duly selected members are allowed to participate in the affairs of the IFC. Fraternity members are welcome to attend IFC meetings, but cannot participate directly in IFC business. Others may be invited by the IFC to attend meetings as needed.

**Section 5.** The responsibilities of an IFC Representative are to:

1. Represent and inform the IFC on all aspects of relations with:
  - a. The University;
  - b. His chapter;
  - c. The surrounding community; and
  - d. Greek Affairs and scheduled activities.
2. Decide questions of interfraternity relations in the best interests of:
  - a. The fraternity system;
  - b. The surrounding community;
  - c. The student body; and
  - d. The University.
3. Introduce proposals for new policies.
4. Participate in discussion and deliberation regarding policies.
5. Comply with and assist in the implementation of all policies duly passed by a two-thirds (2/3) vote of the total number of IFC member fraternities.
6. Exercise voting rights on all matters brought before the IFC.

## **Article VI — Officers**

**Section 1.** The IFC officers will consist of a President, Vice President of Administration & Standards, Vice President of Public Relations, Vice President of Programming, Vice President of Recruitment, Vice President of Community Advancement, and Vice President of Finance and Scholarship.

**Section 2.** The duties of the President are as follows.

1. To preside over all regular and special meetings and to call such meetings as are necessary.
2. To serve, ex officio, as a non-voting member on the Judicial Board and all other committees.
3. To represent the IFC on University committees, and to any outside persons or organizations.

4. To serve as the general supervisory officer to see that all activities of the IFC are efficiently carried out.
5. To represent and articulate the views of Chapman IFC through releasing statements when necessary.

**Section 3.** The Duties of the Vice President of Administration & Standards are as follows.

1. To act in the capacity of the President in his absence.
2. To keep the role of the Council, record and distribute the Council minutes of all meetings, notify the Council members in advance of emergency meetings, and collect and distribute a current record of all the fraternity officers, members, and pledges. To continue communication with Chapman's social Greek community.
3. To serve in the event that a permanent vacancy occurs in the Presidency, the Vice President of Administration & Standards will be appointed the new President.
4. To act as the Chairperson of the Judicial Board.

**Section 4.** The Duties of the Vice President of Programming are as follows.

1. To coordinate any educational, social, and philanthropic programs sponsored by the Council.
2. To work in collaboration with Panhellenic and the United Greek Council (UGC) to plan and sponsor 'Greek Week'.
3. To coordinate with the university to plan and implement Intramurals.
4. To serve as the risk manager at all IFC-sponsored events

**Section 5.** The Duties of the Vice-President of Public Relations are as follows.

1. To be in charge of all IFC branding and social media. Must work to create and highlight relevant content.
2. To keep Chapman Greek life informed on what is going on within the fraternity system.

**Section 6.** The Duties of the Vice President of Finance and Scholarship are as follows.

1. To supervise the direction of the Council's funds, report the Council's financial status at each meeting, make budget requests from the Chapman Student Government Association, coordinate IFC fundraisers, and collect and remit all financial obligations.
2. To manage all scholarship activity in IFC and academic support.

**Section 7.** The Duties of the Vice President of Recruitment are as follows.

1. To be in charge of coordinating an on-campus kick-off event marking the beginning of

the recruitment period.

2. To coordinate with chapter-specific recruitment chairs as well as the president to ensure their understanding of the rules.
3. To bring forward any recruitment violations to hold chapters accountable.

**Section 8.** The Duties of the Vice President of Community Advancement are as follows.

1. To ensure that underrepresented and marginalized communities have a proper platform to speak within the Greek community and beyond.
2. To correspond, facilitate, and spearhead communications alongside the council President with various campus outlets, such as but not limited to: Greek Councils, Community relations, Conduct at Chapman, and Student Government.
3. To host semesterly service projects for the greater Orange Community in conjunction with the Vice President of Programming, including Greek Week and Greek Day of Service.
4. To maintain consistent communication with local community organizations and governmental bodies, including but not limited to the City of Orange and local law enforcement, so that IFC remains informed on relevant community developments, legal matters, and civic initiatives impacting the Greek community.

**Section 9.** Chapter Representation

1. Delegates will be in charge of nominating members to serve on the IFC who are not currently sitting members of the IFC.
2. A majority vote of the IFC representatives shall elect officers.
3. To be eligible to be elected IFC President, the candidate in question has to have been a part of IFC for a minimum of one semester. If there are no eligible candidates, the position will be open to all who apply.
4. Outgoing officers will be held responsible for the education of incoming officers on their duties and responsibilities.
5. The executive officers shall serve from the last meeting of the fall semester until the installation of the new officers the following year.
6. A council member elected to serve for the rest of the unexpired term will fill executive officer vacancies, exclusive of the president.

## **Article VII — IFC General Voting Policies**

**Section 1.** The IFC General Body shall operate utilizing the following voting policies:

1. Each member chapter, in good standing with IFC, shall have one vote.

2. Individuals holding IFC Executive Board positions are not entitled to a vote.
3. In the event of a tie, the IFC President shall cast the deciding vote.
4. There shall be no secret ballot votes.
5. All motions should be presented to the chapters at least one week before the official vote.
  - a. During this week, chapters in good standing will be allowed to alter the motions.
6. No proxy voting from a different chapter is allowed
  - a. In the case that a chapter's voting member is unable to attend, they may appoint a member from their respective chapter to vote on behalf of their chapter

## **Section 2** Voting Procedures

1. Quorum must be met by having  $\frac{2}{3}$  of chapters in good standing present
2. The VP of Administration & Standards will read the proposed revisions and will be voted on by a yes/no or abstain vote.
3. The VP of Administration & Standards will call on each chapter in good standing in alphabetical order for them to cast their vote.
4. Voting members will demonstrate by a verbal "yes," "no," or "abstain."
5. The VP of Administration & Standards will tally votes and declare whether a measure has passed or not.
6. Votes will be passed on a  $\frac{2}{3}$  vote.

# **Article VIII — Judicial Board**

## **Section 1.** Philosophy

As part of the Chapman Greek community, each chapter and individual fraternity member shares the responsibility to act as a positive member of the community. In order to uphold the standards that have been set by the Interfraternity Council and Chapman University, the Interfraternity Council established the IFC Judicial Board.

If a chapter or an individual fraternity member violates a policy set forth by the Greek community, Chapman IFC, or Chapman University, the IFC Judicial Board may conduct a disciplinary hearing for the chapter to review alleged acts of misconduct.

The primary goal of the hearing process is educational - to help chapters understand the impact of their behavior on the community, teach them how to accept responsibility as good community members, and modify the chapter's behavior for the future. Therefore, the IFC Judicial Board has the authority to sanction chapters for misconduct.

## **Section 2.** Jurisdiction

1. The IFC Judicial Board may hear any and all disciplinary matters concerning fraternities and their members, recognized by the IFC. This pertains to any violation of

the rules and procedures enumerated in this Constitution, Bylaws, Amendments, and policies. IFC will not engage in the internal matters of a chapter.

2. There is no minimum number of fraternity members who must be involved in an incident before disciplinary action may be taken by the Judicial Board.
3. There may be instances when a violation will be reviewed by the Board, but no action will be taken against the entire chapter for insufficient grounds.
4. While it depends on the severity of the allegations, most chapters will be afforded a Mediation meeting to resolve the potential violation instead of a public Judicial Hearing.

### **Section 3. Structure**

1. The IFC Executive Board members: VP of Administration & Standards and IFC President shall serve as standing members of the Judicial Board. A third Judicial Board member shall be appointed on a case-by-case basis from the IFC Executive Board, determined by the nature of the alleged violation and the corresponding jurisdiction of the officer most relevant to the matter.
2. The VP of Administration & Standards of the IFC shall serve as Chairman of the Judicial Board.
  - a. The Chairman will preside at all meetings and will rule on all questions of order and procedure. In this capacity, he will schedule the judicial process, provide appropriate evidence, ensure that all involved have been notified of the hearing, read the charges, and summarize the relevant information for the record as the first step of the judicial process. The Chairman shall be responsible for writing referral and recommendation letters.
3. In the case of a Judicial Board member's chapter being involved, that member shall remove himself from the deliberations and decisions of that case. If the Chairman's chapter is involved in the judicial process, the President of the IFC shall serve as Chairman. If the President cannot serve as Chairman because his chapter is involved in the hearing, the VP of Recruitment of the IFC shall serve as Chairman.
4. The IFC advisor shall serve as the advisor to the Judicial Board. The advisor is an ex officio member and shall not participate in voting. The advisor will witness the entire hearing process to ensure due process.

### **Section 4. Mediation**

1. When a chapter is accused of violating the Interfraternity Council Constitution or Standing Rules/Policy, it prompts the IFC Judicial Board to begin a judicial review. Chapters will be notified of alleged violations and provided options for the next steps in

the judicial process. While it depends on the severity of the allegations, most chapters will be afforded a Mediation meeting to resolve the potential violation instead of a public Judicial Hearing. The document below provides more detail about the Mediation process.

## 2. Procedure

- a. The VP of Administration & Standards will contact the chapter in question and set up a time to meet with them, and will send a violation report
- b. The chapter is allowed to have 3 total members representing their chapter, including the President, Advisor, National office rep, etc.
- c. The IFC Judicial Board is allowed to have three total members, outlined in Section 3.1
- d. At the start of a meditation, the mediator will read the meditation statement.
- e. The IFC Judicial Board and the Chapter will work together to reach an agreement about possible sanctions on the accused chapter. If no agreement can be reached, a Public Judicial committee hearing will occur
- f. Sanctions must be agreed upon or disagreed with before the end of the mediation.

## **Section 5. Judicial Hearing**

1. If no agreement is made in the Mediation process or if a chapter chooses to forfeit a mediation, then a judicial hearing will occur.
2. Procedures
  - a. Should a hearing be deemed necessary, the involved parties, including delegates IFC, can request a faster timeline with approval from half of the delegates.
  - b. If a hearing is deemed necessary, the Chairman of the Judicial Board will schedule a meeting where all of the accused chapter representatives are able to be present.
  - c. Upon receipt of the official hearing notification letter, the chapter president of the charged fraternity can schedule an appointment to meet with the Chairman and IFC President to review the hearing process and to answer any questions in regards to the IFC Judicial Board.
  - d. All collected evidence shall be shared with all parties and delegates before a hearing is held.
  - e. If the delegates find that more evidence is needed to hear a case sufficiently after the formal hearing takes place, the accused parties will be notified that the hearing is tabled, and if more evidence is acquired, a follow-up hearing will be scheduled.
  - f. Chapter Presidents will serve as the chapter delegate for the Judicial Hearing process

### 3. Hearing Process

- a. All meetings will be closed to the public.
- b. Attendance by the chapter president or official chapter representative is required. If a representative from the charged chapter (the defendant) is absent from the scheduled hearing or voluntarily leaves during the hearing, the case may be heard in their absence.
- c. Rights of parties during hearings:
  - i. The chapter president of the charged fraternity has the right to be present, to hear and question all witnesses, and to examine all evidence, including all written documentation presented to the Judicial Board.
  - ii. The parties have the right to call up to three witnesses on their behalf.
  - iii. The charged party has the right to have one advisor or national office representative present during the hearings. The advisor may not present evidence or make motions. His/her role is simply to advise the fraternity, but not to participate in the hearing process actively.
  - iv. The complainant (plaintiff) shall have the same rights as the charged (i.e., the right to call witnesses, the right to have an advisor present, etc.).

### 4. Quorum must be met for a hearing to take place.

### 5. Layout

- a. The IFC Advisor shall describe the Judicial Procedure
- b. The VP of Administration & Standards will read the charges.
- c. The VP of Administration & Standards will summarize all relevant information (why the case is being held, what evidence has been collected)
- d. The plaintiff will make an opening statement.
  - i. Witnesses may be called
  - ii. Delegates can ask questions
- e. The defendant will make an opening statement.
  - i. Witness may be called
  - ii. Delegates can ask questions
- f. The plaintiff can make a rebuttal.
  - i. If the plaintiff does not have a rebuttal, the hearing will end (both the defendant and plaintiff will be excused) and delegation shall begin.
  - ii. The defendant can address the plaintiff's rebuttal.
  - iii. The VP of Administration & Standards can end the hearing after the parties have exhausted all of their points.

### 6. Voting

- a. After the hearing's arguments are said, the judicial board will vote on

- outcomes/sanctions for the accused chapter.
- b. A quorum shall consist of 2/3 of the Chapter Presidents, excluding the President of the chapter[s] involved in the hearing. There must be a quorum to call for a vote.
  - c. In the case of a vote, the majority shall rule.
  - d. The Chairman of the Judicial Board (VP of Administration & Standards) shall vote in the case of a tie.

## **Section 6. Sanctions**

1. The Judicial Board has the authority to assign one or more of the following six sanctions for violations of its code:
  - a. Fines: Any of these offenses may fall within another tier at the discretion of the IFC Council. The council reserves ultimate authority in determining the classification of presented offenses on a case-by-case basis. The council may impose sanctions of varying severity on a fraternity depending on the frequency of violations and the fraternity's past record of behavior.
    - i. Tier 1: \$5 x members per chapter: Tier 1 is to include minor offenses that persist after the IFC has administered a written warning to the offending chapter. Examples of offenses include, but are not limited to: chapters not meeting deadlines presented by IFC or any other administrative entity within Chapman, reprehensible conduct during on-campus events, etc.
    - ii. Tier 2: \$10 x members per chapter: Tier 2 is to include intermediate offenses. Examples include, but are not limited to, dirty rushing and public disparagement of other fraternities.
    - iii. Tier 3: Tier 3 offenses will be handled on a case-by-case basis by the IFC in cooperation with school administration, student services, and/or the conduct office to determine appropriate punishments when possible. Examples of Tier 3 offenses include, but are not limited to: hazing, severe injuries resulting from members' negligence, intentionally putting members at risk, vandalism, and theft.
  - b. A letter of warning, specifying needed changes in behavior;
  - c. Assignment of special projects and/or service to be completed by the organization's membership;
  - d. Exclusion from Greek activities, including but not limited to: IFC social events.
  - e. A period of probation from IFC events with a time limit and specified conditions under the supervision of the IFC and social suspension for a specified period of time; and,
  - f. A recommendation that the University's recognition of a chapter be withdrawn

and possible notification to the national office.

### **Section 7: Appeals**

1. A letter requesting an appeal must be submitted to the IFC Executive Board within 72 hours upon receipt of the sanction letter. Appeals for mediation meetings are not permitted.
2. An appeal may request that sanctions be altered or that the case be referred back to the Judicial Board for further review. In the appeal request, the charged fraternity must specify in writing the rationale for the appeal.
3. The grounds for an appeal can be;
  - a. When the specified procedural errors in the interpretation of IFC or University regulations are so substantial as to deny the accused chapter a fair hearing.
  - b. When new and significant evidence appears that could not have been discovered by a diligent accused chapter before or during the original hearing.
4. The IFC Advisor shall serve as the Chairperson of the Appeal Board.
  - a. The Appeal board will consist of the IFC VP of Administration & Standards and a representative from each chapter.
5. Appeal procedure:
  - a. The Appeal Board shall review written information presented at the original hearing and subsequent written statements by all parties involved regarding the rationale for the appeal. If additional information is needed to make a final decision, the Appeal Board may decide to meet with witnesses who gave testimony at the hearing.
  - b. Following the review of the appeal, the Appeal Board will send a letter informing the charged chapter of the Board's decision.

## **Article IX — Meetings**

**Section 1.** A 2/3 majority of member fraternities present at a meeting constitutes a quorum. Only one member needs to be present to represent a fraternity.

**Section 2.** Meetings will take place each week of the fall and spring semesters on Monday at 12:00 PM in a location designated by the IFC President.

**Section 3.** Special meetings may be called by the Judicial Board or by written request made to the IFC President by at least half the fraternities.

**Section 4.** Meetings will be open to members of outside organizations.

1. Guests will only be allowed to speak during the section of the meeting that covers their organization's business with IFC.

2. Fraternities' interests may only be represented through their respective delegates and not their guests.

## **Article X — Procedures**

**Section 1.** Regular meetings will be conducted in accordance with Robert's Rules of Order, newly revised.

**Section 2.** Any fraternity that is a party in a judicial proceeding or in any protest must be notified of proceedings before any action is taken.

## **Article XI — Finances**

**Section 1.** IFC dues will be determined and approved by a majority vote of the IFC at the first meeting of each semester.

**Section 2.** The IFC Executive Board can levy appropriations or assessments from the member fraternities. Fraternities will be provided a written statement of their accounts at the last regular IFC meeting of each month. Any outstanding amounts are due on the date determined by the VP of Finance and Scholarship, subject to further judicial review. Any fraternity with a bill one month overdue will be subject to judicial proceedings from the IFC until payment is made or a payment plan is approved by the VP of Finance and Scholarship.

## **Article — XII — Bylaws & Amendments**

**Section 1.** This Constitution may be amended or repealed by a two-thirds (2/3) vote of the member fraternities of the IFC. Amendments or a movement to repeal are to be made in the new business of the following meeting.

**Section 2.** Bylaws and any other rules and regulations concerning interfraternity competition or behavior can be made, amended, or repealed by a majority of the IFC. They can be made and voted upon in the same meeting.

**Section 3.** Amendments to the Constitution or Bylaws and any rules or regulations will be referred to the IFC Advisor for approval.

# **THE INTERFRATERNITY COUNCIL BYLAWS**

## **Article I — Financial**

**Section 1.** A fraternity in good financial standing shall: (1) have no IFC fines, and (2) pay all its dues and fees by its deadlines. After all delinquent dues have been paid, and its fines are less than \$50, a fraternity is in good standing. A representative fraternity that is not in good standing may not vote. The Interfraternity Council must approve exceptions to good standing by a majority vote.

## **Article II — Distribution rights**

**Section 1.** Each year, the IFC will distribute to each fraternity a copy of any changes in the IFC Constitution and Bylaws made during the previous year. The VP of Administration & Standards will have available copies at all times for fraternities and will have an up-to-date copy of the Constitution and Bylaws at every meeting.

## **Chapter I — Pre-Rush**

### **Section 1. Definition**

Pre-rush shall be defined as the period commencing on the first day of the fall semester and the first day of the spring semester, respectively, and continuing through the weeks preceding the IFC Rush Kickoff.

### **Section 2. Rules**

1. Fraternities shall not publicly advertise or promote events during the pre-rush period, including any events involving alcohol
2. Fraternities shall not host open events; attendance shall be limited to invite prospective new members as determined by the chapter president and/or the rush chair
3. Fraternities shall not distribute promotional materials or advertise within residence halls, not by tabling, flyers, or other on-campus postings
4. Fraternities shall not disparage or otherwise speak ill of other chapters
5. No fraternity shall advertise/promote their fraternity within residence halls, or on campus.

## **Chapter II — Recruitment**

**Section 1.** Formal recruitment is a set period of recruitment at the beginning of the fall/spring semester that all member Fraternities in good standing with IFC are eligible to participate in. The formal recruitment period will begin on a night designated by the IFC and conclude on a bid

night specified by the IFC.

## **Section 2. Rush Preparation**

During the period prior to rush:

1. The IFC will review all rush rules and distribute them to all rush chairs or representatives within the IFC.
2. The IFC will advertise the rush period for all member fraternities to all students on the Chapman campus.
3. The IFC will facilitate the recruitment kick-off event of the semester during the first week of the rush period. This event will be on campus and will incorporate all chapters in good standing.
4. All rush schedules are to be turned into the IFC prior to the official kickoff of rush. Event times, titles, and locations are all required in the rush schedule.

## **Section 3. Recruitment Period**

### 1. Recruitment Timeline

- a. After the first round from every chapter, registration will close for the PNMs.
- b. Half-Way Meeting
  - i. All rush chairs will meet after each chapter has completed two events, in addition to the kickoff.
    1. The purpose of this meeting is to discuss rush updates, and any issues with rush to keep everyone on the same page.
    2. This meeting will also be used to briefly discuss any “emails” that are being sent to PNM’s (Reference below subsection)
      - a. Emails will be sent to PNMs that individual chapters decide would be a better fit for another chapter. These emails can be individualized and phrased however each chapter sees fit. Each chapter’s email list should be prepared by the halfway meeting and shared with others at the event.

### 2. Recruitment Structure

- a. Rush Kickoff:
  - i. Will be held on a Weekend Day at a communal campus space organized by IFC.
- b. Individual Events:
  - i. 1st Event:
    1. Will be drafted in order of Chapter GPA rankings with a 4:00, 6:15 and 8:30 PM timeslot.
  - ii. 2nd and 3rd Event

1. Chapters will be able to choose the date and time of their liking and will be required to send their choices to the VP of Recruitment at least 2 weeks before Kickoff for approval.
    - a. No changes can be made within 1 week
  2. Events will be no longer than 2 hours.
  3. Events CAN overlap.
  4. Events CANNOT go past 10 PM, except on preference nights, when the 8:30 PM time slot must conclude by 10:30 PM.
- iii. Preference
1. Same as the 1st event, Preference will be scheduled based on chapter GPA with no overlap. Preference will last for one week, with events on each day from Tuesday to Friday, with slots at 6:15 PM and 8:30 PM, with an additional 4:00 PM slot on Friday.
3. Recruitment Rules
- a. All PNMs are required to apply through CampusDirector to be considered for membership in any chapter on campus.
  - b. PNMs are not eligible to go through recruitment if they have a cumulative GPA lower than 2.5.
  - c. Chapters may not host recruitment events outside of their designated time slots during the formal rush period.
  - d. Chapters may not contact PNMs about preference invites or bids before invitations are released on CampusDirector.
  - e. No alcohol, drugs, or gambling may be present at recruitment events.
  - f. Women are not permitted at recruitment events.
  - g. No PNMs should be at unregistered chapter events. If this is the case, it will be considered an unregistered rush event
  - h. No references to participating in drugs, alcohol, partying, women, hazing, gambling, or sororities will be tolerated within any rush graphics and/or promotional materials
    - i. Rush graphics include, but are not limited to, the following:
      1. Chapter Rush Presentation
      2. Rush Cards/Schedules
    - ii. All rush graphics/events and rush t-shirts must be approved by IFC prior to their publication
  - i. All PNMs are required to apply through CampusDirector to be considered for membership in any chapter on campus.
  - j. Fraternity members may give no gifts to rushees.
  - k. During events hosted during the predetermined rush period, there will be no alcohol where non-Greek students / potential members are present. Likewise,

persons including rushees, fraternity members, and guests, will not be allowed to consume alcohol, marijuana, tobacco, or any other drugs during rush functions even if they are of legal age.

- i. Punishment: \$10x chapter population fine, with IFC meeting subject to additional fines, if necessary.
- l. No women shall be present at / involved in functions where non-Greek/potential members are present during the formal recruitment period.
- m. No fraternity shall disgrace other houses.
- n. During the rush period, no fraternity will be permitted to engage in “tabling.” In effect, no fraternity may engage in organized self-promotion on campus during the rush period. This clause contains the exception of any school-sponsored events. IFC may make an individual determination on a case-by-case basis in regard to permitting tabling.
- o. During the official rush period, potential new members shall not attend any fraternity events that are not sanctioned as part of the rush process. Attendance at non-rush events, including social gatherings, parties, or private functions, is strictly prohibited. However, informal interactions such as lunches are permitted

#### **Section 5. Rush Events**

The following are the seven criteria that can constitute a rush event during the established rush period.

1. Are chapter letters present?
2. Are there sign-up sheets?
3. Are all houses able to meet potential new members and promote their respective houses?
4. Is the event promoted?
5. Any planned event held where potential new members, members and alumni are all or both present.
6. Are chapter funds spent?
7. Any practice seen in the eyes of the judicial board as a recruitment practice.

**Section 6.** The rush rules must be reviewed by IFC and should be amended, revised, and approved as necessary.

#### **Section 7. Bids**

1. Invites to final bid ceremonies have to be sent out at a time designated by IFC.
  - a. Bid lists have to be turned into IFC at a time designated by IFC.
2. After a chapter has completed their preference, they cannot contact their preference list

PNMS until AFTER bids are accepted

- a. Punishment: \$20 x chapter population fine, with IFC meeting subject to additional fines, if necessary.
3. Potential new members are required to attend the IFC Bid Day at a certain time and location which will be decided by the IFC prior to the bid date. Potential new members will be able to submit their bids at that specific designated location. If PNMs cannot attend, the IFC President will communicate with the potential new member on a case-by-case basis.
  - a. IFC council will discuss and vote who will be present as representatives at the designated Bid Day location.
  - b. The representatives at the IFC Bid Day will not disclose or advertise their chapter while PNMs are submitting their bids.
  - c. Bid Day will last two hours, during which the PNMs can accept or decline their bids.
4. An acceptance to a bid means that a PNM will not be eligible for COB for 7 days if they choose to withdraw from the chapter if they are accepted/dropped

#### **Section 9. Continuous Open Bidding (COB)**

1. All Chapters are eligible for open bidding at the conclusion of each formal recruitment period through the end of that semester. Interested chapters can receive the “no bid list” from IFC beginning the Monday after the formal rush period.
  - a. Rush Chairs must express written interest towards the IFC VP of Recruitment for participation in the COB process
  - b. Once confirmed, Chapters will receive a link to CampusDirector for the COB rush period that semester
2. Chapters can reach out to any potential new members they are interested in, including those who were not on the no-bid list.
3. Before COB bids are given, their eligibility must be checked with the Office of Fraternity and Sorority Life
4. Individuals participating in the open bidding process must complete the same requirements expected of potential new members in the formal recruitment process including but not limited to: registration, FERPA, and a waiver.

#### **Section 10. Rush Violations.**

1. The VP of Recruitment will present recruitment rules at the beginning of each semester to recruitment chairs and/or presidents.
2. Any fraternity allegedly in violation of rush rules will have a hearing conducted by the IFC. All hearing processes will be handled in accordance with the “Judicial Board” processes as stated in the IFC constitution.

## **Chapter III — Initiation Policies**

**Section 1.** New member education programs are limited to 12 calendar weeks or less.

**Section 2.** Pledge education or initiation procedures are bound to the bylaws of the national office.

## **Chapter IV — Hazing and Risk Management Policy**

**Section 1.** Hazing:

1. Chapman IFC has a zero tolerance policy and adheres to and supports the definition/policies of Chapman University Student Conduct Code on Hazing, outlined in Appendix B, as well as all California state laws regarding hazing.
2. No chapter shall knowingly or forcefully impede upon someone's religious beliefs during the new member process and thereafter.

**Section 2.** Risk Management Policy: Each member fraternity is expected to comply with its respective national risk management policies.

**Section 3.** Adjudication and Voiding of Responsibility from the Respective Member Chapter Conduct Investigations

1. The IFC serves as an adjudicative body that oversees fraternity-wide policy compliance and provides guidance to its member organizations. However, the IFC is not liable for, nor does it assume responsibility for, the actions or conduct of individual chapters or their members. Each chapter is solely responsible for managing its own risk and for any legal or university proceedings arising from conduct violations or investigations. Any disciplinary actions or legal matters involving individual chapters shall be handled by the appropriate governing bodies, institutions, or legal authorities. The IFC shall not be held accountable for the outcomes of such investigations or violations.

**Section 4.** Crisis Management Procedure

In the event that the Interfraternity Council (IFC) deems it necessary to restrict or pause events due to health, safety, legal, or other significant concerns, the following procedure shall be followed:

1. Emergency Vote Initiation:  
Any IFC executive officer or representative of a member chapter may propose an emergency vote to restrict or pause events. This proposal must be based on reasonable grounds related to health, safety, or other critical issues.
2. Emergency Meeting:

Upon the initiation of an emergency vote, the IFC President shall call an emergency meeting of the IFC, which must occur within 24 hours of the proposal.

3. Quorum Requirement:

A quorum of at least two-thirds ( $\frac{2}{3}$ ) of all IFC member chapters must be present at the emergency meeting to conduct the vote.

4. Emergency Vote:

The emergency vote to suspend or restrict events requires a two-thirds ( $\frac{2}{3}$ ) majority of the member chapters present. If the vote passes, all chapter-organized events will be suspended immediately.

5. Indefinite Suspension:

The suspension or restriction of events will remain in effect indefinitely until the IFC holds another vote to lift it. This vote can be initiated by any IFC executive officer or chapter representative.

6. Reassessment and Lifting of Suspension:

The IFC shall reassess the situation regularly, with the option to hold a vote to lift the suspension at any subsequent meeting. Lifting the suspension requires at least two-thirds ( $\frac{2}{3}$ ) vote by the member chapters.

7. Notification:

All IFC member chapters and relevant university officials will be notified immediately of the suspension, including the reasons for the decision and the reassessment process.

## **Chapter V — Expansion and Extension Process**

**Section 1:** The Chapman IFC collaborates with the Office of Fraternity & Sorority Life to follow the expansion/extension process outlined in Section 8.6 of the office's policies, available at [chapman.edu/Student-Org-Policies](http://chapman.edu/Student-Org-Policies).

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## **Appendix A: NIC Standard Operating Procedures**

### Academic Enrichment:

1. An IFC will implement academic policies and programming, striving for the all-fraternity GPA to be above the campus all-men's average.
2. The IFC will establish policies with remediation plans for non-compliance regarding chapter achievement of a minimum new member class GPA and chapter GPA.

### Accountability:

1. The IFC will maintain a Judicial Board that has authority to hold member chapters accountable to the IFC Constitution and IFC Code of Conduct. The Judicial Board derives its authority from its IFC Judicial Code, which outlines the relationship with the campus, due process, limitations, sanctioning guidelines and appeals process. The IFC Judicial Code is separate and independent from—yet must be coordinated with—campus and inter/national organizations' expectations and processes.
2. The IFC will provide annual training to member chapters on its IFC Judicial Code.
3. The IFC will not issue blanket sanctions for chapters that have not been found responsible for policy violations (i.e. system-wide ban on activities). An exception may be made for health and safety concerns with restrictions limited to events with alcohol, provided the exception is for a defined period of no more than 30 days, with a specific plan to lift the restriction, and in accordance with powers enumerated in the IFC Constitution and Bylaws.
4. The IFC will not recognize chapters that have been suspended or have had the charter revoked by the inter/national organization.

### Finances

1. In compliance with NIC Standards, the IFC must pay annual dues and fees to the NIC, due November 1 of each year. This mirrors the dues programs of other councils, funds NIC support and resources for the IFC, and creates a connection to the broader fraternity community.
2. Dues are invoiced by the NIC and calculated using set rates or NIC member chapters and non-NIC member chapters. This is a cost-sharing measure, since NIC inter/national organizations subsidize industry-wide support and advocacy efforts at a far greater per-chapter rate. The IFC may purchase a Campus Support Package, which includes IFC dues and provides additional support resources and educational opportunities for the council and fraternity/sorority community.
3. The IFC will adopt an annual budget.

### Governance

1. Full membership in the IFC is limited to those fraternities (including non-NIC organizations), who have adopted all NIC Standards, are affiliated with an inter/national organization, and are men's fraternities; Or,
2. Local men's fraternities without a national affiliation may be granted full membership in the IFC if they have adopted all NIC Standards and are recognized as a student organization by the campus.
3. Associate membership may be granted to organizations that do not meet the above criteria.
4. Only members from full IFC member organizations are permitted to serve as IFC officers, serve on the Judicial Board, or vote on Constitution and Bylaw amendments.

#### Health and Safety

1. The IFC will have the policies and programming consistent with the NIC Guidelines on Alcohol & Drugs.
2. In partnership with each host institution, the fraternity community/campus will set an appropriate standard that caps the number of events with alcohol (regardless of event location).
3. The IFC will establish a statement in support of environments that are free of hazing and sexual misconduct. As outlined in the IFC Judicial Code, hazing and sexual assault should be adjudicated through the university conduct processes—not by the IFC.
4. The IFC will establish a medical Good Samaritan policy.
5. The IFC and each of its member chapters will carry sufficient liability insurance coverage.
6. The NIC offers an IFC Insurance Program that provides affordable liability insurance for the IFC, its officers and volunteers.
7. If the IFC obtains coverage through another plan, it must submit the IFC Insurance Exemption form by Aug. 1 of each year through FS Central.
8. The IFC will work with the campus to provide health and safety education and training for chapters each term.

#### Public Relations

1. The IFC will establish a strategic communication plan for the IFC and its member chapters that addresses protocols for crisis response, social media, marketing and media engagement.
2. In the event the IFC is in need of crisis management support, the IFC should contact the NIC communications team directly for consultation. IFCs should consult the NIC before making any statements to the media, so the NIC can assist in coordination efforts with each inter/national organization and the campus.
3. IFC is a trademark of the NIC. If the IFC would like to produce any material or clothing with using the IFC name, contact the NIC communications team to seek approval prior to

publication or production. IFC clothing can be purchased directly through IFCGEAR.COM.

### Recruitment

1. The IFC will work with member chapters to establish a recruitment process that meets the needs of chapters and potential new members, as well as provides opportunities for interested men to learn about the fraternity experience.
2. The IFC should focus on fostering interest in joining fraternities, marketing to incoming students and potential new members. As part of NIC Campus Support Model, we provide recruitment software in partnership with TechniPhi.
3. The IFC should not restrict the ability of chapters to distribute bids outside of any designated recruitment period. As the NIC Standard on student choice states:
  - a. Any male student should be free to join a fraternity when he determines it is in his best interest.
  - b. All fraternities should be free to determine when they wish to extend an invitation to join to a male student.
4. Recruitment and new member activities must be consistent with NIC Guidelines on Alcohol & Drugs.

### Reporting

1. IFC leaders will work with their advisor and campus to submit an End of Term (EOT) report for each academic term on FS Central to report academic and membership data. Councils on a semester system will submit Fall and Spring EOTs; Councils on the quarter system will submit Fall, Winter and Spring EOTs.
2. The IFC should maintain an accurate listing of member fraternity chapters and new groups/colonies. The Chapter Listing should be updated in FS Central when any changes occur—when a chapter joins or leaves the campus/IFC.
3. The campus fraternity/sorority advisor should maintain an accurate listing of full-time employees working with the community and IFC officers. This listing of institutional Contacts should be updated in FS Central when any changes occur.

### Responsible Growth

1. All IFC member chapters will actively support the responsible growth of other NIC fraternities provided that each organization follows these Responsible Growth Protocols:
  - a. Proactively communicates with the campus administration and IFC in good faith prior to any expansion activity.
  - b. Considers any available readiness assessment, utilizing metrics determined in conjunction with the NIC before formally requesting the opportunity to join the IFC.
  - c. The group does not have any outstanding, documented campus health and safety

violation.

2. If the inter/national organization follows the Responsible Growth Protocols:
  - a. Any NIC member fraternity, upon expressing interest to establish a chapter, will be given a time by the IFC for the expansion to occur. The IFC can determine the best academic term for the expansion, but the expansion will occur within a four-year period from when the IFC is first notified of interest by the NIC member fraternity.
  - b. NIC member fraternities with an interest group already formed will be granted IFC recognition, though the IFC may elect to have an associate member status provided reasonable written expectations and metrics are established to move from associate member status to full member status.
  - c. The IFC will never take a vote on recognition or expansion for an NIC member fraternity.
  - d. The IFC will never require NIC member fraternities to present an expansion proposal to the IFC, although the IFC can require the NIC member fraternity to submit documentation or do a virtual presentation to determine the best academic term for expansion.
3. To be in compliance with anti-trust law as it relates to associations, IFCs cannot restrict any group from joining the IFC that meets the membership criteria (whether an NIC fraternity or not).
4. The IFC will honor all organizational return agreements negotiated as part of a campus or IFC conduct process. Any organization returning to campus based on a return agreement will not be required to participate in any IFC or campus expansion process.
5. Recognition by the IFC and campus are two distinct processes with potentially different outcomes, though it is best for students when organizations recognized by the IFC are also recognized by the campus.

## **Appendix B: Chapman University Hazing Policy**

Hazing - Hazing is prohibited. Hazing includes any method of initiation or preinitiation into, or condition of continued membership in, any student group, club, body, or organization of any kind (“Organization”), regardless of whether it is officially recognized by the University, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to any former, current, or prospective student. To be clear, covered groups include but are not limited to Greek lettered organizations, athletic teams, club sports, governing bodies, societies, departmental student organizations or committees, any other University recognized student organization, any student organization seeking University recognition, or any student organization not recognized or sponsored by the University. Hazing also includes any intentional, knowing, or reckless act committed by a person (whether individually or in concert with other

persons) against another person or persons regardless of the willingness of such other person or persons to participate, that:

1. Is committed in the course of an initiation into, an affiliation with, or the maintenance of membership in, a student Organization; and
2. Causes or creates a risk, above the reasonable risk encountered in the course of participation in the institution of higher education or the Organization (such as the physical preparation necessary for the participation in an athletic team), of physical or psychological injury including but not limited to:
  - a. Whipping, beating, striking, electronic shocking, placing of a harmful substance on someone's body, or similar activity;
  - b. Causing, coercing, or otherwise, inducing sleep deprivation, exposure to the elements, confinement in a small space, extreme calisthenics, or other similar activity;
  - c. Causing, coercing, or otherwise inducing another person to consume food, liquid, alcohol, drugs, or other substances;
  - d. Causing, coercing, or otherwise inducing another person to perform sexual acts;
  - e. Any activity that places another person in reasonable fear of bodily harm through the use of threatening words or conduct;
  - f. Any activity against another person that includes a criminal violation of local, State, Tribal, or Federal law;
  - g. Any activity that induces, causes, or requires another person to perform a duty or task that involves a criminal violation of local, State, Tribal, or Federal law; and
  - h. Any prohibited actions, methods, or situations illustrated on Chapman University's [Hazing Prevention Website](#).

Chapman University's Hazing Policy is distinct from and broader than California Penal Code section 245.6, which prohibits: "any method of initiation or pre-initiation into a student organization or student body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury to any former, current, or prospective student of any school, community college, college, university or other educational institution in this state." A violation of Penal Code Section 245.6 that does not result in serious bodily injury is punishable as a misdemeanor, while a violation that results in death or injury is punishable as a felony or a misdemeanor.

Nothing in this Hazing Policy prevents Chapman University from taking institutional action against hazing activity that falls outside the narrower definition of Penal Code section 245.6 or

other applicable law concerning hazing, including, but not limited to the California Stop Campus Hazing Act and the Federal Stop Campus Hazing Act, but falls within other University policies. Additionally, if an incident of hazing involves sexual misconduct, such incident may also need to be investigated and addressed in accordance with Title IX and state law requirements.