

# Constitution of the Interfraternity Council

## Preamble

We, the representatives of Alpha Epsilon Pi, Beta Theta Pi, Chi Psi, Delta Chi, Delta Upsilon, Evans Scholars, Lambda Chi Alpha, Phi Delta Theta, Phi Gamma Delta, Phi Kappa Psi, Phi Mu Alpha, Pi Kappa Alpha, Sigma Alpha Epsilon, Sigma Chi, Sigma Phi Epsilon, Theta Chi, and Zeta Beta Tau, establish this Constitution to provide for our collective well-being and government. We recognize the importance of cooperation among our individual chapters, to which we have pledged allegiance, and our common desire for student self-government, embodied in our chapters and in this Constitution.

## Article I

1. The governing body of the above-mentioned chapters shall be the Interfraternity Council, which shall be composed of Member and Associate Member chapters.
2. The Council shall act as the representative, central government and provide for: the standardization, monitoring, and regulation of recruitment and social activities; a forum for the issues of mutual interest to the member chapters; programs and activities, both educational and social, that add to the common Greek experience; a judicial body for the adjudication of chapter misconduct; resolutions and recommendations that will further the purpose and ideals of the member organizations at Northwestern University.
3. Member chapters shall be chartered chapters of their national organizations, be recognized by the University, and be admitted by a vote of the Forum. Member chapters shall be entitled to all rights and bound to all obligations of chapters enumerated herein and within the Council Code.
4. Associate Member chapters shall be recognized by their national organizations and be admitted by a vote of the Forum. Associate Member chapters shall be entitled to all rights and bound to all obligations of chapters enumerated herein and within the Council Code, except to the right to vote in the Forum and to the right of their members to serve as Officers of the Council.
5. The colonization and membership process shall be enumerated in the Council Code.
6. The membership of a chapter may be removed by two-thirds of all Members of the Forum or by the Standards Board as for which the Council Code may provide.

## Article II

1. The legislative authority of the Council shall be vested in the Presidents Forum, in which each Member chapter in good standing shall have equal rights. The Forum shall meet at least

once every two weeks during an academic period, at the call of the President, and shall be chaired by the President. The Quorum shall be a majority of Member chapters.

2. The Forum shall resolve the sentiment of the community and the rules governing the same by majority vote of those Members present. Resolutions shall be recorded in the Council Code.
3. The Forum shall raise revenue, regulate chapter recruitment and activities, and provide for community programming and other events that it may deem worthy. The Forum shall articulate the requirements of membership and conduct of chapters, in conjunction with the University. The Forum shall appropriate all funds in the Council treasury.
4. Member chapters shall each have one vote in the Forum. Chapters shall be represented by their presidents. A chapter president may designate another member of his chapter to represent the chapter no more than twice each academic quarter unless otherwise approved by the Chair. Penalties for Chapters absent from the Forum meetings shall be prescribed by the Council Code.
5. Member and Associate Member chapters shall at all times be obligated to the rules and responsibilities prescribed in this Constitution and the Council Code. Failure to comply with these rules or meet these obligations shall constitute violations for which chapters may incur penalties prescribed by the Standards Board.

### Article III

1. The executive authority of the Council shall be vested in the Executive Board. The President, Vice President for Standards, Vice President for Recruitment, Vice President for Programming, the Vice President of Risk Management, and the Vice President for Administration shall be elected by the Forum each fall quarter to serve a one year term beginning each February.
2. The Executive Board shall appoint, with the consent of two-thirds of the Forum, the Director of Public Relations, and the Director of Academics and Service.
3. The executive board shall fulfill the responsibilities outlined below:

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5. The Executive Board shall appoint, with the consent of two-thirds of the Forum, the Director of Public Relations, and the Director of Academics and Service.
6. The executive board shall fulfill the responsibilities outlined below:

## **President**

1. Serve as chair of the Executive Council and represent the Interfraternity Council on all University committees, at any such functions he deems necessary and proper to carry out the duties of his office, and further the position of the IFC fraternities.
2. Preside over all meetings of the IFC Executive Council and Forums.
3. Build and maintain relationships with fraternity presidents in order to advise them in any matter.
4. Build and maintain relationships with university administration including, but not limited to VP Student Affairs, Dean of Students, and OFSL Staff.
5. Set the agenda of the community, with areas that they would like to see moved forward.
6. Chair the Executive Board and help to pick up areas that need assistance.
7. Assist chapters with crisis management issues in conjunction with chapter presidents, OFSL, and Dean of Students.
8. Serve as liaison to the National Pan-Hellenic Council and the Multi-Cultural Greek Council.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Attend weekly Exec Meetings.
11. Chair all bi-weekly President's Forums.
12. Maintain the AFLV Award for Council Management throughout the year, following its guidelines and preparing the final awards binder for submission.

## **Vice President for Standards**

1. Assist the President in any of his duties and execute the duties of his office when absent.
2. Assist the other executive board members in any pressing or time consuming projects in which assistance may be needed.
3. Organize and coordinate IFC Dillo Day responsibilities in conjunction with the Panhellenic Executive Board. This involves:
  - a. Effectively use the Dillo Day budget (assisted by the VP for Administration).
  - b. Coordinating with Mayfest—make sure one of the bands is “sponsored by” the IFC, as well as ensuring the IFC name is prominent throughout the day.
  - c. Attending all Dillo Day Task Force meetings
  - d. Providing Risk Management assistance such as free food, an ambulance, and coordinating various risk management meetings leading up to the event. (assisted by VP of Risk Management).
  - e. Advertising the event to the Northwestern community (assisted by VP for Administration).
4. Chair and maintain the Standards Board.
5. Chair any Standards Board hearings, acting as an impartial observer but ensuring the fairness of the hearing.
6. Maintain a working relationship with the Dean of Students and the Director of Student Conduct.
7. Train the Standards Board representatives in conjunction with Student Conduct.
8. Coordinate the selection of the Standards Board representatives in conjunction with IFC President and Director of Student Conduct.
9. Meet with the chapter's judicial/standards officer quarterly.

10. If chapters do not have a judicial board or do not have a well functioning judicial board, assist those chapters in developing an effective judicial board.
11. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
12. Attend weekly Exec Meetings.
13. Attend bi-weekly President's Forums.
14. Maintain the AFLV Award for Judicial Affairs throughout the year, following its guidelines and preparing the final awards binder for submission.

## **Vice President for Recruitment**

1. The IFC VP for Recruitment essentially has two main responsibilities – serving as a resource and consultant for individual chapter Recruitment Chairs and generating general publicity to create interest in Fraternities and Greek Life at NU.
2. Serving as a Resource to Individual Chapters: below are some of the tasks you might take on:
  - a. Setting up the schedule: Work with Recruitment Chairs to set up the recruitment schedule for each quarter and then act as liaison to the University to set this up. This includes both helping them with their individual schedules and determining the Winter and Spring Rush Week Schedules.
  - b. Providing information: As the IFC VP for Recruitment you can give Recruitment Chairs a lot of helpful data that can make their recruitment efforts easier. For example, you can conduct a survey of newly joined members to find out what they looked for when rushing and pass this information on to the Recruitment Chairs.
  - c. Programming: As the IFC VP for Recruitment it is not your responsibility to plan individual recruitment events or programs for chapters. Rather, you should be there to help Recruitment Chairs as they need it. For example, if a Recruitment Chair need help planning an event for Rush Week, they should be able to turn to the IFC VP for Recruitment.
  - d. Planning: Don't be afraid to begin work early. As soon as Spring Recruitment is over begin working on Winter Recruitment. The sooner you can begin the recruitment process in the Spring, the more organized you and the Recruitment Chairs will be in the Fall.
3. Publicizing Recruitment Events and the Fraternity Community
  - a. As the IFC VP for Recruitment, you should create publicity for the Greek system (mostly towards freshmen) and communicate with them the recruitment process. Below are some of the tasks you might take on:
    - i. Creating Recruitment flyers, brochures, documents, Website, Facebook group, etc.
    - ii. Planning Wildcat Welcome
    - iii. Hosting dorm firesides
    - iv. Setting up Greek info tables at different fairs (i.e. for Prospective students or activities fair)
    - v. Work with other councils to publicize recruitment opportunities

4. In addition, as the IFC VP for Recruitment you are a member of the IFC exec board and will have several opportunities to contribute to Greek Life at NU beyond simply recruitment related tasks.
5. Oversee and facilitate summer educational and parent orientations.
  - a. Involving parents when they arrive to drop off their kids can be an effective way to incorporate the parents into the recruitment process
6. In conjunction with the IFC Vice President for Public Relations, design and develop recruitment and marketing materials.
7. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
8. Attend weekly Exec Meetings
9. Attend bi-weekly President's Forums.
10. Maintain the AFLV Award for Membership Recruitment throughout the year, following its guidelines and preparing the final awards binder for submission.

### **Vice President for Risk Management**

1. Organize patrols of the fraternity quads to be executed by the exec board in order to advise the fraternities on proper courses of action.
2. Notify the presidents of the patrol schedule.
3. Review the IFC and the Northwestern University's hazing, alcohol and judicial policies on a quarterly basis with chapter Presidents and risk management officers.
4. Hold quarterly roundtables of the chapter's risk management officers in order to update them on changing policies and educate them on various important information.
5. Develop new strategies that could be used to help manage risk better throughout the fraternity community.
6. Assist the organizers of Dillo Day and Gone Greek Night to reduce the risk during those occasions.
7. Coordinate the Interfraternity Council's Greek leadership programs.
8. Coordinate fire safety program for Greek community.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Attend weekly Exec Meetings
11. Attend bi-weekly President's Forums.
12. Maintain the AFLV Award for Risk Reduction and Management throughout the year, following its guidelines and preparing the final awards binder for submission.

### **Vice President for Administration**

1. Maintain the IFC's budget by billing the chapters, collecting chapter dues, submitting a quarterly budget for the forum's approval, and following that budget throughout the quarter.
2. Present the following quarter's budget to chapter presidents for review the 2<sup>nd</sup> to last Forum of each quart and approval by the last Forum of each quarter.

3. Maintain a working relationship with the SOFO office. This begins with promptly getting the names on the accounts switched to the new officers.
4. Coordinate a training session for new chapter treasurers to help them transition smoothly into the position.
5. Maintain a working relationship with the Panhellenic Vice President for Administration.
6. Keep accurate minutes of all meetings of the Interfraternity Council, see that these minutes are distributed to each member fraternity within a reasonable time and upload the minutes onto the website.\*
7. Keep an accurate roll of all representatives present during official Interfraternity Council meetings.\*
8. Maintain accurate IFC files, membership rosters, and chapter officer contact information.\*
9. Maintain and update the IFC listservs.\*
10. Collect, maintain, and distribute venue CTECs.
11. Attend weekly Exec Meetings
12. Attend bi-weekly President's Forums.

### **Vice President for Programming**

1. Coordinate, in conjunction with Panhellenic Association, the development and implementation of Greek community wide events like Homecoming, Gone Greek Night, Greek Week, and Maysing.
2. Serve as chair to the Interfraternity Council Homecoming and Greek Week Committees.
3. Coordinate IFC/Panhellenic events at major sporting events (ie. Cub's Games & Bull's Games)
4. Supervise and coordinate the efforts of Homecoming and Greek Week Chairmen.
5. Coordinate the Greek Eats Program
6. Work with the Vice President for Public Relations to market and publicize all these events.
7. Conduct quarterly roundtables with the chapter's social chairs.
8. Coordinate Gone Greek Night and Gone Greek Night planning meetings.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Coordinate with Panhellenic and the OFSL the New Member Conference, and any other membership development programming.
11. Meet with New Member Educators on a quarterly basis.
12. Attend weekly Exec Meetings.
13. Attend bi-weekly President's Forums.

### **Director of Academics and Service**

1. Coordinate Faculty Appreciation week in spring.
2. Hold firesides focusing on academic responsibility.
3. Organize a philanthropy project sponsored or co-sponsored by the IFC (perhaps in conjunction with Panhellenic).
4. Make sure the IFC sponsors a Greek scholarship.
5. Meet with the philanthropy chairs and create a calendar of philanthropy events to publicize and eliminate overlapping of events.
6. Distribute quarterly academic reports to the chapters.

7. Keep statistics focusing on positive Greek academic achievement.
8. Generally, assist the chapter's philanthropy chairs and academic chairs in their efforts to improve their programming and success in these two areas.
9. Collect and distribute to IFC member chapters opportunities for philanthropic and community service opportunities.
10. Coordinate community service efforts with Northwestern's Community Development Office.
11. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
12. Attend weekly Exec Meetings
13. Attend bi-weekly President's Forums.
14. Coordinate Greek Man of the Quarter program.
15. Maintain the AFLV Award for Academic Achievement and Philanthropy & Community Service throughout the year, following its guidelines and preparing the final awards binder for submission.

### **Director of Public Relations**

1. Coordinate all neighbor, community, University and public relations programs of the Interfraternity Council.
2. Maintain an ongoing relationship with The Daily, North by Northwestern, and appropriate NU student publications.
3. Serve as editor/designer of all Greekwide Publications.
4. Maintain and update the website, Facebook, and Twitter regularly.
5. Develop all marketing materials for the IFC in conjunction with the respective IFC Vice president if needed. This includes flyers, brochures, handouts, and letters.
6. Send out press releases to appropriate media outlets about the positive aspects of Greek Life.
7. Develop and execute a presentation for parents during new student week with the Panhellenic delegate.
8. Develop relationship with fraternity Public Relations chairs and provide resources when needed.
9. Maintain working relationship with Panhellenic counterpart for all joint initiatives.
10. Maintain the AFLV Award for Public Relations throughout the year, following its guidelines and preparing the final awards binder for submission.
11. Attend weekly Exec Meetings
12. Attend bi-weekly President's Forums.

## Article IV

1. Officers may not be absent from Forum and/or Executive Board meetings more than twice each academic quarter unless otherwise approved by the Chair. Penalties for Officers absent from the Forum meetings shall be prescribed by the Council Code.
2. Officers shall propose legislation relevant to their areas of expertise and oversight.

3. Should a chapter president be elected or appointed to serve as an Officer of the Council, he shall not represent or vote on behalf of his chapter in the Forum and designate a member of his chapter to represent his chapter.
4. Any Officer shall be removed from office with the concurrence of two-thirds of the Forum. Should the Presidency be vacated, the Vice President of Standards shall assume the office for the remainder of the term. Should any other office be vacated, the Executive Board shall appoint a replacement, with the consent of two-thirds of the Forum.
5. Should an Officer's chapter go before UHAS or the IFC Standards Board for suspension, it is up to the discretion of the executive board in what capacity he will perform his duties. If the initial ruling is suspension, the officer's involvement on the IFC will also be suspended pending the results of the appeals process. If the ruling of suspension is reversed in the appeals process, the officer reinstated at the discretion of the Executive Board. Should an officer's chapter be suspended, he will automatically be removed from the executive board.

## Article V

- 1 The Interfraternity Council Standards Board is a special hearings board within the Northwestern University Hearings and Appeals System (UHAS). The Standards Board shall be vested with the power to hear all cases brought to the Interfraternity Council by any concerned parties. Cases will be heard as recommended by the Director of Student Conduct, and shall follow the IFC procedural script.
- 2 Standards Board eligibility, selection, operation, voting procedures, and sanctioning procedures shall be established in the Council Code.

## Article VI

1. The Forum shall neither resolve to limit the free expression of chapters or their members nor permit Officers to act similarly, except regarding slander toward Member or Associate Member chapters.
2. No Officer shall compel the attendance of the general population of the community without specific authorization from a majority of the Forum or as enacted in the Council Code.
3. No Officer or person acting with Council authority shall enter an individual's private residence without express permission of the occupant.
4. Neither the Standards Board nor any Officer shall compel an individual to provide testimony against himself or his chapter.
5. The Standards Board shall not consider evidence attained through unconstitutional means in assessing the responsibility of a chapter for violations alleged in any Complaint against it.

6. No chapter shall be tried twice for the same offense.

## Article VII

1. This Constitution shall be adopted by three-fourths of all Members of the Council. It shall be superior to all rules governing the community.
2. This Constitution shall be amended by two-thirds of the Forum present. The Council Code shall be amended by a majority of the Forum present. Constitutional amendments shall not be adopted during the same meeting of the Forum in which they are first introduced.

# Code of the Interfraternity Council

## I. The Council Code and the Forum

### A. The Council Code

#### *i. Defined*

1. All rules governing the community shall be compiled in the Constitution and in this Council Code.
2. The Council Code shall be amended by resolutions of the Forum.
3. The Council Code shall be inferior to the Constitution.

#### *ii. Archives and Public Record*

1. The Council Code shall be maintained in its current form on the Council website and in print for all members of the Northwestern University community desiring it, by the Secretary.
2. A print copy of the Code shall be given to each chapter and updated as necessary.
3. A print copy of the Code shall be available to the public in the Council office and the University Office of Fraternity & Sorority Life.
4. Minutes of the Forum meetings and the Constitution shall be made public in a similar way as the Code.
5. The Director of Public Relations shall maintain an up to date copy of the Constitution and Council Code on the IFC website.

### B. Legislation

1. Resolutions that propose changes in revenue or appropriate funds from the Council treasury shall be considered Financial Resolutions. Financial Resolutions shall not amend the Code, except when concerning dues, but shall be archived as appendices to the Code. The most recent Financial Resolutions shall constitute the Dues and Budget.
2. Resolutions that amend the Constitution or Code shall be considered Amending Resolutions.
3. Resolutions that express the sense or support of the Forum shall be considered Sense of Forum Resolutions. Sense of Forum Resolutions shall not amend the Code nor impose requirements or regulations except when concerning colonization. Sense of Forum Resolutions shall be archived as appendices to the Code.
4. Legislation may be proposed by any member of the Northwestern University community if submitted to the Chair in writing.
5. The Director of Public Relations shall maintain the website.

### C. Procedures of the Forum

*i. Agenda and Meetings*

1. The Forum shall meet at least once every two weeks during an academic period at the call of the Chair.
2. The President shall serve as Chairman of the Forum, or in his absence the Vice President of Standards.
3. The Agenda shall be authored each meeting by the Chair but be amendable at any time during the meeting by a majority of the Forum.
4. All legislation considered on the table, new or old, shall be provided in writing to all Member and Associate Member chapters present at the meeting, unless otherwise agreed to by the whole of the Members present.
5. Quorum for conducting business shall be a majority of (full) Member chapters, though a lesser number shall be permitted to compel the attendance of other Members, prescribe punishments for their absences, and adjourn the meeting.
6. The president of each chapter shall be the chapter's representative in the Forum. He may designate an alternate delegate, who is an initiated member of the same chapter, by notifying the Secretary prior to the start of the meeting. The chapter president may provide for an alternate delegate no more than twice each academic quarter, unless otherwise excused by the Chair.
7. The Secretary shall record the attendance at each meeting. He shall notify the Treasurer of all absences, and the Treasurer shall fine absent chapters \$50.00 per absence. The Forum may prescribe other penalties, as it may deem appropriate, or excuse an absence for which the chapter would have otherwise been penalized.

*ii. Financial Procedures*

1. The President and the Vice President for Administration shall propose the budget and dues for each academic quarter two meetings before the start of the new quarter. Should a new budget not be submitted, no funds shall be expended during the new quarter until a new budget is passed in a Financial Resolution.
2. The Dues shall raise revenue from the Chapters and the community. The Dues shall be \$10.00 per member per chapter per quarter, and \$85 per chapter per quarter.
3. The Budget shall appropriate funds from the Council treasury to each Officer for specified uses.
4. The President and the Vice President for Administration shall approve all expenditures to ensure compliance with the Budget.
5. Chapter Dues not paid in full to the Council by the third week of the new quarter shall be assessed a penalty of \$50.00 per week thereafter. Following four weeks of tardiness, the Vice President for Finance shall notify the Vice President for Standards, who shall charge the chapter with financial misconduct. The Complaint shall be pursued under standards processes described herein.

*iii. Elections*

**Eligibility:**

1. The candidate must be an enrolled, full-time student at Northwestern University, and must have at least a 3.0 cumulative grade point average in order to run. During his time as an IFC officer, his cumulative GPA must not fall below a 3.0 for more than one quarter. If at any time an IFC Executive Board member's quarter GPA falls between a 2.40-2.75 he will be placed on academic probation for one quarter. If his quarter GPA does not improve after one quarter, he will be removed from the executive board, and the IFC Executive board will appoint a replacement with the approval of the forum. If at any time, an IFC Executive Board member's quarter GPA drops below a 2.40, he will be removed from the executive board, and the IFC Executive board will appoint a replacement with the approval of the forum.
2. No more than two members of the same chapter may be on the Executive Board at the same time. A chapter President may not hold the positions of IFC President, Vice President for Risk Management, Vice President for Standards, or Vice President for Recruitment at the same time.
3. A candidate's chapter must be currently recognized by the University and the IFC, and must be in good standing in order for him to run for office. Good standing shall be defined as: That chapter is not suspended by the IFC or the University.

#### **Selection:**

1. The IFC Vice President for Standards will send out election packets to all chapter presidents who will distribute them to their respective members.
2. Each candidate will have the ability to apply for up to three positions.
3. The current IFC executive board will screen and interview candidates; chapter presidents will be invited to attend these interviews.
4. Up to three candidates per position will be selected to run in the formal elections.

#### **Voting:**

1. Elections for Council Officers shall occur at the end of fall quarter each year, at a special meeting of the Forum. The President shall call the meeting and provide notice at least two weeks before the meeting to all chapters. He shall at the same time distribute the Election Packet, which shall provide a voluntary application for each elected office. Candidates completing the election application shall be considered nominated for that office if the application is submitted at least one day before the election. The President shall photocopy and distribute the applications during the election to all voting members of the Forum. The Quorum necessary for the elections shall be two-thirds of voting Member chapters.
2. A chapter president may neither represent nor vote on behalf of his chapter in any election in which he is a candidate. He may provide for an alternate delegate who is an initiated member of his chapter by notifying the Vice President for Administration.

#### **Election Procedure:**

1. The election of the president shall be first. Nominees shall be called for, and any voting Member of the Forum shall be able to nominate candidates for president. Once all candidates have been nominated, each candidate shall receive ten minutes to speak, during which time no other candidates for the same office shall be present. Following a candidate's speech, the President may entertain questions for the candidate. Once the first candidate is finished, he shall exit the room, and the second candidate shall speak and answer questions in a similar manner. Once all candidates have spoken, the President shall again excuse all persons not representing voting Member chapters. Current Officers may remain in the room and debate unless they are candidates for the office being discussed. The President shall entertain debate until a motion to end debate is agreed to. Following debate, each voting Member of the Forum shall cast a secret ballot for one of the candidates. The President, IFC Advisor, and Vice President for Administration shall count the ballots. If a majority has not been attained, the President shall again call for a secret vote between the two candidates receiving the most number of votes. The candidate receiving a majority of votes cast shall win.
2. The President shall next call for the election of the Vice President for Standards, then the Vice President for Recruitment, then the Vice President for Risk Management, then the Vice President for Programming, then the Vice President of Finance.
3. There shall be no waterfall elections.
4. Only the candidates through the screening process will be eligible to run.

#### **Term of Office:**

1. The Officers-elect shall assume their offices in early winter quarter following their election, at a ceremony organized by the President. The outgoing President shall administer the following oath of office to each Officer: "I, (name), do solemnly swear that I will faithfully execute the office for which I was elected, and will to the best of my ability, uphold and defend the Constitution and sovereignty of the Northwestern University Interfraternity Council."
2. Every elected officer shall serve a term of one year.

#### *iv. Removal of Officers*

#### **Officer Offenses:**

1. Any Office of the Council shall be vacated by two-thirds of the Forum present.
2. Charges against an Officer shall be filed with the President, or if against the President then with the Vice President for Standards, by any chapter President or Council Officer. The President, or if against the President then the Vice President for Standards, shall notify the accused Officer.
3. The charges shall be considered at the next meeting of the Forum, within two weeks of when they were filed. The charges shall be considered before all other business. The Forum shall elect a chapter president to chair the hearing. The chair shall retain his right to vote as a member of the Forum.

4. The accuser shall present his case within twenty minutes. The accused Officer shall do the same.
5. Following the presentation of sides, the accused Officer and the accuser shall be dismissed from the room, along with all other persons not representing voting Member chapters, including other Officers except for the Chairman of the Forum. The Chair shall entertain debate until a motion to end debate is agreed to.
6. Each voting Member chapter shall cast a secret vote. The accuser shall be allowed to vote but not be present for debate. The Chair shall count the votes. Should two-thirds of those voting vote to remove the accused Officer, his office shall be vacated immediately.
7. Should the office of the President be vacated, the Vice President for Standards shall immediately assume the duties of the office, and he shall ascend to the office following the administration of the oath for the remainder of the quarter. The Executive Board shall then appoint a Vice President for Standards, subject to the consent of two-thirds of the Forum.
8. Should any office except that of the President be vacated, the Executive Board shall appoint an Officer, subject to the consent of two-thirds of the Forum, for the remainder of the term.
9. Two-thirds of the voting members of the Executive Board may dismiss non-elected Officers who fail to properly discharge their duties at any time.

#### **Chapter Offenses:**

1. If an officer's chapter is sent before UHAS with the recommendation for suspension, it is up to the discretion of the IFC President, Advisor, and Vice President for Standards to determine in what capacity he will continue to serve on the IFC until the matter is resolved.
2. If the officer's chapter is suspended by the University or by the IFC, after the appeals process has been exhausted, the officer will be removed from the executive board, relinquishing all responsibilities immediately.
3. If the officer is removed by his chapter or national organization, after the appeals process has been exhausted, the officer will be removed from the executive board, relinquishing all responsibilities immediately.

#### *v. Colonization and De-recognition*

1. A majority of the Forum present shall bestow membership upon a chapter. A Sense of Forum Resolution conferring membership, either full or associate, and prescribing conditions there-for, shall be in order at any time during a meeting of the Forum. It shall be open to debate by any member of the Northwestern University community present or representative of the proposed chapter.
2. It shall be the policy of the Council that no chapter shall be permitted to become a recognized member of the Northwestern University Fraternity community without membership in the Council. The President and Vice President for Recruitment shall work with the University Vice President for Student Affairs and the Fraternity and

Sorority Life Advisory Board to ensure coordination in the decisions of the University and of the Council.

3. A resolution to confer Associate Membership may provide a commencement date at which time the membership takes effect and prescribe conditions and terms for associate membership. (Full) Membership may be conferred by motion or resolution. There shall be no terms or conditions for (Full) Membership other than those requirements set forth in the Constitution and Code.
4. A motion or resolution to confer full membership shall only be in order once a chapter has received its national charter. A resolution to confer associate membership shall only be in order if a chapter is, at minimum, a recognized colony of a national organization.
5. A motion to de-recognize a chapter shall be in order at any time during a meeting of the Forum and open to debate. Two-thirds of the Member Chapters shall de-recognize a chapter.
6. Chapters and colonies receiving membership following a motion with a future, provisional commencement date, and those chapters intending to receive membership, shall at all times abide by Council rules.
7. A chapter intending to receive membership may not recruit until membership takes effect, as per the date specified in a motion or resolution, as per Rule I § C (v) (3).

*vi. Greek Leadership Retreat*

1. The Greek Leadership Retreat shall be required of all chapter presidents.
2. Should a chapter president be unable to attend, he shall notify the Council President prior to the start of the Retreat and have his chapter vice president attend in his place. Should his chapter vice president be unable to attend, the chapter president shall find a replacement officer to represent the chapter.
3. Should a chapter not be represented at the Retreat, the Chapter shall pay a fine equal to the cost of the retreat per Chapter. The Standards Board, or the parties in mediation, shall adjudicate the issue and prescribe appropriate consequences.
4. The Executive Board shall excuse absences prior to the start of the Retreat, and excused chapters shall not be subject to charges described in Rule I § C (vi) (3).

**D. Council Membership**

1. Member chapters of the Council are Alpha Epsilon Pi, Beta Theta Pi, Chi Phi, Chi Psi, Delta Chi, Delta Upsilon, Evans Scholars, Lambda Chi Alpha, Phi Delta Theta, Phi Gamma Delta, Phi Kappa Psi, Phi Mu Alpha, Pi Kappa Alpha, Sigma Chi, Sigma Alpha Epsilon, Sigma Phi Epsilon, Theta Chi, and Zeta Beta Tau.
2. Member chapters and Associate Member chapters may be changed by a motion or resolution to confer membership or associate membership upon or to derecognize a chapter.

## **II. The Executive Officers**

### **A. The Executive Board**

1. The President shall chair the Executive Board. The Vice President for Recruitment, the Vice President for Risk Management, the Vice President for Programming, the Vice President for Standards, the Vice President for Finance, The Director of Academics & Service and the Director of Public Relations shall serve as members. The Vice President of Administration shall record minutes of all meetings, though these minutes shall only be made available to the Council Officers.
2. The Executive Board shall direct Council policy. The Board shall advise the President and the Vice President for Administration on the Budget.
3. The Board shall meet at the call of the Chair. No persons other than those enumerated in Rule II § A (1) shall be present for meetings unless otherwise permitted by the Chair.
4. The executive officers shall receive a stipend of up to \$200 per quarter based on a performance evaluation by the IFC Advisor and President.

## **III. The Standards Board**

### **A. Membership:**

1. The IFC Standards board (chaired by the Vice President of Standards) shall consist of seven students, one faculty member, and one staff member.

### **B. Eligibility:**

1. To be eligible for membership on the Standards Board, a candidate must be a fully matriculated Northwestern University student who has been enrolled for at least three academic quarters, and is an initiated member of an IFC-recognized fraternity. Candidates must have and maintain a 2.5 cumulative Grade Point Average, and must not have a substantial judicial record.
2. Faculty and Staff representatives must be currently employed by Northwestern University, and shall be selected from current UHAS members.

### **C. Selection:**

1. Only one person will be allowed to apply to the Standards Board per chapter. Candidates shall submit an application to the Executive Board of the Interfraternity Council. The Interfraternity Council Executive Board will be in charge of narrowing the field of applicants to twelve people when applicable. This Selection shall be made based on the evaluation of the written application and a personal interview with

the Executive Board. Only one person from each chapter may be selected to run for the Standards Board.

2. Of these twelve, seven candidates will be elected by the Presidents Forum. Each delegate shall be allowed five votes, with the seven candidates receiving the most votes being elected to the Standards Board. In the event of a tie, there will be a runoff vote.

#### **D. Term of Office:**

1. Each member of the Standards Board shall serve for one calendar year following their election. Elections shall be held at the second Forum of every Spring Quarter. If at any time a member of the Board fails to meet the eligibility requirements set forth in **(Eligibility)** or resigns his position, he shall be removed from the board and the Interfraternity Council Executive Board shall appoint an eligible replacement. This appointment shall take place by reopening the search to all chapters not already represented, who will then be narrowed by the officers listed above, or by determining and appointing the individual that received the highest amount of votes in the previous election but was not elected.

#### **E. Voting:**

1. At any given point, no more than five students, one faculty and one staff member will be called upon to hear a case (see **Operation**). Each member of the board shall be entitled to one vote and all decisions shall require a majority vote. In the events that a case shall concern a chapter who has a representative on the Standards Board that representative will not serve on that case, and will be replaced by another board member.

#### **F. Operation:**

1. The Standards Board shall operate based upon judicial procedures.
2. The Interfraternity Council Vice President for Standards shall act as Chairman of the Board in all cases.
3. For any case that comes before the Standards Board, five students shall be selected to hear the case with one alternate selected as well.
  - i. No member of the board shall be affiliated with the chapter concerned.
  - ii. The five students shall be selected at random, once availability and connection with the hearing has been established.
4. Charges shall be brought forth by the Dean of Students, or Interfraternity Council Vice President for Risk Management.
  - i. The Interfraternity Council Vice President for Standards shall read the charges brought against the accused fraternity.
  - ii. A student delegate who is an initiated member of the charged chapter shall present the fraternity's case.
5. The Interfraternity Council Vice President for Administration will be charged with taking minutes for each hearing.

6. The Director of Student Conduct, Director of Fraternity and Sorority Life, or approved staff member shall attend each hearing in the capacity of Executive Secretary.

#### **G. Meeting:**

1. The Standards Board shall meet on a weekly basis at a time to be determined by the Vice President for Standards.

#### **H. Case Level:**

1. Once all of the evidence is gathered, it will be presented to the Standards Board as a new case. The Standards Board is vested with the power to observe the evidence and determine whether the case should be opened and if so opened as a Level 1 or Level 2 case. This determination will subsequently be approved by the Director of Judicial Affairs.
2. Case level is determined by the severity of the charge and past offenses during the current academic year.
3. An offense is defined as but not limited to, a situation in which the chapter in question is found by the Standards Board to be in violation of the charge(s) in accordance with all NU, IFC, and local/state/federal rules, regulations, policies or laws.
4. If the case is opened by the Standards Board, the IFC Vice President for Standards is responsible for notifying the charged fraternity of their upcoming hearing.

#### **I. Level 1 Case**

1. A Level 1 case shall be initially determined by the IFC Standards Board.
  - i. A Level 1 case can be defined as but not limited to: Alcohol violations (first and second offenses per academic year), Social Function violations i.e. failure to register a party, etc (first and second offenses per academic year), and Dry Recruitment/Freshman Freeze violations (first offense per academic year).
2. Once a case is assigned as Level 1, the Vice President for Standards is responsible for issuing a charge letter to the chapter.
  - i. The fraternity will have the opportunity to submit a written response and/or send one (1) delegate to appear before the board and further defend their fraternity against the allegations.
3. The charged fraternity is also expected to submit their representative, witnesses, and evidence to the IFC Vice President for Standards forty-eight hours before the hearing.
  - i. If any representatives, evidence and/or witnesses are not submitted by this deadline then the representatives, witnesses and/or evidence will be excused by the Vice President for Standards before the hearing commences.
  - ii. All witnesses must be direct witnesses of the actual event.
4. Each Party will be allotted five minutes for their opening statements. Fifteen minutes will be allowed for each party's witnesses and exhibits to be presented to the Standards Board.

5. For the closing statement each party will be permitted to use 10 minutes before the Standards Board enters into deliberations. The maximum penalty for a Level 1 case is a \$1000 fine and Social Probation for up to 2 quarters.

#### **J. Level 1 Appeal**

1. If the charged fraternity is found in violation of the charges by the Standards Board the fraternity will have the opportunity to appeal to the IFC VP Standards within ten days of receipt of the sanction letter.
  - i. The basis of this appeal may be severity of sanctions, procedural error, or new evidence.
2. The Interfraternity Council Vice President of Standards will be responsible for setting a date for the appeals hearing.
3. The appeals hearing will be chaired by the IFC Vice President for Risk Management.
  - i. In the Event that the EVP is a member of the charged chapter, the Vice President for Finance will chair the appeals hearing.
  - ii. The IFC Secretary will also be present at the hearing for the purpose of taking minutes.
4. The board will consist of three students (chapter presidents selected at random) one faculty, and one staff member (selected from the UHAS appeals board).
  - i. All members of the Level 1 appeals board will be responsible for closely reviewing the minutes from the original hearing.
  - ii. If any member of the appeals board has outside knowledge of the case being appealed, he/she must recuse him/herself from the board.
5. Both the charged fraternity and the IFC will be allowed up to three representatives at the hearing and only student delegates may deliver their respective cases.
6. Both parties will be allotted one hour to present their arguments individually to the board.
  - i. It is the Chairman's responsibility to enforce the time restrictions for this hearing.
7. While in deliberations the board may make the following decisions: affirm the original decision, affirm the original decision and reduce sanctions, or reverse the original decision.
8. The findings of the appeals board shall be considered a final/nonnegotiable ruling.

#### **K. Level 2 Case**

1. A Level 2 case shall be initially referred to the Director of Judicial Affairs.
  - i. A Level 2 Case can be defined as, but not limited to Alcohol violations (third offense or beyond per academic year), Social Function Violations (third offense or beyond per academic year), Dry Recruitment violations (second offense or beyond per academic year), Freshman Freeze violations, Hazing violations, and/or Probation/Suspension violations.
2. In the event that the case is designated as Level 2 then the Vice President for Standards is responsible for issuing a charge letter and scheduling a date for a formal hearing.

3. The chapter involved will be allowed three (3) representatives to be present at the hearing, which must be comprised of at least one student from the chapter.
  - i. No guests and/or spectators will be permitted inside the hearing and only the student(s) representing the charged fraternity will be given the opportunity to present their case to the Standards Board.
  - ii. Any and all communication between the IFC and the charged fraternity during a hearing will be directed through the IFC Vice President for Standards.
  - iii. Any questions for the Standards Board Advisor during a hearing will also be directed through the Vice President for Standards.
4. All evidence and witnesses that will be used by the IFC shall be submitted to the charged fraternity by the IFC Vice President for Standards no later than forty-eight hours before the set date of the hearing.
5. The charged fraternity is also expected to submit their three (3) representatives, witnesses and evidence to the IFC Vice President for Standards forty-eight hours before the hearing.
  - i. If any representatives, evidence and/or witnesses are not submitted by this deadline then the representatives, witnesses and/or evidence will be excused by the Vice President for Standards before the hearing commences.
  - ii. All witnesses must be direct witnesses to the event in question.
6. During the hearing the IFC will have the Vice President for Standards, and secretary present for taking minutes, in addition to the five randomly selected members of the Standards Board, one faculty and one staff member.
7. Each Party will be allotted ten minutes for their opening statements.
8. Thirty minutes will be allowed for each party's witnesses and exhibits to be presented to the Standards Board.
9. For the closing statement each party will be permitted to use fifteen minutes before the Standards Board enters into deliberations.

#### **L. Level 2 Appeal**

1. See Level One Appeal. Same procedures apply.

#### **M. Sanctions:**

1. If the chapter is found in violation of the charges presented against them, the Vice President for Standards is responsible for issuing a sanction letter to the fraternity.
2. The sanctions, if any, take effect immediately following the hearing.
3. If the chapter submits an appeal, the original sanctions are still to be upheld until the appeal is formally heard by the Appeals Board.
4. The Vice President for Standards is vested with the power to set a deadline for sanctions to be fulfilled by the chapter when applicable (i.e. fines, educational programs, etc).
5. If the sanctions imposed are not completed by the deadline set by the Vice President for Standards, the Standards Board reserves the right to further review the case and add further sanctions onto those that were not completed.

6. The Standards Board has the ability to levy any sanctions they feel are appropriate under the IFC Standards Policies/Constitution.

The following sanctions or any combination thereof may be imposed by the Standards Board:

1. Exclusion - the charged fraternity is deprived of all attributes of Northwestern University affiliation indefinitely. The chapter may not reenter without acceptance of the Fraternity and Sorority life Advisory Board, and approval by the Vice President for Student Affairs. The sanction will be permanently recorded in the Chapter's judicial record.
2. Suspension - from the Interfraternity Council and request of the Inter/National Fraternity that a charter revocation be considered. To be brought about in the cases when a fraternity has brought great discredit to the fraternity community or with constant and repeated violations without abatement.
3. Deferred Suspension - to be brought about in less extreme cases than suspension. The period of suspension will be determined by the Standards Board at the time of the hearing. This time period is exclusive of any vacation period. The fraternity in violation may not participate in any IFC sponsored recruitment/other activities including but not limited to Recruitment Week and Greek Week. In addition, the fraternity in violation may not hold social functions either in its chapter house, in concert with another chapter or allocate fees towards having social affairs in any other location. The terms outlined under probation also apply.
4. Probation – to occur in less extreme cases than suspension. The period of probation will be determined by the Standards Board at the time of the hearing. If a chapter violates IFC or University policies within their probationary period, their status may be elevated to suspension or exclusion by the Standards Board. The three levels of probation include:
  - i. *Probation* – a period exclusive of any vacation period during which time the fraternity in violation holds no pledge education functions and/or programs which violate the Northwestern University definition of hazing. Probation may be applicable for charges of financial/standards misconduct where considered appropriate by the Standards Board. The duration of probation shall be set by the Standards Board and shall not exceed one academic year for one offense.
  - ii. *Primary Social Probation* - a period from 7:00pm Sunday through 5:00pm Friday exclusive of any vacation periods during which time the fraternity holds no social functions either in its chapter house, in concert with another chapter or allocates fees towards having social affairs in any other location. The duration of secondary social probation shall not exceed two quarters for one offense, and shall be determined by the Standards Board.

- iii. *Secondary Social Probation* – a period exclusive of any vacation period in which the fraternity in violation holds no social functions either in its chapter house, in concert with another chapter or allocates fees towards having social affairs in any other location. The duration of primary social probation shall be set by the Standards Board and shall not exceed two quarters for one offense. With exception, each fraternity under primary social probation may be allowed one approved social function per quarter. The chapter must seek approval from the IFC VP for Standards no less than three weeks prior to the scheduled event.
5. **Warning/ Reprimand** - The chapter in question will receive a letter from the Standards Board respectively citing the reasons for the warning/reprimand and cautioning the chapter that any further actions of this kind may result in a more severe penalty.
6. **Restitution** - The chapter in question will be required to reimburse the injured party or parties by giving an amount of money for damages, and/or required to perform appropriate services determined by the Standards Board.
7. **Evaluation and Positive Action Program** - Upon consideration of violations of policy or failure to meet existing standards, the Standards Board may require chapter officers to meet with the IFC Executive Board and IFC Advisor to adopt and implement a written program of chapter evaluation and positive action. This program will be geared to the correction of substandard performance in any area of the evaluation of the chapter's standards.
8. **Monetary Fines** - The chapter in question will be required to pay a monetary fine to the Interfraternity Council or other designated program, organization or effort. Fine amounts cannot exceed \$1,000.00 without approval of the IFC Executive Board, and shall be determined by the Standards Board.
9. **Community Service** - The chapter and/or fraternity members in question will be required to perform community service at an agency specified by the Standards Board. The number of hours shall be determined by the Standards Board. Hours per member and pledge/associate cannot exceed 10 without approval of the IFC Executive Board.
10. **Education** - Educational programs, seminars, or guest speakers sponsored by the chapter in violation may be required for chapter members, new members/associate members, or the Greek community. The chapter in violation may be required to pay for part or the full amount of speaker fees, travel expenses, and lodging.
11. **Additional Sanctions** - Potential sanctions are not limited to the aforementioned. The Standards Board reserves the right to apply any sanctions not classifiable by the

definitions listed above. Any unclassifiable sanctions are subject to approval by the Presidents Forum.

**N. Close:**

1. Any and all sanctions levied by the Standards Board will take effect immediately following the hearing. The IFC Vice President for Standards will be responsible for preparing a summary of the case, which shall include: Name of Chapter, Alleged Offense and Date of Offense, Plea, Verdict, and Sanctions. A detailed transcript of all proceedings will be prepared and filed in the respective chapter's disciplinary file. All disciplinary files are confidential.

## **IV. Recruitment**

**A. Definitions**

1. Recruitment shall be defined as the process of soliciting unaffiliated students for the purposes of attracting future members.
2. Recruitment Events shall be defined as activities or events with the implicit or explicit goal of Recruitment, in which chapter funds, or funds organized or collected by members of the chapter on its behalf, are used; or those events sponsored by the Council or chapters with the explicit goal of Recruitment. Unaffiliated men shall not be provided with alcohol purchased with chapters funds or funds organized or collected for Recruitment purposes at a Recruitment Event.
3. Formal Recruitment, or "Rush Week", shall be defined as the first period, five days, in which bids may be offered to freshmen, beginning the first Tuesday of class during Winter Quarter and ending on the subsequent Saturday.
4. A Bid shall be defined as an invitation, explicit or implicit, made to an unaffiliated student to join the chapter.
5. Freshman Freeze shall be defined, as per the rules of the University, as the Summer Quarter, New Student Week, and until the Sunday following the first three weeks of class during Fall Quarter, ending Sunday at 5:00 PM after at least twenty-one days from the first day of class; during which time no freshman male or matriculating freshman male shall be permitted to enter a chapter house excepting those conditions stated in the Student Handbook.

**B. Fall Quarter Recruitment**

1. Chapters may recruit any unaffiliated student throughout the year. Freshmen shall not receive bids prior to the first day of Formal Recruitment and at times not specified for Bidding during the Formal Recruitment period. Following the conclusion of Formal Recruitment, bids may be extended to freshmen at any time.

2. The Sunday when the Freshman Freeze ends, chapters may participate in the Sunday Dinner events. The Vice President for Recruitment shall assist chapters in organizing and planning these events.
3. The Vice President for Recruitment shall organize information sessions for unaffiliated students throughout Fall Quarter.

### **C. Formal Recruitment and Bidding**

1. Formal Recruitment shall begin the first Tuesday of class during Winter Quarter and end the subsequent Saturday. It shall constitute the first period during which freshmen may receive Bids.
2. Each day of Formal Recruitment shall have two periods during which unaffiliated men shall be permitted inside of the chapter facility and during which times chapters shall be permitted to extend Bids. At no other times during Formal Recruitment shall unaffiliated men be permitted to enter chapter facilities. The first period of each day shall be the Dinner Period. The second period of each day shall be the Event period. They shall be separated by one hour, during which time no unaffiliated men shall be present in a chapter's facilities. The times for each period shall be determined by the Vice President for Recruitment and announced to the Forum at least five weeks prior to the end of Fall Quarter. Bids may not be given during the Tuesday Dinner Period.
3. During Formal Recruitment, affiliated men shall not enter chapter facilities of other chapters. This shall constitute Cross-Visitation, which shall be prohibited.
4. During Formal Recruitment, unaffiliated men shall not be permitted in rooms in which alcohol or illegal substances are present. This shall constitute a violation of Rule IV § A (2).
5. Chapters shall not prevent or deter, implicitly or explicitly, any unaffiliated man from leaving a chapter facility of his own accord.
6. Unaffiliated men shall be permitted to receive Bids from any number of chapters prior to accepting one. Bids shall be acceptable for at least five days, or until another bid has been accepted. Once an unaffiliated man has accepted a Bid, he shall sign a Bid Acceptance Notice, provided to the chapters by the Vice President for Recruitment, and be considered affiliated. No one shall accept more than one Bid.
7. The chapters shall give the Vice President for Recruitment the Bid Acceptance Notices each night during Formal Recruitment. At other times in the year, it shall be the responsibility of the chapter to notify the Vice President **for Recruitment** when a Bid has been accepted.

## **V. New Member Education**

### **A. Definitions**

1. New Member Education, or Pledge Education, shall be defined as the period of time following a member's acceptance of a Bid and his initiation as a full member of the chapter.

2. New Members, or Pledges or Associate Members, shall be defined as members of the chapter, having accepted the chapter's Bid, who have not yet fully initiated.
3. New Member Activities shall be defined as activities, events, initiations, and meetings that occur during the New Member Education period, organized by the chapter or by members on behalf of the chapter, primarily for New Members. Events or meetings in which New Members may participate along with initiated members without additional requirements of attendance or activities shall not constitute New Member Activities. All New Member Activities shall be substance-free.
4. Hazing shall be defined as any action taken or situation created, intentionally, whether on or off chapter premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing shall not be limited to actions of initiated members against New Members. Hazing caused by the chapter shall only be constituted by organized chapter involvement on the part of its members or passive acceptance on the part of the chapter's leadership. Failure on the part of a chapter's leadership to knowingly prevent or stop hazing shall constitute hazing caused by the chapter. Hazing shall be in violation of Council rules.

## **B. Council Sponsored Events**

1. The Vice President for Risk Management shall organize a New Member Conference to occur within three weeks of the conclusion of Formal Recruitment. The Conference shall be a series of speakers and seminars, chosen by the Vice President with the advice of the Executive Board and the Forum, with the purpose of educating New Members about safe behavior and the values of the Greek community.
2. New Members shall be required to attend Conference events. Chapters failing to attend the event with the required number of members shall be fined up to \$15 per absent member, at the discretion of the Vice President for Risk Management. The Vice President may excuse any absence. The Vice President shall report any fines to the Treasurer.
3. The Vice President for Standards, the Vice President for Programming, and the Vice President for Risk Management shall work with chapters to organize Gone Greek Night.

# **VI. Social Rules**

## **A. Definitions**

1. A Chapter may host Wet Events within its facility, and residents of legal drinking age may maintain private supplies of alcohol for private consumption, provided that all University and State rules concerning the consumption of alcohol are adhered to. Chapters shall have their alcohol privileges temporarily restricted, in part or in whole, by a decision of the Judicial Board for no more than one year. Chapters shall only exercise alcohol privileges with the consent of their national organizations, housing corporations (alumni chapters), and the University. Chapters shall be charged with violations of restrictions of alcohol privileges imposed by the Judicial Board.

2. A Social Event shall be defined as an organized event sponsored by the chapter or members of the chapter acting on its behalf: with a significant number of non-members present; with other chapters; or with a significant portion of the whole Chapter membership present. Chapter meetings and Recruitment Events shall not constitute Social Events.
4. A Wet Event shall be defined as a Social Event in which alcohol is present. Chapters shall not use chapter funds to purchase alcohol, nor permit individuals to coordinate the common supply of alcohol. The Chapter may only coordinate the sale and distribution of alcohol through a licensed vendor in compliance with all other governing rules. Alcohol provided by a vendor shall never be free of charge.

## **B. Registered Events**

1. All Social Events on chapter premises, except tailgates, philanthropy events, and dinners, shall be registered with the Council. The Vice President for Risk Management shall provide chapters with an Event Registration Form. The Event Registration Form shall be submitted to the VP Risk Management within one week of the event. Failure to submit the Event Registration form within one week result in a \$50 fine for the first offense, \$100 for the second, and a referral to the Standards Board for the third offense each Calendar year.
2. For all vended Wet Events on chapter premises, the chapter shall provide the Vice President for Risk Management with: a guest list of not more than 500 Northwestern University students; a signed contract with the vendor; and proof of insurance from the vendor.
3. For all BYOB Wet Events on chapter premises, the chapter shall provide the Risk Management Director with a guest list of not more than 500 Northwestern University Students.
4. Chapters shall not permit persons not on their guest lists to attend their Wet Events on chapter premises. Dry Events may be open to the public.
5. Guests attending a Social Event on chapter premises shall sign-in with the Chapter.
6. Chapters shall be responsible for the physical safety and wellbeing of all residents and their guests within the chapter facilities.
7. During Social Events on chapter premises (except during tailgates, philanthropy events, and dinners), the host chapter shall provide at minimum: two members, one of whom is fully initiated, to sign-in guests at the entrance to the event; one brother at the exit; two brothers roaming the event, looking for disorderly conduct; and one brother guarding all upward stairways to prevent guests from going upstairs unaccompanied. During Social Events, guests shall not be above the ground floor unless accompanied individually by a brother to and from a private room or bathroom. If more than one chapter sponsors an event, each sponsor chapter shall have at least one fully initiated member at the entrance by the guest list.
8. During Wet Events on chapter premises with a vendor, the host chapter shall provide, in addition to requirements of Rule VI § B (3), at minimum, one member with the vendor to ensure use of the Birthday List. The host chapter shall provide the vendor with a current Birthday List from the University Registrar that lists students by legal drinking age. The vendor shall be responsible for identifying persons of legal

- drinking age. The vendor shall distribute wristbands to persons of legal drinking age. The chapter shall ensure only those persons with wristbands provided by the vendor are drinking alcohol. Alcohol shall only be provided in plastic cups. Liquor shall never be distributed. The vendor shall sell alcohol in exchange for cash. The sponsor chapters shall never receive income from the sale of alcohol. Alcohol shall never be taken from the chapter premises.
9. Chapters may also sponsor Bring Your Own Beverage (BYOB) events within their premises. All rules concerning registered Wet Events with vendors shall apply to BYOB events, except in place of a vendor the chapter shall supply a bartender to distribute the alcohol. The bartender may be a member of the chapter if he is of legal drinking age. The chapter shall only admit persons of legal drinking age and shall be responsible for preventing under-age persons from attending the event. At the entrance, a member of the host chapter shall receive alcohol brought by guests and produce to the guests in return tickets identifying their alcohol. Guests may bring up to six, sealed twelve-ounce bottles or cans of beer or wine coolers. Beverages shall be kept with the bartender under his control. The chapter shall not furnish alcohol. Guests shall exchange their tickets, one at a time, with the bartender for their alcohol.

## **B. Venue CTECs**

1. Chapters have the option of completing a Venue CTEC for each venue they use for a social function registered with The Council. The form is available on The Council website.
2. Chapters must fill out a minimum of two CTECs per quarter or one for every registered event, whichever is smaller, to gain access to the entire CTEC report.

# **VII. Inter-Council Relations**

## **A. The Panhellenic Association**

### *i. General Provisions*

1. The Council shall seek a cooperative and constructive relationship with the Panhellenic Association in areas of common concern.
2. The Council shall advocate adherence and respect by Council chapters and their members to rules of the Panhellenic Association when appropriate. The rules of the Panhellenic Association shall not be binding on Council Members or Officers.
3. The President and Vice President for Standards shall work with the Panhellenic Association President to organize joint-meetings and retreats with the councils. They shall seek cooperation from the Panhellenic Association in advocating for policies pertaining to the whole Greek community.
4. The VP for Programming shall work with the Panhellenic Association Vice President for Programming to organize NU Perspectives, the New Member Conference, and other educational and cultural programs, as he may desire.
5. The Council shall report possible violations by Panhellenic Association chapters to the Panhellenic Association Judicial Vice President.

## **B. The National Pan-Hellenic Council**

1. The Council shall seek a cooperative and constructive relationship with the National Pan-Hellenic Council (NPHC) in areas of common concern.
2. The President and Vice President for Standards shall seek cooperation from the NPHC in advocating for policies pertaining to the whole Greek community.
3. The Vice President for Programming shall work with the NPHC to organize NU Perspectives, the New Member Conference, and other educational and cultural programs, as he may desire. He shall promote understanding of the NPHC within the Council.

## **C. The Multicultural Greek Council**

1. The Council shall seek a cooperative and constructive relationship with the Multicultural Greek Council (MGC) in areas of common concern.
2. The President and Vice President for Standards shall seek cooperation from the MGC in advocating for policies pertaining to the whole Greek community.
3. The Vice President for Programming shall work with the MGC to organize NU Perspectives, the New Member Conference, and other educational and cultural programs, as he may desire. He shall promote understanding of the MGC within the Council.

## **D. The University Division of Student Affairs**

1. The Council shall seek a cooperative and constructive relationship with the University Division of Student Affairs and its subsidiary offices, including the Office of the Vice President, the Office of the Dean of Students, the Office of Student Conduct, and the Office of Undergraduate Residential Life, and the Office of Fraternity & Sorority Life.
2. The President, with the assistance of other Officers and Forum representatives, may negotiate with the Vice President for Student Affairs a Relationship Agreement that further defines the relationship, responsibilities, and rights of the Division of Student Affairs and the Council. The President shall continually seek the advice of the Forum and the Officers during the negotiations. Such an agreement shall only be binding on the Council upon consent of the Forum. The Relationship Agreement shall be an appendix to this Code and be binding on all Officers and the Forum.

# **VIII. Associated Student Government Senators**

## **A. General**

1. IFC Senate representation shall include 1 head Senator, and 2 junior Senators, who are expected to attend all Caucus and Senate meetings minus 1 excused and 1 unexcused absence. Caucus shall convene at 6:15pm on Wednesdays, prior to Senate at 7pm. Missing caucus but attending Senate or vice-versa constitutes an absence.
2. All Senators are expected to sit on at least 1 ASG committee of their choice.
3. Senators are responsible for attending a quarterly training meeting, with the rest of Greek caucus and council presidents (IFC, PHA, MGC, NPHC).
4. There shall be no more than 1 Senator per IFC chapter.
5. At least one senator shall live in his Fraternity house during office.
6. Term lasts September to June, and Senators may be reappointed/removed pending approval by the IFC President and executive board.
7. IFC President shall oversee appointment of IFC Senators, and shall serve as official liaison between the Interfraternity Council and the Associated Student Government. It is recommended that the IFC President attend Greek caucus and Senate meetings when possible.
8. The IFC President may choose to delegate appointment of IFC Senators to the VP Standards.
9. In the case of removal of Senator, the IFC President shall appoint one IFC exec member or himself to fill said Senators position, until a new Senator is appointed.

## **B. Expectations of Senators**

1. Senators shall act as Representatives to the Associated Student Government, advocating on behalf of Greek interests to the student government.
2. Senators shall be active participants in Senate, including but not limited to: Senators shall be actively engaged during Senate, remaining attentive and respectful during general meetings, Senators shall remain apprised and up-to-date on all Senate initiatives, and Senators shall communicate and inform constituencies of said initiatives.
3. IFC Senators are allowed 2 absences per quarter, 1 excused absence constituting illness, midterm prep, or family emergency; and 1 unexcused absence, constituting all other cases.
4. In case of absence, the absent IFC Senator is required to find an alternate to replace him from the IFC exec board. Excuse is required to be submitted 72 hours in advance to the Greek Caucus Whip.
5. After more than 2 absences or if a Senator's behavior is not in compliance with the aforementioned expectations, the Senator in question shall receive a warning and his status as Senator shall undergo reviewal by the IFC executive board, which maintains the right to remove said Senator.

## **C. Expectations of Head Senators**

A Head Senator shall comply with aforementioned regular Senator rules and in addition

1. IFC shall appoint and remove at its discretion 1 head Senator to act as liaison between IFC exec board, ASG, and IFC Chapter Presidents.

2. The Head Senator is expected to attend weekly IFC Exec meetings and bi-weekly IFC Presidents Forum.
3. At the discretion of the IFC President, the head Senator shall compose a weekly update to be emailed out to the IFC chapters.

**D. Expectations of Caucus Whip**

- a. Help set the agenda for their caucus, identifying the top priorities, and concerns for the Greek constituency
- b. Identify feasible projects that can help their constituents, by speaking with caucus Senators and their constituents.
- c. Responsible for delegating assignments to Senators in their caucus, usually by asking Senators to write legislation or work on a project
- d. Work with the Speaker to ensure caucus and Senators are working in conjunction with the committees and executive board when working on these projects.
- e. Submit weekly reports on the progress of their Senators and the caucus
- f. Is the go to person/point of contact for students of the Greek constituency