



INTERFRATERNITY COUNCIL
CLEMSON

INTERFRATERNITY COUNCIL AT CLEMSON UNIVERSITY CONSTITUTION and BY-LAWS

MISSION

The mission of the Interfraternity Council at Clemson University is to govern, serve, represent, and 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 I – NAME

This organization shall be known as the Interfraternity Council (IFC) at Clemson University.

ARTICLE II – PURPOSE OF THE IFC

Section I.

The Interfraternity Council at Clemson University shall be the governing body for all member fraternities recognized by their respective inter/national organizations and Clemson University.

Section II.

- A. The specific purpose of the Interfraternity Council of Clemson University shall be:
- a. The establishment and administration of rules governing joining, associate membership, and initiation;
 - b. The establishment and administration of rules governing the general conduct of fraternities;
 - c. The encouragement of scholastic achievement;
 - d. The general promotion of Fraternity and Sorority Life;
 - e. The stimulation of greater cooperation and harmony among the members of the Interfraternity Council at Clemson University and the Fraternity and Sorority Life community as a whole; and, f.
 - The promotion of the mission of Clemson University.

ARTICLE III – IFC MEMBERSHIP

Section I. Membership Eligibility

Membership in the IFC is open to social fraternity chapters and recognized associate chapters (formerly known as “colonies”) at Clemson University that are recognized by their respective Inter/National Headquarters. The levels of membership are defined as Associate and Full Members.

- a. Per Clemson University policy, local organizations not supported by an Inter/National Headquarters may not receive membership status in the Interfraternity Council.
 - b. All members (Associate and Full) are expected to comply with all policies set forth by the Interfraternity Council at Clemson University and Clemson University.
- A. Full Membership
- a. All chartered chapters will be granted full membership status.
 - b. Full membership status includes full voting rights on all IFC matters and the ability to run for all positions on the IFC Executive Board.

B. Associate Membership

- a. Associate Member status is reserved for associate chapters (formerly known as colonies) that have not yet received chartered chapter status.
 - b. Associate Chapters must be registered student organizations through Clemson University as well as recognized by an Inter/National Organization.
 - c. Associate Membership will be granted voting privileges and have the ability to run for the roles of Director of Recruitment, Director of Finance, Director of Membership Development, and Director of Philanthropy and Public Relations on the IFC Executive Board.
 - d. Associate Member chapters are not eligible for positions of President, Executive Vice President, and Vice President of Risk Management.
 - e. Associate Member Chapters are expected to receive their charters within two years and become full members of the Interfraternity Council unless proper documentation is submitted by the Inter/National Organization to ensure the associate chapter (formerly known as colony) is making proper steps to receiving their charter. Failure to do so may result in a revocation of IFC membership and privileges.
 - f. For chapters who are seeking re-recognition, and were suspended or had their charter revoked, the IFC Executive Council and the IFC Honor Court reserves the right to add reasonable metrics in order to promote a successful return to campus and the Fraternity and Sorority community.
- C. The IFC will not recognize associate chapters/chapters that are currently suspended or have their charter revoked by their Inter/National Organization.
- D. In order to sustain IFC recognition, associate member chapters and full member chapters must become a registered student organization within the Clemson University organization registration process each time re-registration is required (typically hosted through late fall/early spring).

Section II. Member Chapter Minimum Expectations

Each member chapter shall adhere to and abide by the following minimum expectations:

- A. Each member chapter shall comply with all policies set forth by:
 1. The IFC Constitution, Bylaws, executive orders, and other guidelines; and
 2. The Clemson University Student Handbook, Code of Conduct, and Student Organization Agreement.
- B. Each member chapter shall maintain a minimum chapter GPA of 2.70 per semester and a minimum new member class GPA of 2.70.
- C. Each member chapter shall be current on all IFC dues owed.
- D. Each member chapter shall participate in the majority of initiatives and events set forth by the Interfraternity Council. Unless otherwise designated, the expected attendance rate is 80% per chapter (this includes programs sponsored by the office of Fraternity and Sorority Life).
- E. Each member chapter shall be required to maintain accurate rosters through the Office of Fraternity and Sorority Life.
- F. Each member chapter shall comply with the attendance policies for the IFC General Body and the IFC Honor Court, as outlined within the Constitution and Bylaws of the Interfraternity Council.
- G. A member chapter which has failed to meet any of the minimum expectations outlined in this Section shall be referred to the IFC Executive Vice President, and settled in IFC Honor Court.

Section III. Revocation

Membership in the Interfraternity Council at Clemson University is at all times a privilege, which may be withdrawn by a two-thirds (2/3) affirmative vote of the Interfraternity Council chapter representatives.

Section IV. Membership Status for Member Chapters

The membership status of member chapters shall be as follows:

- A. Good Standing: A member chapter shall be deemed to be in good standing if the member chapter is currently operating under the requirements set by the IFC Constitution and Bylaws, and is currently meeting the

minimum expectations outlined in Section II of this Article.

B. Not in Good Standing: A member chapter shall be deemed to be not in good standing if the member chapter has been placed under probation by the IFC, Clemson University, and/or their Inter/National Organization or the chapter has currently failed to meet the minimum expectations outlined in Section II of this Article.

Member chapters that are deemed not in good standing may have restrictions on their operations and privileges in accordance with IFC and Clemson University policy.

C. Cease and Desist: Member chapters under a cease and desist/suspension order (including temporary) from Clemson University and/or their Inter/National Organization will not have any privileges afforded to a member chapter of IFC at Clemson University.

Section V. Individual Member Definitions

For the purpose of this Constitution and Bylaws, and with the understanding that each member chapter may have its own terminology for internal use, individuals will be defined as follows:

A. Initiated Member: An Initiated Member shall be defined as any man who has been initiated into any fraternity at Clemson University.

a. Once initiated as a member of an Inter/National fraternity, an individual is prohibited from joining another Inter/National fraternity regardless of institution unless the Inter/National fraternity/fraternities involved allow for such opportunity. This varies by organization and cannot be enforced or required by the council.

B. New Member: A New Member shall be defined as any man who has accepted a bid to join a fraternity at Clemson University, but has not been initiated into said fraternity.

C. Potential New Member: A Potential New Member shall be defined as any man who is a student at Clemson University and has not accepted a bid from any fraternity.

ARTICLE IV – IFC GENERAL BODY

Section I. IFC General Body

A. The powers of the IFC shall be vested in the IFC General Body. The IFC General Body consists of a representative from each member chapter and shall be the governing legislative body responsible for the general policies of the IFC, for electing its Executive Board, and for instructing its Executive Board as to the activities and operations of the IFC. All such activities shall respect the individual sovereignty and associational rights of each member chapter and shall not relinquish any governance authority to any other governing body.

Section II. IFC Representatives

Each member chapter shall have one IFC Representative, its president, who serves on the IFC General Body and is granted full voting privileges. A member of the IFC Executive Board is not permitted to serve in the capacity of a chapter's IFC Representative.

Section IV. IFC Alternate Representatives

Each member chapter may also choose an IFC Alternate Representative, any member of the chapter's executive council, who shall represent that member chapter in the IFC General Body in the absence of its president.

Section VI. Term of Office of IFC Representatives

Individuals who serve as IFC Representatives shall remain in that position until they are replaced by their member chapter or until they are elected or appointed to serve on the IFC Executive Board.

Section VII. IFC General Body Meeting Policies

The IFC General Body shall conduct its meetings according to the following requirements:

A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.

- B. The presence of two-thirds ($\frac{2}{3}$) of total member chapters shall constitute a quorum in order to conduct IFC General Body business.
- C. The IFC General Body shall conduct regularly scheduled business meetings at least twice a month during the academic year.
- D. Special meetings may be called by the IFC President at any time or at the request of two member chapters, with notice of the time, location, and purpose of the special meeting provided to all member chapters.
- E. Each member chapter's IFC Representative or Alternate Representative is required to attend all meetings of the IFC. More than two absences per academic semester shall result in the member chapter being referred to the IFC Executive Vice President for an informal judicial review.

Section VIII. IFC General Body Voting Policies

The IFC General Body shall operate utilizing the following voting policies:

- A. Each member chapter, in good standing, shall have one vote.
- B. Individuals holding IFC Executive Board positions are entitled to one vote per position with the exception of IFC President.
- C. In the event of a tie, the IFC President shall cast the deciding vote.
- D. With the exception of the election of IFC Executive Board positions, there shall be no secret ballot votes.

ARTICLE V – IFC EXECUTIVE BOARD

Section I. IFC Executive Board

The IFC Executive Board shall be responsible for carrying out the purpose and policies of the IFC and for its day-to-day operations and activities, as directed by the IFC General Body.

Section II. IFC Executive Board Composition

The officers of the Executive Board shall be President, Executive Vice President, Vice President of Risk Management, Director of Recruitment, Director of Finance, Director of Membership Development, and Director of Philanthropy and Public Relations.

Section III. Requirements

- A. The roles of President, Executive Vice President, and Vice President of Risk Management may not be filled by members from the same chapter. However, chapters represented in these aforementioned roles are permitted to have one member serve as a Director on the Interfraternity Executive Board (Director of Recruitment, Director of Finance, Director of Membership Development, and Director of Philanthropy and Public Relations).
- B. In the event that a chapter has nobody elected into the roles of President, Executive Vice President, and Vice President of Risk Management, the chapter may have up to three members serve as Directors on the Interfraternity Executive Board during a given time.
- C. An individual must be in good standing with Clemson University and be an initiated member in good standing with the chapter they are affiliated with.
- D. Individuals must have at least a 2.70 cumulative Clemson University GPA.
- E. The IFC President must also have served on the IFC Executive Board or as chapter president, with the exception of allowing chapter vice presidents to be eligible for the role in the case that there are no other willing and eligible applicants, for at least one semester.
- F. The IFC Executive Vice President must also have served on the IFC Executive Board, as chapter president, on their chapter executive board, or IFC Honor Court for at least one semester.

Section IV. Election Policies

- A. The officers of the Executive Board shall be elected from the voting membership in November of each year.

- B. A simple majority vote of all voting members shall be required to elect a member of the Interfraternity Council to an office, assuming that quorum is met for the vote to occur.

4

- C. The IFC Executive Board shall operate utilizing the following voting policies during IFC Executive Board elections:
- a. Each IFC Executive Board member shall have one vote unless they are a nominee for the position in question.
 - b. The IFC President should refrain from casting his vote except in the event of a tie. In such instances, the IFC President shall cast the deciding vote.

Section V. IFC Executive Board Meeting Policies

The IFC Executive Board shall conduct its meetings according to the following requirements:

- A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
- B. A majority of IFC Executive Board members present shall constitute a quorum in order to conduct IFC Executive Board business.
- C. The IFC Executive Board shall conduct regularly scheduled meetings on a weekly/bi-weekly basis. D. Special meetings may be called by the IFC President with notice of the time, location, and purpose of the special meeting provided to each IFC Executive Board member.
- E. Each IFC Executive Board member is required to attend all meetings of the IFC Executive Board and all meetings of the IFC General Body. Excessive absences may result in removal from office and/or loss of officer stipend.

Section VI. IFC Executive Board Officer Removal and Special Cases

The following policies and procedures shall be utilized for the removal and replacement of an IFC Executive Board officer(s):

- A. Any individual serving in an IFC Executive Board position may be removed from his position by a two-thirds ($\frac{2}{3}$) affirmative vote of the IFC General Body.
- B. In the event of a vacancy in any IFC Executive Board position, the IFC President shall appoint a successor to complete the term under the advice and consent of the remaining members of the IFC Executive Board and the IFC Advisor(s).
- C. Should a vacancy occur in the office of the IFC President, a special election shall be held within two (2) weeks after the vacancy was created. The IFC Executive Vice President will preside over this election.
- D. In the event that any fraternity chapter is suspended or expelled from membership or loses recognition from the University while one of its representatives is holding office on the Executive Council, such office shall be filled as outlined in section B or C.
- E. If an executive officer fails to maintain a 2.70 cumulative GPA, their position will be deemed vacant and filled as outlined in Section B or C.

Section VII. Report of IFC Officers

A report of any newly elected or appointed IFC Executive Board officers shall be submitted to the NIC by the IFC Advisor(s) within one week of the election or appointment.

ARTICLE VI – IFC HONOR COURT

Section I. IFC Honor Court Jurisdiction, Composition, and Eligibility

See policy entitled IFC Honor Court Guidelines and Proceedings

ARTICLE VII - SOCIAL PROCEDURES

See policy Interfraternity Council at Clemson University Social Procedures

ARTICLE VIII – CONSTITUTIONAL AMENDMENTS

Section I. Constitutional Amendments

This Constitution may be amended by a two-thirds (2/3) affirmative vote of the IFC General Body provided notice of the proposed amendment has been provided to member chapters at the preceding business meeting of the IFC General Body or with at least seven (7) days notice.

Section II. Adoption

This Constitution shall become effective and shall supersede all previous Constitutions of the IFC when adopted by a two-thirds (2/3) affirmative vote of the IFC General Body.

BYLAWS OF THE INTERFRATERNITY COUNCIL AT CLEMSON UNIVERSITY

ARTICLE I – ROLE OF THE IFC REPRESENTATIVE

Section I. IFC Representative

The duties and responsibilities of all IFC Representatives are as follows:

- A. Serve as a representative and voice for his member chapter's concerns regarding the fraternity community.
- B. Represent the larger IFC fraternity community's interests.
- C. Inform his member chapter of the actions, discussions, and workings of the IFC General Body.
- D. Serve as a liaison between the IFC General Body and his respective member chapter.
- E. Represent the highest ideals of fraternity life to the greater campus community.

ARTICLE II – ROLE OF THE IFC EXECUTIVE BOARD OFFICERS

Section I. IFC President

The duties and responsibilities of the IFC President are as follows:

- A. Provide guidance and focus the efforts of the General Body and Executive Board.
- B. Preside over all meetings of the General Body and Executive Board.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and member chapter leaders.
- E. Serve as the official spokesperson for the IFC community.
- F. Establish positive working relationships with campus and local law enforcement agencies.
- G. Regularly interact with the leaders of other governing councils and campus organizations.
- H. Establish a working relationship with key college administrators.
- I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC in conjunction with the IFC Advisor(s) and/or Office of Fraternity and Sorority Life.
- J. Provide advice and support to member chapter officers.
- K. The President will receive a stipend of \$1,000 per semester.

Section II. IFC Executive Vice President

The duties and responsibilities of the IFC Executive Vice President are as follows:

- A. Fulfill the IFC Presidential duties when the IFC President is not able to serve in that capacity.
- B. Serve as chair of the IFC Honor Court and serve as the non-voting chairman of all IFC Honor Court hearings.
- C. Investigate and refer to the IFC Honor Court alleged violations of IFC policy, including but not limited to:
 - 1. The IFC Constitution, Bylaws, and policies;
 - 2. Federal, state, and local laws; and
 - 3. The rules and regulations of Clemson University.
- D. Investigate and refer to the IFC Honor Court alleged violations of Clemson University Residential Life per the request of the Coordinator for Fraternity and Sorority Housing (or their designee).
- E. Regularly review the incident reports submitted through the IFC Social Violation Reporting Form and share relevant information to the IFC President and Advisor(s) as quickly as possible.
- F. Ensure proper filing and preparation for all judicial actions.
- G. Ensure compliance with all IFC judicial actions imposed upon a member chapter.
- H. Educate member chapters on the IFC Constitution and Bylaws, and Honor Court proceedings.
- I. Conduct judicial policy and procedures training for all IFC Honor Court members.

- J. Assist in conflict mediation between member chapters.
- K. Review all IFC governance documents, at least annually.
- L. Conduct a new member education training for all new member educators each semester.

7

- M. Provide advice and support to member chapter judicial and new member educator officers
- N. Organize and conduct all Informal Resolutions that occur outside of the Honor Court
- O. The Executive Vice President will receive a stipend of \$750 per semester.

Section III. IFC Vice President of Risk Management

The duties and responsibilities of the IFC Vice President of Risk Management are as follows:

- A. Educate member chapters on the NIC Health and Safety Guidelines and IFC risk management policies and provide training resources on all relevant social and risk policies in place within the council.
- B. Assist member chapters in the implementation of and compliance with the NIC Alcohol & Drug Guidelines.
- C. Coordinate Health and Safety efforts with other councils and stakeholders.
- D. Manage the social event registration and monitoring process.
- E. Collect and review member chapter's risk management plans, including house event layouts.
- F. Review all IFC social policies, at least annually.
- G. Provide advice and support to chapter Risk Management, Health and Safety, and Social Officers.
- H. The Vice President of Risk Management will receive a stipend of \$750 per semester.

Section IV. IFC Director of Recruitment

The duties and responsibilities of the IFC Director of Recruitment are as follows:

- A. 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 students to learn about the fraternity experience.
- B. Will focus on fostering interest in joining IFC Fraternities and marketing the IFC Fraternity experience to all potential new members.
- C. Serve as chair of the IFC Recruitment Committee.
- D. Produce and distribute promotional materials to all incoming and unaffiliated students, with the encouragement to collaborate with the Director of Philanthropy and Public Relations.
- E. Develop recruitment workshops and programs for member chapters.
- F. Update and present the IFC Recruitment Policies and Recruitment Guide at the first general body meeting of the semester.
- G. Uphold the IFC Recruitment Policies and ensure no restrictive policies are placed on new member recruitment and will not restrict the ability of chapters to distribute bids outside of any designated recruitment period.
- H. Maintain an interest list of Potential New Members.
- I. Provide advice and support to member chapter recruitment officers.
- J. The Director of Recruitment will receive a stipend of \$500 per semester.

Section V. IFC Director of Finance and Administration

The duties and responsibilities of the IFC Director of Finance are as follows:

- A. Serve as secretary of the IFC General Body, including the taking of attendance, dictating minutes, and distributing records to member chapters.
- B. Create and supervise the semesterly budget process.
- C. Collect IFC member chapter dues each semester following the financial procedures outlined in Article IV of this document.
- D. Maintain accurate records throughout the year through invoicing and receipts.

- E. Review and approve all IFC Reimbursement Request Forms.
- F. Make all disbursements with a cosigner.
- G. State all income and expenses per line item monthly at general body meetings.
- H. Make bank deposits when necessary and in a timely manner.
- I. Maintain the IFC Google Calendar.
- J. File taxes on a yearly basis.

8

- K. Distribute Executive Board stipends during general body meeting(s) each semester.
- L. Provide advice and support to member chapter financial officers.
- M. The Director of Finance and Administration will receive a stipend of \$500 per semester.

Section VI. IFC Director of Membership Development

The duties and responsibilities of the IFC Director of Membership Development are as follows:

- A. Work with the Office of Fraternity and Sorority Life to collect and distribute academic performance rankings.
- B. Publish important academic dates and deadlines.
- C. Collect and distribute information about campus academic services, such as but not limited to, tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- D. Work individually with member chapter academic/scholarship chairs below the all-men's grade point average.
- E. Meet with member chapter presidents and/or academic/scholarship chairs whose chapter semester GPA is below a 2.70 GPA for two consecutive semesters.
- F. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- G. Plan and execute programmatic initiatives across the entire council as well as coordinating cross-council collaboration opportunities.
- H. Oversee chapter participation in the overall IFC new member development experience.
- I. Co-lead efforts with the FSL Staff & Director of Recruitment to collaborate with Clemson LIFE staff to develop a recruitment process that integrates Clemson LIFE students into IFC Recruitment, ensuring opportunities for Clemson LIFE students and their families to participate and learn about the IFC experience.
- J. Serve as a resource for member chapters, guiding them on how to incorporate Clemson LIFE participation into their chapter activities.
- K. Provide advice and support to member chapter scholarship officers.
- L. The Director of Membership Development will receive a stipend of \$500 per semester.

Section VII. IFC Director of Philanthropy and Service

The duties and responsibilities of the IFC Director of Philanthropy and Service are as follows:

- A. Develop service projects for the IFC community to participate in.
- B. Plan the annual IFC philanthropy event, and work with the Director of Public Relations to market the event.
- C. Collect and report member chapter community service hours, philanthropic dollars, and activities.
- D. Establish a positive working relationship with external constituents related to philanthropy and service.
- E. Provide advice and support to member chapter community service/philanthropy officers.
- F. The Director of Philanthropy and Service will receive a stipend of \$500 per semester.

Section VIII. IFC Director of Public Relations

The duties and responsibilities of the IFC Director of Public Relations are as follows:

- A. Develop and execute a public relations and social media strategy
- B. Maintain and update the Interfraternity Council's website and social media accounts.
- C. Keep the media informed about upcoming events or potential news.
- D. Establish a positive working relationship with external constituents.
- E. Assist in the development of various IFC publications and outreach programs.
- F. Collaborate with fellow executive board members to develop marketing materials for their respective events.
- G. Provide advice and support to member chapter public relations officers.
- H. The Director of Public Relations will receive a stipend of \$500 per semester.

ARTICLE III – ROLE OF THE IFC ADVISOR

Section I. IFC Advisor and IFC Graduate Advisor

The IFC Advisor and Graduate Advisor should work to support all NIC Standards, policies and practices. In addition, in accordance with the Standards and Guidelines for Fraternity and Sorority Advising Programs of the Council for the Advancement of Standards in Higher Education (CAS), the duties and responsibilities of the IFC Advisor and Graduate Advisor are as follows:

- A. Advise the IFC Executive Board and provide support to member chapters.
 - B. Advise and consult with the IFC Honor Court on all conduct cases.
- 9
- C. Advise financial processes.
 - D. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies.
 - E. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following:
 - 1. Multicultural Competence
 - 2. Leadership Development
 - 3. Recruitment and Intake
 - 4. Risk Management
 - F. Monitor membership and academic retention by member chapter and the entire community for purposes of improving academic support and recommending intervention strategies.
 - G. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
 - H. Provide assistance and advice in planning and assessing IFC and member chapter programs.
 - I. Organize and facilitate leadership programs, retreats, and workshops.
 - J. Connect the Members and New Members of member chapters to leadership opportunities across campus, in the local community, and within their inter/national organizations.
 - K. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
 - L. Provide for the recording and archiving of information about the fraternal community and encourage member chapter leaders to do the same within their organizations.

Section II. Annual Data Reporting to the NIC

In accordance with the NIC Standards, IFC Advisors shall assist the IFC in providing the following data to the NIC each term:

- A. The all-university, all-men's, all-fraternity, and individual member chapter grade point averages, reported each term.
- B. The total number of men who pledged all member chapters during each academic year.
- C. The total number of men who were initiated in all member chapters during each academic year.
- D. The percentage of

fraternity men compared to the total number of all men enrolled at Clemson University during each academic year.

E. The total number of chapters and colonies opened and closed during each academic year. F. The total number of full-time professionals employed at Clemson University who work directly within fraternity and sorority life, during each academic year.

ARTICLE IV – FINANCIAL MANAGEMENT POLICY

Section I. Fiscal Year

The IFC fiscal year shall run from January 1st to December 31st.

Section II. IFC Semester Budget

The Director of Finance shall propose a semester budget to the IFC Executive Board by the last meeting of the previous semester. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification.

Section IV. Appropriate Use of IFC Funds

IFC funds are under the jurisdiction of the IFC member chapters and shall only be used in a manner that benefits the fraternity community and that is congruent with the values of fraternity life. IFC funds shall not be used to purchase alcoholic beverages.

10

Section VII. Signature Requirements for Financial Accounts and Transactions

The signature of the IFC President or the IFC Director of Finance shall be required on all IFC financial accounts and transactions.

Section VIII. Financial Reporting

The IFC Director of Finance shall provide a financial report to the IFC General Body on a monthly basis including all income and expenses during the given period of time and in relation to the overall budget for each line item.

Section IX. Financial Record Keeping

The IFC Director of Finance shall maintain accurate and organized financial records consisting of all receipts and invoices, copies of all monetary disbursements and deposits, IFC financial forms and reports, actual dues levied, canceled checks, ledgers, and journals.

ARTICLE V – MEMBER CHAPTER FINANCIAL OBLIGATIONS

Section I. Establishment of IFC Member Chapter Dues

Any proposed amendments to the established per initiated member dues in Section I of this Article shall be initiated utilizing the following protocol:

- A. If the IFC Executive Board determines a need to amend the established per initiated member dues amount, it shall charge the IFC Director of Finance with assessing the current dues amount and providing a recommendation for possible amendments.
- B. A two-thirds ($\frac{2}{3}$) vote of the IFC General Body is required to amend the IFC member chapter dues amount.

Section II. IFC Member Chapter Dues

The annual dues for each member chapter shall be \$20 per initiated member per year, paid at a rate of \$10 per member per semester. Associate member chapters will not be charged until after their first semester of membership in the council.

- A. Dues shall be charged one week after Bid Day each semester , based on previous semester's membership totals. Payment of the invoice will be due within thirty (30) days following the receipt of said invoice.
- B. Chapter new member dues shall be a one time fee of \$15 per new member who accepted a bid on Bid Day to be invoiced to the chapter within one week of Bid Day. Payment of the invoice will be due within thirty (30) days following the receipt of said invoice.

Section III. Delinquent Payments

Any amount unpaid by the due date, without communicating with the IFC Director of Finance, shall result in a 10% penalty and loss of social privilege as an IFC member chapter until payment has been made. Any amount unpaid within one month of the due date shall result in the member chapter being referred to the IFC Executive Vice President and IFC Honor Court for possible judicial action.

ARTICLE VI – IFC HONOR COURT PROCEDURES

See Honor Court Guidelines and Proceedings for IFC Honor Court Procedures.

ARTICLE VII – RUSH PROCESSES

Section I. Formal Rush

Formal Rush shall be held one week per semester designated by the Interfraternity Council of Clemson
 II
 University.

- A. There is no requirement for a chapter to participate in Formal Rush.
- B. Males must be currently enrolled at Clemson University to be eligible to participate in Rush.
- C. Males who have completed the Clemson Bridge Program, transfer students and continuing undergraduates who have completed more than 12 credit hours must meet the required 2.7 GPA to be eligible to Rush. Transcripts will be submitted to the IFC Advisor to confirm eligibility.
- D. Eligibility of all potential new members is contingent upon successful completion of any Pre-Rush education requirements set forth by the Interfraternity Council and the Office of Fraternity and Sorority Life.
- E. No fraternity shall serve alcohol or allow alcohol to be present during the week of Formal Rush or any Rush event.
- F. Each member chapter must follow IFC and Clemson University guidelines for the IFC Rush process. These guidelines will be presented to member chapters each semester by the Director of Recruitment.

Section II. Open Rush

- A. Open Rush shall begin following the close of Formal Rush for that semester and shall end following the conclusion of said semester.
- B. Chapters must submit their intentions to participate in Open Rush no later than 5 days from the conclusion of Formal Recruitment.
- C. PNMs who registered for Formal Rush, remained eligible but did not receive a bid, are automatically eligible to participate in Open Rush.
- D. PNMs who did not register for Formal Rush, may register through the link found on the IFC website.
- E. The same eligibility requirements for Formal Rush apply to Open Rush.
- F. A fraternity chapter may not extend an open bid to a rushee during the Formal Rush period. There is no requirement for a chapter to participate in Open Rush.

- G. Member chapters are permitted to recruit year-round. However, member chapters may not extend bids to potential new members once the University initiation deadline has passed each semester. Member chapters must wait until the conclusion of the next formal rush process before it can resume extending open bids.

Article VIII - New Member Policies

Section I.

- A. New Members become recognized affiliates of their chapters following the signing of the membership card with the Office of Fraternity and Sorority Life. Member chapters recognize that it is their responsibility to make sure their new members complete this obligation. Failure to do so may result in a new member losing their recognition or the member chapter being summoned to Honor Court for interfering with university policy.
- B. The Office of Fraternity and Sorority Life will contact all parents of new members to inform them of the hazing policies, warning signs, and reporting procedures.
- C. New Member Education cannot exceed eight (8) weeks from the time formal recruitment ends. This date will be set in advance and chapters will know prior to the start of formal recruitment.
- a. The eight (8) week time limit is rigid and does not restart for men who accept bids during the open bid process.
 - i. If a chapter has a new member initiation timeline of less than 8 weeks per their National Headquarters, they are expected to follow that and failure to do so will result in violation of new member policies.

12

- b. All member chapters completing a new member process will submit their new member plans to the Executive Vice-President of the Interfraternity Council prior to the start of the process. Failure to do so will result in the IFC Honor Court prohibiting the start of the new member process until the plan is submitted.
- c. All member chapters are required to submit any new members that withdraw from the new member process within 48 hours of that new member notifying the member chapter.
- d. All member chapters are required to complete a Notification of Initiation form within 48-72 hours of completing initiation. This form will contain a list of men being initiated as well as the date and time.
- e. Alcohol and/or illegal substances are not permitted to be present during any new member activity.
- D. New Members are not permitted to serve as designated drivers for the duration of their new member period. Only initiated members are permitted to serve as designated drivers if their Inter/National Organization policies permit it.
- e. No chapter should be providing the contact information for any of their new members outside of the chapter for driving use. This will also be considered a violation of the Designated Driving policy.
- E. No new member activities are permitted to take place between 10:00p.m. and 7:00a.m. Sunday through Thursday unless approved in advance by the IFC Executive Board and the Office of Fraternity and Sorority Life.
- f. Additional activities not permitted to take place include all items listed in the [University Hazing Policy](#). In addition to these examples, IFC also includes examples such as scavenger hunts, requiring new members to sleep at the house, requiring new members to serve on any “on-call” rotation, and any other concern that interferes with their academic, emotional, mental, or physical well-being.
- F. New Member activities must take place within Clemson/the surrounding area. New Members should not be required to travel more than 30 miles of campus for a chapter-organized activity unless it is a registered chapter social event or is approved by the IFC Executive Vice-President in accordance with all other new member expectations and policies.
- G. New Members are required to participate in the IFC New Member Ed Series with at least 80%

(or a majority, whichever is relevant to new member class size).

Article IX – Probation and Penalties

Section I.

A member fraternity chapter placed on social probation may not host events with alcohol for the prescribed time, beginning the day on which the penalty is levied.

Section II.

Any fine levied, whether in accordance with the Constitution, Bylaws, or IFC Honor Court Proceedings shall be paid in full within two (2) weeks or work out a payment plan with the IFC Director of Finance. The chapter is placed on social probation from the time they receive the invoice until the fine is paid in full. Failure to pay the fine within the prescribed fourteen (14) days shall result in the chapter being referred to the IFC Honor Court and a 10% penalty will be added to the invoice.

Section III.

If a fraternity chapter earns social probation and said probation is interrupted by the ending of a semester, the remainder of the penalty period will be served commencing the first day of classes at the beginning of the next spring or fall semester.

13

ARTICLE X – SOCIAL PROCEDURES

See Interfraternity Council at Clemson University Social Procedures.

ARTICLE XI – CHAPTER EXPANSION PROCEDURES

See Interfraternity Council at Clemson University Chapter Expansion Procedures.

