



Lynchburg College of Virginia Inter-Fraternity Council Bylaws

ARTICLE I. FINANCE

Section A: **Policies**

1. **FISCAL YEAR.** The fiscal year of the Lynchburg College IFC shall be from August 15 to May 15 inclusive.
2. **CONTRACTS.** The signatures of the designated college administrator from the Business Office shall be required to bind the Lynchburg College IFC. The contract approval form must be signed by the Director of Student Activities, the Assistant Director of Student Involvement, and the Dean of Students.
3. **CHECKS.** The appropriate college official shall sign all checks issued on behalf of the Lynchburg College IFC. Check requests must be signed by the Director of Student Activities or the Assistant Director of Student Involvement.
4. **PAYMENTS.** All payments due to the Lynchburg College IFC shall be made to the Vice President of Internal Operations, who shall record them. Checks for payments shall be made payable to the Lynchburg College IFC.

Section B: **Membership Dues**

1. **Amount:** The dues of each IFC member fraternity shall be an assessment per member and new member. All fraternity chapters must pay semester dues to the IFC, determined each year by the IFC Finance Chair in the first IFC council meeting. Chapters will be required to pay \$10.00 for New Members and \$15.00 for Active Members.
2. **Time of Payment.** A bill for dues must be issued to the chapters in paper form. Payment of that bill must be handed in no later than one week after the recruitment period has ended. A bill is to be issued bid day once new members are announced and assessed for membership.
3. The Vice President of Internal Operations shall oversee fines for all IFC chapters.
4. For any type of bill not paid on the written due date, the individual chapter will be subject to a ten dollar fine per day (24 hours from when the initial bill was due). Fine amounts must be announced in advance by the Vice President of Internal Operations and payments made in the same timely manner as a standard bill.
5. If bills are delinquent for (2) weeks, the fine will become static at \$140.00; the chapter will be placed on bad-standing until the bill and late fee is remitted. Chapters on bad-standing are not able to host social functions or participate in PC/IFC/NPHC-sponsored programs.
6. Dues may be increased temporarily after proper explanation and majority votes of delegates. The increase may exist for a minimum term of one semester and maximum of three semesters, pending a continuous vote of approval at the beginning of each semester by majority of delegates.

Section C: **IFC Funds**

1. All funds disbursed by the IFC for non-IFC sponsored events shall require the approval of the IFC by a majority of its members.

- a. Chapter Presidents and Delegates must be informed two weeks prior to the vote.
2. The IFC budget includes money collected from chapter dues, service fines, and other assessments of dues/fees from chapters. The IFC encourages chapters to use FSL budget allocation packets with the appeal process through SGA.
3. A portion of the yearly budget for each council will be assessed to cover general IFC expenses. Determined by the Vice President of Internal Operations

ARTICLE II. SELECTION OF OFFICERS

Section A: Defined

1. The officers of President, Vice President of Internal Operations, Director of Recruitment, Director of Membership Development of the Lynchburg College IFC Council shall be elected positions on the council.
2. Each chapter's delegate shall not hold any other position on the IFC. Chapter delegates are to be elected by their respective chapters.

Section B: Process of Election of the IFC President and Vice President

1. The IFC President and Vice President.
2. Rules governing an open election for IFC
 - a. Fraternity members interested in the position of President or Vice President must first be nominated by either the current IFC President or a chapter President and complete an application.
 - b. Nominees must then give a speech to the current IFC Council explaining why they are qualified for the position, and copy of their resume (provided in advance).
 - c. During voting, the council may review the candidate's qualifications, and ask questions of the candidates. The council should vote based on an individual's qualifications, not the candidate's chapter affiliation.
 - d. These same requirements will stand in the instance of an open election to fill the vacant position of IFC President.

Section C: Process of Election of IFC Directors

1. Any fraternity member interested in the director positions of Recruitment or Membership Development may run for any position. They do not need to be nominated by their chapter.
 - a. The IFC must give chapters ample time to announce the vacant positions, and give members time to research prospective positions.
 - b. Interested persons must then give a speech to the current IFC General Council explaining why they are qualified for the position.
 - c. The interested persons will be voted on by the current chapter Presidents and delegates. In the event of a tie vote, the sitting IFC President shall break the tie vote.
 - d. During voting, the council may review the candidate's credentials. The council should vote based on an individual's qualifications, not the candidate's chapter affiliation.
 - e. Director elections should be held in the order that the officer duties are listed in this document.
 - f. The vote shall be done by an open ballot to be tallied in front of the entire IFC.
2. The IFC Executive Council
 - a. Any one fraternity can hold up to, but no more, than two (2) positions, including generally elected directors, president, and vice president, but excluding delegates and presidents, on the IFC.
 - i. If a Member Fraternity holds two (2) positions, and wishes to hold a third and fourth position, that nominee or those nominees must run unopposed and must receive a unanimous vote by the IFC to be elected to those positions within IFC.
 - b. The newly elected officers are required to "shadow" their predecessor following the election.

- c. The newly elected officers will take office at the start of the spring semester.
- d. Each new officer must be able to come to an IFC retreat at the beginning or prior to the start of the spring semester, at a date determined by the IFC President.
- e. If an officer shall become ineligible, be removed from his position, or wish to resign, it is the responsibility of the IFC President and Chapter Presidents to nominate a replacement. A general election will take place to confirm the nominee.
- f. Any individual serving in an IFC Executive Board position may be removed from his position by a 2/3 affirmative vote of the IFC General Body.

ARTICLE III. OFFICER DUTIES

Section A: President

- 1. Provide guidance and focus to the efforts of the General Body and Executive Committee
- 2. Have overall responsibilities of the operation of the IFC
- 3. Call, set agenda and preside at all Executive Board and General Body meetings
- 4. Act as fraternity liaison of the Fraternity/Sorority Life, Student Activities, Lynchburg College, NPHC, CPC, and IFC.
- 5. Establish council meeting dates and times
- 6. Responsible for setting council retreats for spring and fall
- 7. Attend SGA President's Council meetings with the Vice President of Internal Operations
- 8. Attend educational conferences
- 9. Participate in weekly meetings with the IFC Advisor
- 10. Coordinate updates to the IFC Constitution and Bylaws
- 11. Hold two (2) office hours per week
- 12. Attend all IFC meetings and events
- 13. Cast final vote in the event of a tie
- 14. Complete all reports and documents for the Office of Student Activities and NIC
- 15. Call an annual strategic planning meeting with chapter presidents to assess the vision of Fraternity Life at Lynchburg College
- 16. Maintain IFC digital accounts and resources
- 17. Perform all other duties as assigned

Section B: Vice President of Internal Operations

- 1. Assume responsibility for the operation of the IFC in the absence of the President
- 2. Act as the secondary fraternity liaison to Fraternity/Sorority Life, the Office of Student Activities, and the Lynchburg College community.
- 3. Enforce IFC Constitution, Bylaws, IFC Code of Conduct, and Recruitment Policies
- 4. Service as the Chief Justice of the IFC Judicial Board
- 5. Oversee all IFC affiliated chapter event/social packets
- 6. Attend and consult on IFC chapter budget packets
- 7. Recruit one conduct board member per chapter and facilitate training with the Assistant Director of Student Involvement
- 8. Take minutes at all executive board and general body meetings
- 9. Track and maintain IFC calendar of events
- 10. Collect dues from all IFC recognized fraternities
- 11. Maintain IFC-related social media platforms and services
- 12. Responsible for the distribution of information regarding IFC and IFC-related events and services
- 13. Maintain IFC digital accounts and resources
- 14. Maintain IFC Roster of Presidents and Delegates who will be there and keep attendance
- 15. Perform other duties as assigned

Section C: **Director of Recruitment**

1. Organize the formal recruitment process for both fall and spring semesters
2. Facilitate monthly recruitment roundtables for IFC chapters
3. Develop publicity campaign for IFC recruitment
4. Provide information to the VP of Internal Operations for recruitment infractions
5. Chair NIC expansion committee
6. Oversee IFC recruitment software such as Google Forms
7. Serve as a liaison to the chapter recruitment chairs to ensure compliance with recruitment policies and schedules
8. Develop a recruitment training/orientation program
9. Help plan and organize PC/IFC New Member Academy
10. Attend all IFC meetings and events
11. Assist with the Director of Membership Development with program development
12. Perform other duties as assigned
13. Develop opportunities for continuing member programming by collaborating with alumni of Lynchburg College offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.

Section D: **Director of Membership Development**

1. Coordinate Greek Day of Service (fall)
2. Assist with the Director of Recruitment to develop a IFC/PC New Member Academy
3. Collect all chapter data (new members, service hours, philanthropy dollars)
4. Develop educational roundtables for scholarship chairs from each IFC chapter
5. Collaborate with various offices and departments on campus to develop that provides educational programming on the following topics: academic achievement, alcohol awareness, career preparation, civil engagement, hazing, leadership development, risk management, sexual assault/abuse, and developing values and ethics.
6. Provide resources for officer transitions for IFC chapters
7. Work with IFC/PC/NPHC chapters to develop community-wide events and programs
8. Research and announce educational programs on campus
9. Serve as the liaison between the IFC and campus departments
10. Provide advice and support to member fraternity member development officers
11. Perform other duties as assigned

Section E: **The Chapter Presidents and Delegates shall:**

1. Vote on matters that concern the well-being and operations of Greek Life as well as matters that affect the functions of the IFC.
2. Record information pertaining to IFC and Greek Life to report to their respective chapters.
3. Represent their respective chapters and the chapter's concerns on all matters concerning Greek Life.

ARTICLE IV. ROLE OF THE IFC ADVISOR

Section A. **IFC Advisor**

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 are as follows:

1. Advise the IFC and its Member Fraternities.

2. Advise financial processes.
3. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies.
4. 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:
 - a. Multicultural Competence.
 - b. Leadership Development
 - c. Recruitment and Intake
 - d. Risk Management
5. Monitor membership and academic retention by Member Fraternity and the entire community for purposes of improving academic support and recommending intervention strategies.
6. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
7. Provide assistance and advice in planning and assessing IFC and Member Fraternity programs.
8. Organize and facilitate leadership programs, retreats, and workshops.
9. Connect the Members and New Members of Member Fraternities to leadership opportunities across campus, in the local community, and within their inter/national organizations.
10. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
11. Provide for the recording and archiving of information about the fraternal community and encourage Member Fraternity leaders to do the same within their organizations.

Section B. 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 annually:

1. The all-university, all-men's, all-fraternity, and individual Member Fraternity grade point averages, reported each Fall and Spring semesters.
2. The total number of men who pledged all Member Fraternities during each academic year.
3. The total number of men who were initiated in all Member Fraternities during each academic year.
4. The percentage of fraternity men compared to the total number of all men enrolled at Lynchburg College during each academic year.
5. The total number of chapters and colonies opened and closed during each academic year.
6. The total number of full-time professionals employed by Lynchburg College who work directly within fraternity and sorority life, during each academic year.
7. The five-year graduation rate of fraternity men compared to the five-year graduation rate of all men enrolled at Lynchburg College during each academic year.

ARTICLE IV. THE COUNCIL

Section A: Duties of the IFC Council:

1. Conduct routine business between meetings of the IFC Council when advisable and such other business as has been approved for action by IFC Council vote.
2. Attend every meeting assigned for Lynchburg College IFC Council. Attendance may be excused with a valid reason if notice is given 24 hours prior to the meeting.
3. Report all action taken by the Executive Board at the next regular meeting of the IFC Council through the Director of Communications and record the action in the minutes of that meeting.
4. Failure to perform duties of a position in IFC may result in expulsion from the council by vote of 2/3 of council members. This includes, but is not limited to, individual duties cited in job title description,

excessive absences, or other reasonable expectations of council members.

Section B: Council Meetings.

1. The Council meeting of the IFC shall be open to all fraternity men and guests, unless otherwise deemed necessary by the President or the Council as needed.
2. Anyone shall have the privilege of the floor upon recognition by the IFC President. To ensure a sense of objectivity;
3. Chapter Presidents shall have one vote on all matters of regular business;
4. The President of the IFC shall vote only in the case of a tie;
5. The Vice President shall have one vote.
6. All Directors of the IFC shall only vote on matters concerning the function of the IFC.
7. Meetings shall be run in accordance with Robert's Rules of Order.
8. General Council meetings of the IFC shall be held every week, except during breaks and holidays.

Section C: Attendance

1. Members of the Executive Council as well as Chapter Presidents and their IFC delegate shall be allotted three total absences during one academic semester, or two consecutive absences. If a member of the Executive Council should exceed these numbers, a sanction will be administered and decided upon by the other members of the Executive Council. Any absences will require the officer to inform both the President and Assistant Director of Student Involvement of the absence.
 - a. Sanctions:
 - i. First Offense: Sanction decided upon by the IFC Executive Council
 - ii. Second Offense: fine of \$200
 1. Offense here meaning consecutive absences via multiple members of chapter
 - iii. Third Offense: Loss of Voting Privileges in IFC for a semester

Section D: Code of Conduct

As members of the IFC, we, the Member Fraternities, hereby agree to and adopt the following code of conduct:

1. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
2. We will strive for academic achievement and practice academic integrity.
3. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically or sexually abuse or harm any human being.
4. We will protect the health and safety of all human beings.
5. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
6. We will meet our financial obligations in a timely manner.
7. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
8. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
9. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

Article V: Recruitment

Section A: Recruitment Philosophy

1. The IFC supports the Lynchburg College policy of Deferred Recruitment. The IFC will create no policies or practices that will circumvent the rules and regulations dictated by Lynchburg College.

Section B. Membership Requirements

1. Any Potential New Member shall meet the following QPA requirement in order to be accepted as a New

Member by any Member Fraternity:

- a. Full-time undergraduate student at Lynchburg College;
- b. A minimum college QPA of 2.5;
- c. Completion of 12 college credits;
- d. In Good Standing with the Office of Student Conduct

Section C: **IFC Sponsored Recruitment**

1. Under the guidance of the IFC Director of Recruitment, the IFC shall designate periods of time during each semester when the IFC will assist Member Fraternities by advertising their recruitment events, hosting campus-wide recruitment events, and educating Potential New Members on the fraternity community.
2. The IFC Director of Recruitment shall solicit and maintain a Potential New Member Roster, which shall be a roster of men interested in fraternity recruitment, and shall make that list available to each Member Fraternity.

Section D: **Year-Round Recruitment**

1. Member Fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and timelines as determined to best serve that Member Fraternity.
2. Potential New Members will be required to complete the Potential New Member form that acknowledges the following items
 - a. Acceptance of the Lynchburg College Statement on Hazing
 - b. Access for the Office of Student Activities to access QPA information and Student Conduct records

Section E: **Member Fraternity Recruitment**

1. Each Member Fraternity shall develop recruitment events, materials, and activities that are:
 - a. Values-based;
 - b. Alcohol-free and illegal substance-free;
 - c. Generally in good taste;
 - d. Not derogatory, degrading, or slanderous; and
 - e. In support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment.

Section F: **Bidding**

1. Each Member Fraternity shall reserve the right to extend or retract a bid utilizing a process and timeline as determined by that Member Fraternity.
2. Each Potential New Member shall reserve the right to accept or decline any bid at any time without any penalty or pressure placed upon the Potential New Member.
3. Bids cannot, under any circumstances be extended to a Potential New Member until they have read and signed the Potential New Member form and the following items have been approved;
 - a. Meets the QPA requirement of 2.50;
 - b. Has completed 12 college credits;
 - c. Is in Good Standing with Lynchburg College

Section G: **Report of New Members**

1. Each Member Fraternity shall submit a New Member Roster to the IFC Director of Recruitment within one week of pledging any New Member.

Section H: **New Member Disassociation / De-pledging**

1. A New Member shall reserve the right to disassociate / de-pledge from the new member process of any Member Fraternity at any time and may accept a bid from another Member Fraternity at any time following that disassociation / de-pledging. Each Member Fraternity shall submit an updated New Member Roster to the IFC Director of Recruitment within one week of any New Member disassociating / de-pledging.

Section I: **Comity**

1. No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation / de-pledging in order to become a New Member or Member of their own Member Fraternity.

Section J: **Infractions**

1. Any infraction of the Recruitment Rules should be reported to the Director of Recruitment for the IFC within 48 hours after the infraction is known. Any chapter member may submit possible infractions.
2. Infractions must be submitted through the IFC infraction form, complaints will not be accepted through the following;
 - a. Email
 - b. Word of mouth
 - c. Text
 - d. Written on stationary
 - e. Collegiate Panhellenic Council infraction form
3. Infraction forms will pass through the chain of command from Director of Recruitment to Vice President of Internal Operations, where he will determine credibility of the claim.
4. Infractions can be filed from the following individuals;
 - a. Chapters;
 - b. Chapter Members;
 - c. Advisors;
 - d. Community Members;
 - e. Campus Administrators; and
 - f. Other individuals

Section K: **Procedures**

1. Minor Violations
 - a. Fraternity functions shall be scheduled by the IFC Director of Recruitment & IFC President. Fraternities which submit their Recruitment dates after the deadline designated by IFC may risk their first choice in scheduling the Recruitment functions. Events scheduled for prospective members by individual fraternities are considered one Recruitment function if completed in a two hour period. Exceeding this time limit is understood to be a second Recruitment function.
 - b. Bids must be extended from 9:00am until 2:00pm on the bid extension day identified by IFC.
 - c. Bids must be accepted from 4:00pm until 7:00pm on bid acceptance day identified by IFC.
 - d. Anyone who received a bid before or during formal fraternity recruitment week must be present at the bid walk of that semester unless excuses are provided by the member chapters to the Director of Recruitment.
 - e. Potential New Members must now complete the new member / neophyte waiver form as well as a grade check form provided by the institution before being extended a bid by any member fraternity.
 - f. Bids will not be extended until the Saturday of the formal recruitment week. Exceptions need to be

in writing and submitted to the IFC President and Director of Recruitment."

2. Major Infractions
 - a. With the exception of the approved recognized recruitment functions, no prospective member may attend a social function hosted by a fraternity or fraternity member during formal recruitment. Planned socializing with prospective members outside of recruitment functions is an infraction of IFC policies.
 - b. Silence period will be in effect from the last possible recruitment function designated by IFC until bids are accepted. Bids may be extended through campus mail or in person. A discussion of joining a fraternity when extending bids is prohibited.
 - c. No alcoholic beverages or illegal substances may be provided or consumed by fraternity members or Potential New Members during any scheduled recruitment function.
 - d. No fraternity shall extend a bid to a prospective member after the first day of the new member recruitment process begins if he has failed to meet the QPA requirement. If a prospective member is in the process of changing a grade, and it has not been approved by the Assistant Director of Student Involvement 24 hours before bids are to be extended, no fraternity shall extend this gentleman a bid.
 - e. The participation of women during recruitment is strictly prohibited. In Support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment.

Major Infractions (heard by the IFC Judicial Board):

1. Possible sanctions to chapters incurring a major violation are social probation, activities probation, disciplinary probation, intramural probation, or other creative and constructive penalties.
 - a. A possible \$250 fine may be assessed to chapters incurring a major violation.

Minor Infractions (heard by the IFC Executive Council or IFC Judicial Board):

1. Possible sanctions to chapters incurring a minor violation include various types of creative and constructive penalties.
2. A possible \$100 fine may be assessed to chapters incurring a minor violation.
3. All infractions cases will be heard at the completion of each Recruitment period. Decisions on infractions will be made in a timely manner once the Recruitment period has ended.
 - a. If a chapter chooses to appeal a Recruitment infraction decision, a written letter from the Chapter Recruitment Chair or the Chapter President stating the chapter's infraction and reason for appealing must be submitted to the Director of Student Activities within two (2) working days of the original decision.
 - b. Decisions on these appeals will be made by the Director of Student Activities in a timely manner. There will be no exceptions to this time limit.

Article VI: Judicial Board

Section A: Sanctioning

1. Sanctions should also help them realize that unacceptable behavior must not be repeated. The best way to assure this is to be certain that the sanction imposed on a member fraternity fits the violation. If the violation is serious, the sanction must also be serious. If a more severe violation does occur and the sanction is minimal, the member fraternity will believe that the Judicial Board did not feel that the violation was very important and may repeat the behavior without fear of another sanction.
2. Non-Status Sanctions:
 - a. Letter of apology
 - b. Fines

- c. Restitution
- d. Educational programming
- e. Public Service to the campus or community
- f. Meetings with campus office/departments
- g. Loss of social event and/or campus event privileges
- h. Loss of eligibility for FSL Awards
- i. Censure

3. Status Sanctions:

- a. In the event of an egregious violation, the following are sanctions that may be imposed by the IFC Judicial Board for a specified period of time:
 - i. Suspension: Loss of IFC voting rights, removal from Good Standing status, and any additional sanctions listed in Non-Status Sanctions.
 - ii. Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.

Section B: Limitations

1. The judicial committee should be aware that the same violation does not automatically mean the same sanction must be given out because the surrounding circumstances in each case may be very different.
2. The judicial committee must be careful that educational sanctions are levied in a consistent and thorough manner and fit the violation. A serious violation requires that a serious sanction be levied by the judicial committee.
3. Fines are appropriate if a member fraternity has caused damages to property or others, as they should then be expected to pay for repairs or replacement; or in conjunction with educational sanctions. Fines, used by themselves, rarely communicate the seriousness of a violation.
4. Recruitment and association privileges should never be revoked as an IFC Judicial Sanction. As stated in the Joint Resolution of the NIC and the Association of Fraternity/Sorority Advisors (AFA), “restrictions on rush when used for disciplinary purposes are neither educational nor developmental and therefore are not an acceptable sanction for men’s fraternities.”
5. New members provide the growth that an organization with problems needs to redeem itself and should be a focal point in issuing educational sanctions.

Article VI: Policies and Programs

Section A: Service Program

1. Service Projects:

- a. Shall include non-compensated, non-credit, voluntary labor in the greater Lynchburg community or on campus.
- b. Service excludes any work performed for disciplinary purposes
- c. Any service project which conflicts with the above guidelines needs to be approved in writing by the Director of Service and Learning for IFC within 2 weeks of the scheduled event.
- d. Service hours will be collected on a semester basis, dates being determined by the IFC Director of Service and Learning.

2. Individual Minimum Service Requirements:

- a. Service hours are counted one hour per each hour worked.
- b. Fraternities must complete their service requirements as outlined in the Fraternity and Sorority Life Minimum Standards and IFC Bylaws.
- c. Those participating in Emergency Medical Services shall receive 1 hour of community service per every 4 hours that member is on call.
- d. Fundraising for your chapter’s philanthropy shall not count for service unless an exception is made by the IFC President or the IFC Advisor. Community service hours that are performed after the community service hour assessments of a semester shall count towards the following semester’s

total community service hours for the organization.

- e. The following are considered to be Lynchburg College service projects: Bloodmobile, Buy Back, Spiritual Life, Campus Clean-up, Food Salvage, College Tours, Food and Clothing Drives, Rescue Squad, Lynchburg Late Nights, Student Activities Board and Student Government Association events. Campus service consisting of housing and hosting of students visiting Lynchburg College is counted in a unique manner. Hosting is a more involved visit, with shared meals, planned programs, and a one-on-one relationship with the visitor. "Housing" means that a student is willing to share their room and interact with a visitor. The credit for these services is as follows:

	<u>Hosting</u>	<u>Housing</u>
Overnight	6 hours	3 hours
Day visit	3 hours	1.5 hours
Weekend	15 hours	7.5 hours

- f. For athletes, any service done for their sport will count as service only if it is approved by the IFC Director of Service and Learning. It must be done within one week of the event.

3. Service that will not count:

- a. Any service done over the summer or over any school break will not count unless done at Lynchburg College or the greater city of Lynchburg
- b. Fundraising for your chapter to raise money for your organization.
- c. Showing up at another chapter's fundraiser, service done for classes, and any type of office hours done for another organization.

4. Individual Chapter Requirements:

- a. Each chapter must elect a Service Chair to represent their own chapter.
- b. Chapters or Members of Chapters will be responsible to inform the Vice-President, and the Assistant Director of Student Involvement of any absences by the Chapter or Chapter Member(s) within 48 hours.
 - i. If the excuse is not deemed acceptable, a five (5) dollar fine will be issued to the chapter.
 - ii. If the excuse is deemed acceptable, the Chapter or Chapter Member will be excused from the event
 - iii. All fines are paid to the Director Internal Operations and must be paid within five (5) business days.
 - iv. Any appeals of fines will be made in writing to the Assistant Director of Student Involvement.
- c. Chapter Members will be required to meet at least 10 hours of community service per semester.
- d. Chapters will be fined for Members that fail to meet the 10 hour minimum will be charged \$20.00 per Member.
- e. Each service chair or designee must correspond monthly with the Director of Membership Development for the IFC.
- f. Each chapter must provide the Office of Student Activities with an updated roster of members for documentation of service hours.
- g. Each chapter must have at least 80% of their chapter at both All-Greek Service events throughout the year. Failure to do so will result in a fine of one hundred (100) dollars.

Section B: Lynchburg College Fraternity/Sorority Life Risk Management Policy

- 1. See Appendix 1

Section C: Lynchburg College Statement on Hazing

- 1. See Appendix 2

Section D: IFC Judicial Board Policies & Procedures

- 1. Refer to the NIC Judicial Board Officer Manual

Article VII: Amendments

Section A. Proposing an amendment

1. The amendments to the IFC bylaws may be proposed by:
 - a. A Chapter Representative of a member fraternity;
 - b. An IFC Council Officer;
 - c. Any committee formed by the IFC for the purpose of bylaw revisions.
 - d. Amended by a two-thirds (2/3) affirmative vote of the IFC General Body provided notice of the proposed amendment has provided to Member Fraternities at the preceding regularly scheduled business meeting.
2. Proposed amendments to the bylaws must be submitted to the Vice President of Internal Operations at least one week before the amendment is to be voted on in an IFC General Council meeting.

Section B. Adoption

1. Amendments shall become part of the IFC bylaws once adopted by a two-thirds vote of the voting membership of the IFC Council, including Director Positions and Chapter Presidents. Tie votes shall be broken by the IFC President.

Appendix

Appendix 1 RISK MANAGEMENT POLICY

Revised November 2015

In order to promote responsible policies regarding alcohol and other drugs and to avoid incidents of hazing and sexual abuse, all members of the Lynchburg College fraternity/sorority community must abide by the following risk management policy.

Alcohol and Drugs

1. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or during a fraternity event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education, and must comply with either the BYOB or Third Party Vendor Guidelines. BYOB is defined in the FIPG Guidelines as one (1) six-pack of 12-ounce beers or one (1) four-pack of wine coolers brought by a member or guest who is legally able to consume an alcoholic beverage.
2. No alcoholic beverages may be purchased through or with chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. The purchase or use of bulk quantity or common source(s) of alcoholic beverages, for example kegs or cases, is prohibited.
3. OPEN PARTIES, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are prohibited.
4. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under the legal drinking age).
5. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a fraternity event or at any event that an observer would associate with the fraternity is strictly prohibited.
6. No chapter may co-sponsor an event with an alcohol distributor or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) at which alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a

tavern as defined above for the purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for a closed event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.

7. No chapter may co-sponsor, co-finance or attend or participate in a function at which alcohol is purchased by any of the host chapters, groups, or organizations.
8. All recruitment events or rush events associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with a tavern or alcohol distributor as defined in this policy.
9. No member or pledge, associate/new member or novice shall permit, tolerate, encourage or participate in "drinking games." The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong," "century club," "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
10. No alcohol shall be present at any pledge/associate member/new member/novice program, activity or ritual of the chapter. This includes but is not limited to activities associated with "big night," "big brother-little brother" events or activities, "big sister-little sister" events or activities, "family" events or activities and initiation.

Hazing

No chapter, colony, student or alumnus shall shall conduct hazing activities. Permission or approval by a person being hazed is not a defense. Hazing activities are defined as:

"Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities conducted on or off the Lynchburg College campus ; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with the Lynchburg College Statement on Hazing."

Each semester, chapter members must sign an Anti-hazing Signature Form, acknowledging the Lynchburg College Statement on Hazing.

Sexual Abuse

The fraternity will not tolerate or condone any form of sexist or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions, activities, or events, whether on chapter premises or an off-site location which are demeaning to women or men, including but not limited to verbal harassment, sexual assault by individuals or members acting together. The employment or use of strippers, exotic dancers or similar, whether professional or amateur, at a fraternity event as defined in this policy is prohibited.

Fire, Health and Safety

All fraternities must adhere to the Lynchburg College Office of Residence Life Housing Policies. The following items are not permitted in any College residential facility:

1. Candles (unlit or lit);
2. Halogen lamps (and other lamps deemed unsafe by the Office of Residence Life);
3. Incense;
4. Hookahs;

5. Space heaters;
6. and any appliances that make an open flame or have exposed heating elements other than stoves provided by the College;
7. Fireworks may not be possessed or used anywhere on campus;

Fires are not permitted inside or outside any College residential facility, except for use of gas and charcoal grills for cooking. Grills may be stored outdoors only. When in use, grills must be at least 10 feet from all parts of a structure, including decks and porches. Also, appropriate safety precautions must be taken (e.g., distance from dry brush and other flammable materials, absence of wind hazards, extinguished coals, and disposal of cold coals in trash receptacles). Damage caused by use of a grill will result in repair fees and/or disciplinary sanctions.

Education

Each active member and new member shall be instructed annually on the Risk Management Policy of the Lynchburg College Office of Student Activities. Chapter Presidents and Council Officers participate in BYOB/FIPG risk management education each spring semester.

Insurance

All chapters must have Commercial General Liability coverage with limits of no less than \$1,000,000 per occurrence. Evidence of this coverage should be provided in the form of a Certificate of Insurance to Lynchburg College's Business Office and the Department of Activities and Leadership Programs. This coverage should contain a clause naming "Lynchburg College; The Trustees of Lynchburg College: as additional insured."

Appendix 2 LYNCHBURG COLLEGE STATEMENT ON HAZING

All members of the Lynchburg College community and all student organizations are responsible for encouraging an atmosphere of learning, social responsibility, and respect for human dignity. Hazing is unproductive and hazardous behavior that is incongruous with this responsibility and has no place in the Lynchburg College community, either on or off campus. Hazing, as defined in this statement, is prohibited by the Commonwealth of Virginia and by Lynchburg College. An individual student or organization found to be in violation of this policy is subject to on-campus disciplinary action and to possible criminal prosecution and/ or civil action. For the purposes of this policy, "organization" means any association, athletic team, club, fraternity, musical group, society, sorority, or other similar group whose members primarily are Lynchburg College students. The Statement Prohibiting Hazing is not intended to prohibit customary athletic events, contests, or competitions that are sponsored by Lynchburg College or the organized and supervised practices associated with such events. Similarly, this policy is not intended to prohibit any activity or conduct that furthers the goals of a legitimate educational curriculum or extracurricular program, as approved by Lynchburg College. Section 18.2-56 of the Code of Virginia provides as follows:

1. It shall be unlawful to haze so as to cause bodily injury, any student at any school, college, or university.
2. Any person found guilty thereof shall be guilty of a Class 1 misdemeanor.
3. Any person receiving bodily injury by hazing shall have a right to sue, civilly, the person or persons guilty thereof, whether adults or infants.
4. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall, upon satisfactory proof of the guilt of any student hazing another student, sanction and discipline such student in accordance with the institution's policies and procedures. The institution's policies and procedures shall provide for expulsions or other appropriate discipline based on the facts and circumstances of each case and shall be consistent with the model policies established by the Department of Education or the State Council of Higher Education for Virginia, as applicable. The president or other presiding official of any school, college or university receiving appropriations from the state treasury shall report hazing which causes bodily injury to the attorney for the Commonwealth of the county or city in which such school, college or university is, who shall take such action as he deems appropriate.

5. For the purposes of this section, “hazing” means to recklessly or intentionally endanger the health or safety of a student or students or to inflict bodily injury on a student or students in connection with or for the purpose of initiation, admission into or affiliation with or as a condition for continued membership in a club, organization, association, fraternity, sorority, or student body regardless of whether the student or students so endangered or injured participated voluntarily in the relevant activity. In addition to the definition of hazing provided in the Code of Virginia, Lynchburg College further defines hazing as any action taken or situation created intentionally, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule for a student related to prospective or continued membership in an organization. An organization may not knowingly permit, authorize, or condone hazing. Hazing includes, but is not limited to, the direct or implied forcing, compelling, requiring, encouraging, or expecting of any individual to participate in any of the actions or activities listed as physical hazing or psychological hazing or in any conduct inconsistent with the regulations and policies of Lynchburg College. Hazing also includes soliciting, directing, aiding, or otherwise participating in, either actively or passively, an incident of hazing. An individual cannot consent to being hazed, and a victim’s voluntary or willful participation in hazing activities will not be considered as a defense against a violation of this hazing policy committed by an individual or an organization. Examples of physical hazing include:
- a. Paddling in any form;
 - b. Kidnapping;
 - c. Physical shocks;
 - d. All forms of physical activity that are used to harass, punish, create excessive fatigue, or harm an individual or are not part of an organized athletic context and not specifically directed toward constructive work;
 - e. Road trips or excursions;
 - f. Confinement;
 - g. Binding or restricting an individual in any way that would prohibit them from moving on their own;
 - h. Spraying, painting, or pelting with any substance;
 - i. Burying in any substance;
 - j. Servitude;
 - k. Requiring or compelling exposure to uncomfortable elements;
 - l. Forcing consumption of alcohol or any other substance, legal or illegal;
 - m. Depriving students of sufficient sleep (six consecutive hours per day is normally considered to be a minimum);
 - n. Scavenger hunts, treasure hunts, quests, or other such activities;
 - o. Requiring or suggesting that an individual obtain or possess items or complete tasks in an unlawful manner (i.e., for a scavenger hunt);
 - p. Burning, branding, or tattooing any part of the body; and
 - q. Any other activity, whether voluntary or involuntary, that may cause physical injury or endanger the life of the individual being hazed. Examples of psychological hazing include:
 - r. Any act that is likely to:
 - i. Compromise an individual’s dignity;
 - ii. Cause an individual embarrassment or shame;
 - iii. Cause an individual to be the object of malicious amusement or ridicule; or o Cause an individual emotional distress;
 - s. Psychological shocks;
 - t. Interrogating an individual in an intimidating or threatening manner;
 - u. Nudity with the intent to cause embarrassment;
 - v. Verbal abuse;
 - w. Requiring or compelling the wearing in public of apparel that is conspicuous and/or indecent;
 - x. Late work sessions that interfere with academic endeavors;

- y. Misleading prospective members in an effort to convince them that they will not become members unless they complete tasks, follow instructions, or act in a certain way;
- z. Misleading prospective members in an effort to convince them that they will be hurt during induction or initiation;
- aa. Carrying any items (shields, paddles, bricks, hammers, etc.) that serve no constructive purpose or that are designed to punish or embarrass the carrier; and
- bb. Blindfolding and parading individuals in public areas, blindfolding and transporting in a motor vehicle, or privately conducting blindfolding activities that serve no constructive purpose. Any suspected incident of hazing should be reported promptly to Campus Safety and Security, the Office of the Dean of Students, or the Office of Student Activities. The initial report of a suspected violation may be reported in person, by phone, or by electronic communication, and may be made anonymously.

Campus Safety and Security
 Hall Campus Center 114
 434.544.8100 (non-emergency)
 434.544.8226
 434.544.5555 (emergency)
 security@lynchburg.edu

Office of the Dean of Students
 First floor, Hundley Hall
 eccles@lynchburg.edu

Office of Student Activities
 118 Drysdale Student Center
 434.544.8254
 keefer.b@lynchburg.edu

Campus Conduct Hotline (A confidential, independent, call-in service) 866.943.5787

Hazing allegedly committed on or off campus by an individual student is addressed in accordance with student disciplinary procedures detailed in the Honor and Student Conduct Codes and Regulations. Individuals students found to be in violation of this policy may face sanctions from warning to expulsion (see “Sanctions”). Hazing allegedly committed on or off campus by an organization is addressed in accordance with disciplinary procedures implemented by the Office of Student Activities. An organization of Lynchburg College found to be in violation of this policy may face sanctions ranging from a warning to loss of status as a recognized student organization. Campus privileges may be revoked, charters rescinded, and/or disciplinary sanctions imposed on individual officers or members. Retaliation by a student or an organization against any individual who reports a suspected incident of hazing or participates in an investigation or proceeding related to hazing is prohibited.

Appendix 5 FRATERNITY EXPANSION PROCEDURES
Approved February 5, 1996

Section A: Selection for Colonization

A national fraternity or sorority wishing to colonize as a fraternity/sorority chapter at the Lynchburg College should submit copies of a "Request for Colonization" to the Dean of Students and Director of Student Activities at Lynchburg College and the Inter-Fraternity Council.

1. The request should show:
 - a. The number of alumni in the Lynchburg College/Lynchburg area;
 - b. Degree of support and plan of consultations and supervision for establishing a colony;
 - c. A copy of the National Constitution and Bylaws as well as all other rules, regulations, policies, etc., pertaining to colonies;
 - d. Certificate of insurance.
 - e. Samples of all literature and publications of the fraternity/sorority available to or for the use of the colony;
 - f. The national fraternity/sorority must show financial stability as follows:
 - i. Ability to provide financial assistance to a chapter or colony;
 - ii. A fraternity/sorority must indicate the degree to which it will assume responsibility for colony and chapter financial liabilities;
 - g. The national fraternity/sorority should indicate:
 - i. The number of colonies it has, or plans to have, while operating a colony at LC and how it plans to supervise and assist the LC colony;
 - ii. The number of colonies in the past five years and their status;
 - iii. The number and locations of chapters in the state of Virginia and the region, and their commitment to establishment of chapter at LC.
2. To be considered for expansion following submission of the "Request for Colonization" a national fraternity/sorority must be recommended by the Dean of Students and Director of Student Activities and approved by the Inter-Fraternity Council.
3. The national fraternity/sorority should be prepared to send a representative to meet with the Dean of Students, Director of Student Activities or Inter-Fraternity Council at their request.
4. The Inter-Fraternity Council may choose to invite several groups to make presentations before making a final recommendation as to which fraternity/sorority will be extended an invitation for expansion (if any). After this final recommendation is made by Inter-Fraternity Council Executive Board, the request will be presented to the Inter-Fraternity Council. A two-thirds vote by the council will be required to submit the request to the University President for approval.

Section B: **Colonization**

1. Once a national fraternity/sorority has been approved, it may establish a colony by any of the following procedures:
 - a. Transfer of members from another chapter or chapters of a national fraternity/sorority.
 - b. Be organized by a representative of a national fraternity/sorority, approved by the Dean of Students, Director of Student Activities, and Director(s) of Greek Life.
2. A colony must comply fully with the policies regarding student organizations in the LC Student Handbook, Inter-Fraternity Council and the Institution Relationship Statement.
3. If for any reason the oncoming chapter cannot meet or fulfill its financial, academic or social obligations, or comply with the Constitution and Bylaws of the Inter-Fraternity Council, action will be taken by the appropriate organization to consider proper proceedings for the removal and/or decolonization of this colony.

Section C: **Petitioning**

1. A colony at the Lynchburg College may petition for full college recognition (as a chartered chapter) after the following criteria shall have been met.
 - a. Shall be in existence as a colony for at least one year.
 - b. Shall insure that all members have an overall college grade point average of at least a 2.5 and be currently free of any probationary status.
 - c. Shall have a membership size that is agreed upon prior to colonization between the national

- fraternity/sorority and the Council.
2. The petition shall include but not be limited to:
 - a. List of colony members and their scholastic standings and academic classifications.
 - b. List of all alumni supporting the colony and the roster or the active alumni board and its officers.
 - c. History of accomplishments of the colony.
 - d. Financial status.
 - e. Constitution and Bylaws of the colony.
 - f. Progress as a colony and plans for:
 - i. Service participation
 - ii. Chapter organization
 - iii. Membership recruitment
 - iv. Overall chapter diversity and identity
 - v. Future plans

Section D: **Implementation**

The Dean of Students, Director of Student Activities, and Director(s) of Greek Life will serve as liaison officers, and activate the policies set forth above.

ARTICLE X – EXPANSION POLICY

Section A. **Expansion Philosophy**

In accordance with the North-American Inter-Fraternity Conference’s Position on Open Expansion, the IFC at Lynchburg College believes the best interests of higher education and of the fraternity movement are served through the establishment of new chapters that provide a fraternal experience for an increasing number of college men. Expansion gives men more choices; it brings new influence and direction to a campus fraternal community; it provides new leadership and renewed motivation. To that end, the Member Fraternities of the IFC:

- vi. Will not prohibit an inter/national organization from selecting undergraduates for the purpose of establishing a chapter on the campus; and
- vii. Will not deter expansion by withholding membership in the IFC for any inter/national member organization.

Section B: **Expansion Processes**

There are several routes for an expansion to occur, including:

1. Open Invitation to Colonize: In the event the IFC wishes to seek expansion opportunities, a formal invitation shall be sent to inter/national organizations requesting Letters of Intent. The IFC President shall contact the North-American Inter-Fraternity Conference (NIC) for assistance with communicating with inter/national organizations. If multiple inter/national organizations submit Letters of Intent, the IFC President will coordinate with the inter/national organizations and the NIC to establish an agreeable timeline for expansion.
2. Inter/national Fraternity Colonization: If an inter/national fraternity petitions to join the IFC, a Letter of Intent shall be sent to the IFC President.
3. Student Interest Group Colonization: A group of enrolled students at Lynchburg College may choose to form a chapter that is affiliated with an inter/national organization and may seek membership in the IFC as a result of that affiliation. The group of interested students shall submit a Letter of Intent that includes a Letter of Endorsement from the inter/national organization.

Section C: **Letter of Intent**

A Letter of Intent shall consist of information pertinent to educating the fraternity community on the inter/national organization, including:

1. Overview of the Fraternity's History, Mission, and Values;
2. Summary of the Colonization Plan, including: outline of the colonization timeline, inter/national and/or local support, and contact information; and
3. Statement of agreement with the Minimum Expectations as stated in Article III, Section III and the NIC Standards as stated in Article III, Section VI of the IFC Constitution.

Upon receipt of the Letter of Intent, the IFC President shall notify the IFC General Body of the inter/national fraternity's intent and the process by which the inter/national organization intends to colonize. Following NIC Standards, the IFC General Body shall grant the organization Associate Membership.

Section D: Granting of Associate Member Status

Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and By-Laws, except that it does not have voting privileges, cannot hold IFC Executive Board positions, nor have an IFC Judicial Committee Justice.

Section E: Granting of Full Member Status

Upon chartering with its inter/national organization, the Associate Member Fraternity shall become a full member of the IFC with all rights privileges and responsibilities under the IFC Constitution and Bylaws.