

IFC Spring
Recruitment
Manual

2013

This manual is distributed by the UNC Interfraternity Council, in
conjunction with the Office of Fraternity and Sorority Life.

Experience
Tradition

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INTRODUCTION

UNC Interfraternity Council's Spring 2013 Recruitment Manual has been designed to help fraternity leaders better understand the policies and procedures of Fall Recruitment. In addition to detailed explanations of each policy, this guide also includes sample forms and other valuable materials to make the explanation of the policies as thoroughly as possible.

It is extremely important that the Interfraternity Council position itself as a thorough and effective enforcement body for our policies. Therefore, all fraternities are required to abide by every provision of the Rush Policy and Chapter Event Policy or suffer any consequences. The policies outlined are designed to promote a safe, healthy and enjoyable recruitment environment for all groups involved.

As always, if you have any questions regarding this manual or recruitment in general you should contact any of the leaders of the IFC Executive Council. Being informed will help make sure that the Spring 2013 Recruitment is a success for every fraternity and our system as a whole.

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
6	7	8 Hardcopies of Rush Calendars DUE Mandatory Recruitment Meeting 3:30pm in Room 3102 in Union Chairs MUST attend	9 First Day of Classes	10	11	12
13 Finalized Calendars due by 6:00pm	14 IFC Recruitment begins IFC Rec. Kickoff Event 11:00pm Curfew	15 IFC Recruitment 11:00pm Curfew	16 IFC Recruitment 11:00pm Curfew	17 IFC Recruitment 11:00pm Curfew	18 IFC Recruitment 11:00pm Curfew	19 IFC Recruitment 11:00pm Curfew
20 IFC Recruitment 11:00pm Curfew	21 IFC Recruitment 11:00pm Curfew	22 IFC Recruitment 11:00pm Curfew	23 IFC Recruitment 11:00pm Curfew	24 IFC Recruitment 11:00pm Curfew	25	26 Bids extended starting 8:00am
27 Bids accepted by 10:00pm	28	29	30	31		
<p>For more information on IFC Recruitment Policies visit www.greeks.unc.edu. Please remember that alcohol is NOT permitted during Formal Recruitment IFC Vice President of Recruitment- Aakash Singh aakashsingh239@gmail.com (609) 658-5810 IFC President- Peter Blumberg peter24@live.unc.edu (305) 986- 1497 REGISTER ONLINE AT www.ifcunc.com</p>						

EXPLANATION OF TERMS AND POLICIES

IFC Recruitment is the period from January 14, 2013 through January 25, 2013, with individual chapter events starting on Monday, August 22. During these periods, fraternities are bound by the Interfraternity Council Recruitment Policy (see pg. 10). This period is explicitly alcohol free, in accordance with the Interfraternity Council's policies and the Recruitment guidelines set by every fraternity's National Headquarters and FIPG risk management guidelines. In addition, all fraternities must meet the requirements stated within the Rush Policy and the Fraternity & Sorority Chapter Event Policy (see pg. 13), including security guards, guest lists, etc. The Interfraternity Council will oversee a Recruitment Monitoring Group that will inspect fraternity recruitment activity throughout this period and make daily reports to the Council. Failure to adhere to any of these policies during the IFC Recruitment period will result in a referral to the Greek Judicial Board.

Chapter Event Enforcement Period includes any dates that fall outside the IFC Recruitment Period. During this time, fraternities are required to strictly adhere to the Fraternity & Sorority Chapter Event Policy (see pg. 13). Due to the increased likelihood of fraternity events during the first few days of the semester, the Interfraternity Council reserves the right to monitor activity as necessary. Failure to adhere to any of these policies will result in a referral to the Greek Judicial Board.

BID DISTRIBUTION

In order to manage the difficult task of distributing bids to hundreds of Potential New Members (PNMs), the Interfraternity Council has implemented an online system, through its new website, <http://www.ifcunc.com>.

Potential New Members must register on the website no later than 5:00pm Friday, January 18. A late fee of \$50.00 will be assessed by the fraternity for each late registration.

Each fraternity must send extended bids to new members to Aakash Singh no later than 5:00pm on Thursday, January 24th. A template will be provided to enter the new bids.

To Extend bids:

1. Open the Excel Template provided by the IFC.
2. Input the necessary information
3. Send to Aakash Singh at aakashsingh239@gmail.com

RECRUITMENT MONITORING GROUP

In order to ensure that every fraternity is adhering to the recruitment policies this spring, the Recruitment Monitoring Group (RMG) will continue to make reports to the Interfraternity Council. This group is comprised of three members of the IFC Executive Council.

This group will visit all fraternity functions on the nights during IFC Recruitment, and as deemed necessary during the first few days of the semester. A report will be filled out for each fraternity, signed by a member of the RMG. The following morning, all reports will be reviewed collectively by the Interfraternity Council President, Vice President of Recruitment and Greek Judicial Board Chairs to determine the appropriate course of action for any recorded violations.

All violations regarding alcohol during IFC Recruitment will be brought before the Greek Judicial Board. All other violations will be brought before the Greek Judicial Board as decided by the officers listed above. Furthermore, reports filed by the Recruitment Monitoring Group that witnessed the violations will be presented as evidence.

It is important to reiterate that the Recruitment Monitoring Group will be inspecting the entire event, not just the outside of the event. Fraternities that refuse entry of the Group will be assumed in violation of the Interfraternity Council Rush Policy. Fraternities are also expected to be consistent with the events described on their rush calendars, especially the location and time of the event.

EMERGENCY MANAGEMENT

It is an unfortunate reality that emergency situations strike the fraternity system every semester. Although the specifics of these events vary from incident to incident, a large portion has traditionally involved alcohol, violence, sexual assault and injury.

Prevention is the first and best measure to take to avoid these scenarios. The requirements of guest lists, security guards, and alcohol provisions are instituted to protect potential new members, brothers, other guests and the fraternity as a whole. In addition, proper fire safety precautions are of the utmost importance.

However, if an emergency situation does present itself, there are some important points to remember.

- 1) **Seek assistance.** No matter the perceived consequences it is always the best course of action to dial 911 in the case of an emergency and involve medical, police and fire personnel. The risk of injury or death far outweighs any consequences of the actions leading up to the incident.

Furthermore, fraternities that act responsibly and seek assistance in an emergency situation will have this fact taken into consideration if any further action is deemed necessary by the Greek Judicial Board or the University. The Interfraternity Council, and hopefully each individual within the Council, hold the value of human life of the highest concern in any situation.

- 2) **Contact the Council.** In order for the Interfraternity Council to assist a fraternity during or following an emergency situation, the leadership within the chapter must contact the Council immediately. Failure to do so will be interpreted as an attempt to hide the event from the Council and will further magnify the consequences.

- 3) Designate a responsible person.** On any given night, there should be one person in control and responsible for the fraternity. In most cases, this is the Chapter President or another executive position. This person should be ready and able to (i) contact the authorities (ii) speak with emergency personnel and the Policy & Fire Departments (iii) handle other less threatening situations (iv) monitor the party, specifically the entrances/exits (v) take legal responsibility for the fraternity. These are by no means easy tasks, but having a single person in charge is an important aspect of good event management.
- 4) Don't allow intoxicated people to enter your party.** Regardless of the time during the semester, your fraternity accepts legal responsibility for all people on its property. Oftentimes, blame regarding alcohol over-consumption is placed on fraternities, even though the person was served alcohol at a different location. Turn noticeably intoxicated people away, and call 911 or a taxi-cab when the need exists. Security guards are a great resource for protecting your fraternity from these kinds of incidents. Also, they can later attest to the fact that responsible measures were taken for a person, even though they were not a guest at your party.

IFC RECRUITMENT POLICY

Potential New Member Responsibilities

- Potential New Members must not possess alcohol at any recruitment functions.

IFC Chapter Responsibilities

- Chapters are responsible for keeping alcohol out of their recruitment events and off their property (recruitment functions are defined as an event with one or more potential new members present during formal recruitment). This is a policy enforced by national organizations, the IFC and the University.
- All Chapters who have PNMs register after the deadline will be fined \$50.00 per Member.
- Chapters must comply with the Calendar Approval Process.
- Chapters are responsible for sending their extended bids to the IFC VP of Recruitment no later than 5:00pm on Thursday, January 24th. Failure to do so will result in a fine of \$200 per chapter.
- Chapters will be responsible for taking all PNMs to acceptance and orientation sessions. These will be 30 minute sessions. At this event, PNMs will be given a brief introduction to Greek life and will sign:
 - Official bid card
 - Acknowledgement of hazing policies
 - Chapter grade release
- All Chapters who have PNMs who miss the bid acceptance session will be fined \$50.00 Per Member.

IFC Support

1. IFC will supply a compiled database in Excel file format for each fraternity of all the men registered for recruitment.

2. IFC will supply a list of the number of men affiliating after recruitment for each chapter and for the overall fraternity community, to be posted on the web.

IFC Enforcement of Alcohol-Free Recruitment

1. Alcohol is not allowed at any recruitment function.
2. IFC will send the recruitment monitoring group to all recruitment events during recruitment to ensure there is no alcohol.
3. All violations will be turned over to the Greek Judicial Board.
4. Chapter presidents will be notified immediately of any alcohol violations.
5. The Greek Judicial Board will schedule a case within two (2) weeks of the violation.
6. Results of the Judicial Board will be posted to the website immediately after the hearing (see Hearing Results).
7. Anonymous violations of the recruitment policy may be reported by calling the Office of Fraternity and Sorority Life at 962-8298.

IFC Calendar Approval Process

1. Calendars must include contact information, date, time and location of all IFC Recruitment Events.
2. Chapters may hold recruitment events during the IFC approved times detailed on the IFC Recruitment Calendar.
3. Chapters must submit their recruitment calendar for approval to the IFC VP. Recruitment, listing all their events by Tuesday, January 8th.
4. The IFC VP of Recruitment will give final approval of Fraternity Recruitment calendars by 5:00pm Friday, January 11th.
5. After a calendar has been approved, any changes to the calendar must be communicated to the IFC VP of Recruitment no later than 24 hours before the event. Failure to communicate a change in the calendar will result in a fine of \$100.

FRATERNITY CHAPTER EVENT POLICY

North Carolina Law

- In North Carolina the legal theory of Social Host Liability is that, if you serve alcohol to someone that you know (or should know) is under the influence of alcohol, you may be held liable if he injures someone while intoxicated.
- N.C. law prohibits providing alcohol to those under 21 (usually 75% of the chapter)
- N.C. law prohibits providing alcohol to those “noticeably intoxicated” (this equals 1 beer, or 1 drink per hour).

The University of North Carolina at Chapel Hill Fraternity and Sorority Alcohol Policy

The fraternities and sororities at The University of North Carolina at Chapel Hill who are members of the Interfraternity Council and Panhellenic Council voluntarily promulgated this policy and adopted it for their own governance. It was reaffirmed in 1997, revised and approved by IFC and Panhellenic in November 2003, and revised and approved by IFC and Panhellenic in April 2006.

1. Common-source containers, defined as alcoholic sources/containers available for consumption by more than one individual, are prohibited. This includes brothers' kegs, sisters' kegs, alcohol in vending machines, cases of beer, alcoholic punch, liquor bottles, wine bottles, etc. (Kegs and trash cans containing alcohol will be considered common sources in all circumstances.)
2. No alcoholic beverages may be purchased through chapter funds nor may the purchase of alcohol for members or guests be undertaken or coordinated by any member in the name of or on behalf of the chapter. (no bar tabs, no slush funds, no passing of the hat for a keg, no side checking accounts, no side social accounts, no giving bands alcohol, etc.).
3. All social events are BYOB (bring your own beverage) with the exception of events where alcoholic beverages are sold by or held at a third party vendor. Individuals are responsible for bringing their own, individual consumption beverages. No members, collectively or individually, shall purchase for, serve to, or sell these alcoholic beverages to others.
4. Security guards required for chapter events: At least one (1) security guard must be present for the entire event. Third Party Vendor security is acceptable.

5. During recruitment, all chapter events and activities will be dry functions for all members and non-members at the event, regardless of age. (i.e. No alcohol should be present nor consumed at any chapter event during recruitment.)
6. Groups must have a guest list for all chapter events where alcohol is likely to be present, including formals, cocktails, mixers, recruitment events, and band parties. A guest list contains the names of all persons expected to attend an event. Guests may be added to the list during the course of the event. The guest list applies to the interior of the social event facility.
7. Mixers between fraternities & sororities are prohibited in fraternity houses unless the event is totally alcohol-free.
8. Walk-out policy: If you co-sponsor an event and you discover a violation of any element of this alcohol policy, then either everyone in your group must completely leave the event within 20 minutes or the Greek Judicial Board will hold your group partially responsible for the violation.