IFC Fall Recruitment Manual 2019

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 Fall 2019 Recruitment Manual is 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 these policies as clear as possible.

It is imperative that the Interfraternity Council position itself as a thorough and effective enforcement body of our policies. Therefore, all fraternities are required to abide by every provision of the Recruitment 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.

If you have any questions or concerns, please contact Vice President of Recruitment Christian Towner. Being informed will help make sure that Fall 2019 Recruitment is a success for every fraternity and for our system as a whole.
## Fall 2019 IFC Recruitment Calendar

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<th>Sunday</th>
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<td>Recruitment Calendars sent to Christian Towner by 5:00 PM</td>
<td>Recruitment Calendars sent to Christian Towner by 5:00 PM</td>
<td>Rush Chair Meeting Time &amp; Location TBD -- Mandatory for all Chapters</td>
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<td>IFC Kickoff at pm in Union Great Hall – 6:00pm -- Mandatory for all Chapters</td>
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<td>IFC Recruitment Curfew at 11PM</td>
<td>IFC Recruitment Curfew at 11PM</td>
<td>IFC Recruitment Curfew at 11PM</td>
<td>IFC Recruitment Curfew at 11PM Deadline to Register at 5pm</td>
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<tr>
<td>IFC Recruitment Curfew at 11PM Labor Day</td>
<td>IFC Recruitment Curfew at 11pm Bids Extended by 11PM</td>
<td>End of IFC Recruitment at 11PM (houses must remain dry until 9/7, 5:00 PM)</td>
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<td>Bids Accepted by 5pm</td>
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EXPLANATION OF TERMS AND POLICIES

**IFC Recruitment** runs from 6:00 P.M. on August 24th, 2019 through 11 P.M. on September 3rd, 2019, with individual chapter events starting on August 25th. During this period, all 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 Recruitment 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 website, http://www.uncifc.com.

Potential New Members must register on the website no later than 5:00 PM on Wednesday, August 28th. A late fee of $100.00 will be assessed by the IFC to the fraternity for each late registration.

Each fraternity must send extended bids to potential new members no later than 11 P.M. on Monday, September 2nd. Each fraternity must send a list of all extended bids to the IFC Vice President of Recruitment (Christian Towner) by 11:59 PM, Monday September 2nd.

Each fraternity must have all potential new members who accept bids, formally accept their bid online no later than 5 P.M. on Saturday, September 7th.

To Notify IFC of Extended Bids:
1. Each Chapter extends bids by 11:00 PM on Monday, September 2nd.
2. Open the Excel Template provided by the IFC and Input the necessary information for extended bids.
3. Send to Christian Towner at cftowner@live.unc.edu by 11:59 PM on Monday, September 2nd.
4. Once received, the Bid Acceptance Form will be activated at uncifc.com.

To Notify IFC of Accepted Bids:
1. Each PNM who has been extended a bid by a Chapter must go online to uncifc.com and formally accept their bid.
RECRUITMENT MONITORING GROUP

In order to ensure that every fraternity adheres to the recruitment policies this fall, the Recruitment Monitoring Group (RMG) will continue to make reports to the Interfraternity Council. This group is comprised of Christian Towner, and 1–3 Recruitment Assistants.

This group will visit all fraternity functions on the days and nights of IFC Recruitment. A report will be filled out for each fraternity and 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 IFC 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 IFC Judicial Board. All other violations will be brought before the IFC Judicial Board at the discretion of the officers listed above, and any pertinent reports filed by the Recruitment Monitoring Group 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. Any fraternity that refuses entry to the Recruitment Monitoring Group will be assumed in violation of the Interfraternity Council Recruitment Policy. Each fraternity is also expected to be consistent with the events described on their recruitment calendars, especially the location and time of the event.
EMERGENCY MANAGEMENT

It is an unfortunate reality that emergency situations arise in 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/or injury.

Prevention is the first and best way to avoid these scenarios. The requirement 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.

If an emergency situation does present itself, here are a few 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 consequence of the actions leading up to the incident.

Fraternities that act responsibly and seek assistance in an emergency situation will have this fact taken into consideration if the IFC Judicial Board or the University deems any further action necessary. The Interfraternity Council, and hopefully each individual within the Council, holds the value of human life as the greatest 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 immediately contact the Interfraternity Council President and Vice President of Recruitment. Failure to do so will be interpreted as an attempt to hide the event from the Council, and will further exacerbate the negative repercussions.
3) **Designate a responsible person.** On any given night, there should be at least 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 events, specifically the entrances/exits (v) take legal responsibility for the fraternity. These are by no means easy tasks, but having a responsible person in charge is imperative for effective risk management.

4) **Don’t allow intoxicated people to enter your events.** 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 obtained alcohol at a different location. Turn noticeably intoxicated people away, and call 911 or a taxicab when the need arises. 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 Recruitment events must be male only, no females are allowed at recruitment events.
- All chapters must attend Kickoff. Additionally, all potential new members must attend Kickoff. Failure of a potential new member to attend kickoff may result in their mandatory attendance at a 2nd kickoff event and/or a fine to the recruiting chapter.
- All Chapters who have PNMs register after the deadline will be fined $100.00 per Member.
- Chapters must comply with the Calendar Approval Process.
- Chapters are responsible for sending their extended bids to the IFC Vice President of Recruitment (Christian Towner) no later than 11:59 PM on Monday, September 2nd. Failure to do so will result in a fine of $200.00 per chapter.
- Chapters will be responsible for taking all new members to an acceptance and orientation session. At this event, PNM will be given a brief introduction to Greek life and will sign:
  - Official bid card
  - Acknowledgement of hazing policies
  - Chapter grade release
- Any chapter whose PNMs miss the bid acceptance session will be fined $50.00 Per Member.
IFC Support

1. IFC will supply a list of the number of men affiliating after recruitment for each chapter and for the overall fraternity community.

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 hearing will be posted to the website immediately after the hearing (see Hearing Results).
7. Any violations of the recruitment policy may be reported anonymously by calling the Office of Fraternity and Sorority Life at (919) 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 an electronic copy of their recruitment calendar to the IFC Vice President of Recruitment (Christian Towner) for approval by the 5:00 PM on Sunday, August 18th.
4. The IFC Vice President of Recruitment will give final approval of Fraternity Recruitment calendars by 11:59 PM on Tuesday, August 20th.
5. After a calendar has been approved, any changes to the calendar must be communicated to the IFC Vice President of Recruitment no later than 24 hours before the event. Failure to communicate a change in the calendar will result in a fine of $100.00.
FRATERNITY CHAPTER EVENT POLICY

North Carolina Law
- In North Carolina the legal theory of Social Host Liability states 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. It was adopted by the National Pan–Hellenic and Greek Alliance Councils in 2007.

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.