

IFC Spring  
Virtual  
Recruitment  
Manual

2021

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

Experience  
Tradition

## TABLE OF CONTENTS

Contact Information	3
Introduction	4
Recruitment Calendar	5
Explanation of Terms/Policies	6
Bid Distribution	7
Recruitment Monitoring Group	8
Emergency Management	9
IFC Recruitment Policy	11
Chapter Event Policy	13
COVID-19 Information	15
IFC COVID-19 Code of Conduct and Judicial Policy	16

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## INTRODUCTION

UNC Interfraternity Council's Spring 2021 Recruitment Manual is designed to help fraternity leaders better understand the policies and procedures of Spring 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 Andrew Cook. Being informed will help make sure that Spring 2021 Recruitment is a success for every fraternity and for our system as a whole.



## Spring 2021 IFC Recruitment Calendar

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1/20 IFC Virtual Recruitment Begins at 5pm	1/21 IFC Virtual Recruitment	1/22 IFC Virtual Recruitment	1/23 IFC Virtual Recruitment
1/24 IFC Virtual Recruitment	1/25 IFC Virtual Recruitment  PNM Recruitment Registration Deadline 11pm	1/26 IFC Virtual Recruitment	1/27 IFC Virtual Recruitment	1/28 IFC Virtual Recruitment  Bid Extension form due 11pm	1/29 NO ACTIVE RECRUIT- MENT	1/30 NO ACTIVE RECRUITMENT
1/31 NO ACTIVE RECRUITMENT  Bid Acceptance Deadline – form closed 11pm	2/1 Open/ Rolling Bid Extension Period	2/2 Open/ Rolling Bid Extension Period	2/3 Open/ Rolling Bid Extension Period	2/4 Open/ Rolling Bid Extension Period	2/5 Open/ Rolling Bid Extension Period	2/6 Open/ Rolling Bid Extension Period

### EXPLANATION OF TERMS AND POLICIES

**IFC Recruitment** runs from 5:00 P.M. on January 20th, 2021 through 11 P.M. on January 28th, 2021, with individual chapters hosting virtual events starting on January 20th. 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 IFC 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, which for the Spring 2021 semester includes the disallowance of in-person events for recruitment purposes entirely for the recruitment period (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 IFC Judicial Board. The Recruitment Monitoring Group will continue to make rounds to fraternity houses throughout Spring 2021's recruitment period to ensure there are no ongoing recruitment events in person.

### 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 11:00pm on Monday, January 25th. 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 11:00 P.M. on Monday, January 25th. Each fraternity must send a list of all extended bids to the IFC Vice President of Recruitment (Andrew Cook).

Each fraternity must have all potential new members who accept bids, formally accept their bid online no later than 11:00 P.M. on January 31st.

**To Notify IFC of Extended Bids:**

1. Each Chapter extends bids by 11:00 PM on Thursday, January 28<sup>th</sup>.
2. Fill out the Spring 2021 IFC Bid Extension Google Form distributed to chapter presidents.
3. Send confirmation of submission to Andrew Cook at [ajcook8@live.unc.edu](mailto:ajcook8@live.unc.edu) or (704) 995-5364 by 11:00 P.M. on Thursday, January 28<sup>th</sup>.
4. Once received, the Bid Acceptance Form will be activated at [uncifc.com](http://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](http://uncifc.com) and formally accept their bid.

**Open/ Rolling Bid Extension Period**

The open/rolling bid extension period is designed to aid chapters that find valid candidates to join their fraternity after the recruitment period has ended. Any bid extended before this period begins will be nullified as it starts. Once a bid is reported as being extended to a PNM during this period, they can accept at any time before March 1<sup>st</sup> at 11:00 P.M.

**RECRUITMENT MONITORING GROUP**

In order to ensure that every fraternity adheres 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. With risks of COVID-19 spread and worry of fraternity houses being hotbeds for transmission, there are to be no in-person recruitment events, at or away from fraternity houses. This means that the RMG will be in continuous contact with chapters for the spring 2021 semester to ensure IFC fraternities are doing their part in remaining on campus this spring.

In the case of a rumored or reported in-person function, a report will be filled out for the chapter 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 time of the event and Zoom ID/platform for the event. The Recruitment Monitoring Group will be virtually attending events every day of the recruitment period. Recall, there is to be no in-person recruitment activities this spring.

### 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 party, 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 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 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**

- The most important responsibility in spring 2021 for chapters is to **NOT HOLD RECRUITMENT EVENTS IN PERSON**. The COVID-19 pandemic has taken hundreds of thousands of lives, and it is important that we do not accelerate the dangers the virus imposes. Holding in-person events in this time is irresponsible and holds consequence past the punishment a chapter could receive for hosting an in-person event.
- 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 PNM's accept bids that register after the deadline on January 31st will be fined \$100.00 per Member.
- Chapters are responsible for sending their extended bids to the IFC Vice President of Recruitment (Andrew Cook) no later than 11:00 PM on Thursday, January 28th. 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. This should be done virtually wherever possible. At this event, PNM will be given a brief introduction to Greek life and will sign:
  - o Official bid card
  - o Acknowledgement of hazing policies
  - o Chapter grade release

### **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 IFC Judicial Board.
4. Chapter presidents will be notified immediately of any alcohol violations.
5. The IFC 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.

### FRATERNITY CHAPTER EVENT POLICY

#### **North Carolina Law**

- The NC Executive Order No. 120 on March 23, 2020 prohibits gatherings of more than 10 people inside and 25 outside. The IFC has taken a step further in prohibiting in-person events for recruitment as there is feasibly no way to enforce the state regulations, and for fear events will easily reach numbers above 10 or 25.
- 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 Multicultural Greek 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 IFC Judicial Board will hold your group partially responsible for the violation.

## COVID-19 INFORMATION

### **Event Regulation**

- There are to be no events held for recruitment purposes throughout the Spring 2021 Recruitment Period. This means that any gathering outside of a one-on-one meeting between a PNM and a brother away from the

fraternity house, with proper face coverings and abiding by standard physical distancing policies, is disallowed.

- Failure to comply with the expectation of maintaining a virtual recruitment period will result in a referral to the IFC COVID-19 Code of Conduct and Judicial Policy, as well as a consideration for the chapter's recruitment to be suspended and their ability to intake new members revoked.
- These policies extend to events held away from fraternity houses, or off campus events. Recruitment events held at alternate locations will be considered with the same intensity and importance as any that may be held in fraternity houses.

### **IFC Chapter Responsibilities**

- It ultimately falls on each individual man within the IFC to properly adhere to the local, state, and federal regulations and guidelines posted on COVID-19. With campus cohesion on these policies, the chance of remaining on campus with a semester resembling a normal one is achievable. Traditionally, fraternities and their houses have been social hubs around campus, but this semester that cannot be the case for the health of the student population.
- [Practice your Ws.](#)
  - **Wear** a cloth face covering over your mouth and nose.
  - **Wait** six feet apart and avoid close contact.
  - **Wash** your hands or use sanitizer.

### IFC COVID-19 Code of Conduct and Judicial Policy

To ensure the highest degree of public safety, the State of North Carolina, Orange County, the Town of Chapel Hill, and the University of North Carolina at Chapel Hill have instituted restrictions and guidelines to reduce the transmission of COVID-19. As residents in these jurisdictions and students of the University, all active members of the IFC should be aware of, and comply with, these policies. Members are encouraged to monitor the following pages for updates:

<https://www.nc.gov/covid-19/covid-19-executive-orders>  
<https://www.townofchapelhill.org/government/newsroom/covid-19>  
<https://www.orangecountync.gov/2332/Coronavirus-COVID-19>  
<https://carolinatogether.unc.edu/>

It is the responsibility of every person and organization on campus to protect the health and well-being of our community. As social organizations, fraternities have a unique responsibility to the community to operate within the

public safety guidelines established by the state and local governments and the University. The IFC will not tolerate any behavior from member chapters that puts our student body, faculty, or community at risk.

Pursuant to Article IX of The Constitution of the Interfraternity Council, “The Judicial Policy of the IFC shall fall under the jurisdiction of the IFC Judicial Board, chaired by the IFC Vice President[s] of Judicial Affairs.” Due to the unprecedented nature of the coronavirus pandemic, the IFC Judicial Board has amended its judicial policy to include social gathering restrictions in line with state and local law and University guidelines. Violations will be adjudicated by the IFC Judicial Board, in consultation with the University’s Office of Fraternity and Sorority Life. If found responsible for a violation, member chapters could face sanctions including, but not limited to: a written warning, fines, recruitment restrictions, social probation, and/or loss of University recognition.

The IFC Judicial Policy has been amended to include the following:

- No member chapter shall host a gathering on its property in which the total crowd size is in violation of state/local law or University guidelines.

As of July 22nd, 2020, state law prohibits indoor gatherings of 10+ people and outdoor gatherings of 25+ people. The details of this restriction, and others, are subject to change. Member chapters are responsible for monitoring any modifications. Even for acceptable gatherings under IFC Judicial Policy, all attendees are required, for as long as state/local law or University guidelines include such mandates or recommendations, to practice physical distancing and wear proper facial covering, especially in cases when physical distancing could be difficult to maintain. In an IFC Judicial Board hearing relating to a violation of social gathering policy, failure to take these precautions will be considered aggravating evidence.

The sanctioning chart below dictates how the IFC Judicial Board will impose a sanction for a violation of this policy. The expected sanctions listed in the chart serve as a starting point, and the IFC Judicial Board will determine on a case-by-case basis whether mitigating or aggravating evidence supports a deviation from the expected sanction.

### **Sanctioning Chart for IFC COVID-19 Judicial Policy Violations:**

Category	Description	Expected Sanction
Minor	The offending chapter hosted a gathering on its property in which the total crowd size was in violation of state/local law or University guidelines. The event	1st time offense  Written letter of warning

	posed a minimal risk to public safety.	
		2nd time offense  Violation will be considered moderate
Moderate	The offending chapter hosted a gathering on its property in which the total crowd size was in violation of state/local law or University guidelines. The event posed a considerable risk to public safety.	1st time offense  Required meeting with the IFC Judicial Board to establish comprehensive COVID-19 protocol and monetary fines in the amount determined by the IFC Judicial Board (collected funds will be donated to UNC Hospitals)
		2nd time offense  Violation will be considered severe
Severe	The offending chapter hosted a gathering on its property in which the total crowd size was in violation of state/local law or University guidelines. The event posed a major risk to public safety and demonstrated a clear disregard for adverse effects on the University community.	For all offenses  Sanctions will be determined in consultation with the Office of Fraternity and Sorority Life and the University. Possible sanctions include, but are not limited to: recruitment restrictions, social probation, and/or loss of University recognition

To report a violation of this policy, please visit the following link:  
[https://docs.google.com/forms/d/e/1FAIpQLSdo1Z7BnabgxDSktqAuv4rHTXhFIGCTIDnhUWDYjqAx\\_4VWJw/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSdo1Z7BnabgxDSktqAuv4rHTXhFIGCTIDnhUWDYjqAx_4VWJw/viewform?usp=sf_link)

All responses will be shared with the University's Office of Fraternity and Sorority Life, and submissions can be made anonymously.