



FRATERNITY AND SORORITY LIFE

Interfraternity Council Chapter Guidelines for Membership Recruitment and New Member Education

This document provides all Interfraternity Council fraternities, their advisors, and prospective members with information regarding the membership recruitment and new member process for the Interfraternity Council Chapters. Chapter members, chapter alumni advisors, and the Office of Student Life staff will work together to ensure a successful and positive experience for all involved. In order for the Office of Student Life staff to assist chapters with the membership recruitment and new member process and avoid potential problems, chapters must adhere to the following guidelines when conducting new member recruitment and education at Widener University.

In order for a chapter to be eligible to partake in membership recruitment and new member education, the following tasks and paperwork listed below are mandatory and must be submitted by the designated due date(s) during the semester in which the chapter's membership recruitment and education process is scheduled to take place. Additional information and requirements may be communicated to chapters through the Office of Student Life, the Director of Student Organizations, and the Executive Council. Without submission of the required paperwork, the chapter's membership recruitment and new member education process will not be approved. In the event that recruitment or new member activities begin without the knowledge of the Director of Student Organizations, activities will cease immediately, and the organization may be issued a failure to comply conduct charge.

Failure to comply with any deadlines or policies listed below, within the council governing documents and contracts, or the University Student Handbook may result in fines, educational sanctions, revoked approval for participating in recruitment, revoked approval for a new member education process, charter revocation from the University, and/or additional adjudications.

The steps listed below must be completed in addition to any inter/national organization's policies and procedures.

I. POTENTIAL NEW MEMBER QUALIFICATIONS

- A. All potential members must meet the following requirements and standards to be eligible to receive an invitation to participate in an organization's new member process:
1. A potential member must be a full-time undergraduate day student with at least **12** credits.
 2. A potential member must have at least a **2.5** cumulative GPA for the current semester of which they are requesting membership into a fraternal organization to participate in the membership recruitment process.
 3. A potential member must complete an Affiliation Education online video session. They must receive at least a **90%** on the affiliation education online quiz after viewing the video. Affiliation Education for Interfraternity recruitment closes at **11:59 p.m. on Sunday, February 3.**
 4. A potential member must **register** for recruitment during the semester in which they are interested in joining an organization. Interfraternity recruitment registration closes at **11:59 p.m. on Sunday, February 3.**
 5. A potential member must attend **one mandatory** information session during the recruitment period.
 6. A potential member may not be on an active academic or judicial probation period. All academic or judicial probation periods must be concluded by the start of the semester in which they are interested in joining an organization.
 7. A potential member may not have been initiated into another Inter/Nationally recognized general-fraternal organization on any campus.

II. CHAPTER POLICIES AND REQUIREMENTS

- A. All chapters must adhere to the following requirements and standards to be eligible to participate in a recruitment and/or new member education process:
1. Interfraternity Council Chapters must follow all Fraternal Information & Programming Group (FIPG) regulations and their national policies in regards to recruitment. **All Widener University, Interfraternity Council, and Office of Student Life policies and procedures supersede that of an organization's national policies and procedures.**
 2. Interfraternity Council chapters and their members must follow all policies stated in the Council Chapter Guidelines for Membership Recruitment and New Member Education.
 3. Interfraternity Council chapters will not participate in any National Panhellenic Conference College Panhellenic sorority council or chapter events when or where the primary purpose is recruitment.
 4. Interfraternity Council chapters will prohibit the use of alcohol and drugs during any formal and informal recruitment event or activity including but not limited to the use of social media.
 5. All Interfraternity Council members, including alumni and new members are responsible for North-American Interfraternity Conference Standards education and implementation.
 6. Bids may only be given to potential new members who meet all of the requirements listed below in the Chapter Guidelines for Membership Recruitment and New Member Education.
 7. Interfraternity Council chapter members will not make disparaging remarks about other fraternities in the presence of potential new members.
 8. Interfraternity Council chapters will not use the term "rush" on marketing materials, social media, or communications in regard to recruitment.
 9. Interfraternity Council chapters will discourage the use of Greek-letter fraternity names and insignia in inappropriate and distasteful advertising (shirts, banners, photos, social media, etc.).
 10. Interfraternity Council chapters will not utilize the opposite sex for recruitment purposes in any way, shape or form. This includes, but is not limited to the following activities:
 - a. Hosting "recruitment" social events with the opposite sex present.
 - b. Hosting recruitment events with potential new members and the opposite sex present
 - c. Having members of the opposite sex handing out shirts, bracelets, water bottles, or any other marketing or promotional materials to potential new members.
 - d. Asking the opposite sex to talk to potential new members on your chapter's behalf.
 11. Interfraternity Council chapters will follow all approved schedules, event slots, deadlines, and procedures outlined by the Vice President for Membership Recruitment and the Interfraternity Council Executive Team.

III. GENERAL RECRUITMENT AND BIDS OF MEMBERSHIP INFORMATION

- A. Interfraternity Council recruitment registration will begin on **Monday, December 3** and **closes at 11:59 p.m. on Sunday, February 3.**
- B. All recruitment flyers and printed "hand-outs" **must** follow the public posting policy (see the Recognized Student Organization Policies and Procedures Handbook), in addition to gaining approval by the Vice President for Membership Recruitment and Vice President for Marketing and Communications.
- C. Interfraternity Recruitment events are scheduled for **Wednesday, January 23** until **Saturday, February 3.** Recruitment events must occur in the allotted recruitment week(s) and assigned timeslots as provided by the Office of Student Life and the Executive Council.
- D. The executive council will provide a running list of registered men **and** a list of those who have completed the Affiliation Education quiz until both close at **11:59 p.m. on Sunday, February 3.**
- E. Gap week will occur from **Monday, February 4** through **Friday, February 8** in order to provide sufficient time for the Office of Student Life to check eligibility for registered potential men. Chapters will receive an approved list of men from the Vice President for Membership Recruitment by the end of the business day on the Friday of Gap week.

- F. Bids may be distributed starting at **5:00 p.m.** on **Friday, February 8** until **5:00 p.m.** of **Sunday, February 10**. Only **approved** potential new members may receive a bid of membership, be listed on a chapters bid list, begin a new member education process, and be initiated.
- G. Chapters must submit a bid list via email to the Vice President for Membership Recruitment by **9 p.m.** on **Sunday, February 10**. The bid list must include the name of the chapter and the id number and full name of each man to be given a bid by the chapter.
- H. All paperwork listed below for each new member will be signed with the Executive Council on **Wednesday, February 13, 2019** from 12:00 p.m. until 2:00 p.m. in Room G of the University Center:
- Interfraternity Council Bid Acceptance Agreement
 - New Member Agreement of Rights Form
 - New Member Grade Release Consent Form
- I. A Bid of Membership that is extended during a semester is valid until the end of that one semester.

IV. RECRUITMENT SPECIFIC FORMS AND PAPERWORK

- A. Chapters must submit the following items online using the appropriate form no later than **Thursday, January 17**:
1. The Interfraternity Council (**IFC Chapter Guidelines for Membership Recruitment & New Member Education Acknowledgement Form**). Chapter leaders, members, and advisors are responsible for understanding all recruitment policies and procedures listed in this document and the Interfraternity Council Constitution and bylaws.
 2. A **proposed Recruitment program** that outlines all recruitment events, with dates, times, locations, and a detailed description of each event that will be reviewed and approved by the Director of Student Organizations in collaboration with the Council VP for Membership Recruitment. All recruitment activities must be in accordance with the North American Interfraternity Conference policies, the Interfraternity Council Constitution and bylaws, and federal and state laws. Activities to include in the proposal, if applicable:
 - Informational and interest meetings
 - Events On-Campus
 - Outings or Off-Campus Events
 - Bid Day or Night

No events outside of the proposed and accepted proposal may occur without an emailed request at least one week in advance to the change and official acceptance by the Director of Student Organizations.

V. GENERAL NEW MEMBER EDUCATION INFORMATION

- A. New member education processes **may not begin** until bid day signing has concluded **after 5 p.m. on Wednesday, February 13**.
- B. New member activities should **not** occur on Fridays and Saturdays, nor between the hours of 11 p.m. and 9 a.m. from Sunday to Thursday.
- C. New member education processes may **not last longer than 8 weeks** and **must be completed two weeks before final examinations**. All initiations must be completed by this date.
- D. If a new member removes themselves or is released from the new member education process, a chapter must submit the Change of Member Status Form within 48 hours.

- E. Google roster updates must be completed by **Friday, February 22** with added new members.
- F. If a new member begins a separate education process (due to a late acceptance) after a new member education process has already begun, the chapter must submit a separate new member program with required paperwork.

VI. NEW MEMBER EDUCATION SPECIFIC FORMS AND PAPERWORK

- A. Chapters must submit the following items online using the appropriate form no later than **Thursday, January 17**:
 - 1. A **proposed New Member Education program** that outlines all new member events with dates, times, locations, and a detailed description of each event that will be reviewed and approved by the Director of Student Organizations. All new member education activities must be in accordance with Widener University's Anti-Hazing policies and federal and state laws. Activities to include in the outlined program, if applicable:
 - Start date of the new members' official process/education (may not begin until **after 5 p.m. on Wednesday, February 13**)
 - New Member required meetings
 - Quizzes/Tests
 - Activities (i.e. big/little events, education events, retreats, brotherhoods)
 - Rituals (nationally recognized rituals do not need descriptions)
 - Study Hours (labeled as mandatory or optional)
 - Initiation date
 - Any additional dates pertinent to a specific organization
 - New member education processes may not begin until official approval of the new member education program has been gained by the Director of Student Organizations. No events outside of the proposed and accepted proposal may occur without an emailed request at least one week in advance to the change and official acceptance by the Director of Student Organizations.**
 - 2. The inter/national organization's anti-hazing policies and statements.
 - 3. A list of new member expectations and responsibilities from the chapter and national headquarters.
 - 4. A copy of a letter that is sent to all new member parents signed by the chapter president, new member educator, and alumni advisor introducing them to the organization, explaining the policies and financial obligations, and listing the organization's intern/national anti-hazing statement.
 - 5. Written approval from headquarters staff or an alumnus advisor acknowledging they have read and approve of your new member education program.

* University policies, practices, guidelines, and procedures, which may be updated and approved subsequent to the publication of this document, will in some instances take precedence over the contents of this document.