

WEST VIRGINIA UNIVERSITY

MORGANTOWN, WEST VIRGINIA



INTERFRATERNITY COUNCIL

**THE CONDUCT PROCESS
OF THE
INTERFRATERNITY COUNCIL**

SPRING 2016

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THE WEST VIRGINIA UNIVERSITY
THE CONDUCT PROCESS
OF
THE INTERFRATERNITY COUNCIL

Introduction

The Interfraternity Council's focus is to foster an environment which is safe and conforms with the fraternal values and the values of West Virginia University. The Interfraternity Council's Conduct Process is applicable to all organizations (new members and duly initiated members) represented by the Interfraternity Council.

The Conduct Process seeks to mitigate risk and promote accountability within the fraternal community. The Conduct Process does not supersede civil or criminal laws and is in addition to West Virginia University Policies and Rules for Students and the student Code of Conduct.

The respective fraternity is responsible for all actions by their individual members and/or groups of members.

Any reports or findings of individual conduct violations will be referred to the Office of Student Conduct.

Any change made to the Interfraternity Council by-laws must have approval by a two thirds majority of voting members and the Associate Dean of Students and Director of Greek Life.

Article I: Definitions

Section 1: Definitions

A. The following definitions will apply throughout this document:

- 1) The term "**University**" means West Virginia University (including its campuses).
- 2) The "**Interfraternity Council**" is the governing body of the recognized fraternities at West Virginia University who are members of the North-American Interfraternity Conference.
- 3) The "**Conduct Board**" shall consist of five (5) fraternity members who will be randomly selected from a group of 25 trained Board members who will serve as a neutral party to adjudicate the review.
- 4) The "**Chairman of the Conduct Board**" is the Executive Vice President of the Interfraternity Council facilitates the Conduct Board Review process.
- 5) The term "**respondent fraternity**" is defined as a fraternity who allegedly violated any policy or expectation outlined in Article I.
- 6) The term "**complainant**" is defined as any person or organization alleging that they were adversely affected by the fraternity who allegedly violated any policy or expectation outlined in Article I.
- 7) The term "**Advisor**" refers to the Chapter Advisor or University Advisor who is registered to serve in that capacity with the Office of Greek Life.
- 8) A "**Social Function**" shall be defined as any activity sponsored by a chapter and/or its' members, on or off chapter property, where alcohol is present regardless of the source (purchaser, provider, etc.) of the alcohol, including third party vendor events.

- 9) A **“Social Event”** is an event where alcohol is present in any common area of the chapter house, is sponsored by one (1) or more chapter(s) and/or one (1) or more organizations or one (1) or more chapters and an accumulation of less than fifty invited guests. A chapter may not circumvent this policy by hosting an event in individual chapter member’s rooms.
- 10) A **“Multi-Chapter Event (4-Way or 6-Way Event)”** is an event where alcohol is present in any common area of the chapter house. Chapters may not circumvent this policy definition by hosting the event in chapter member’s rooms in the chapter house. A Multi-Chapter Event (4-way and 6-way events) is sponsored by one (1) chapter and three to five (3-5) other registered student organizations. A Multi-Chapter Event (4-way and 6-way events) may not be scheduled as an event with Invited Guests.
- 11) An **“Invitation Party Event”** is one where alcohol is present in any common area of the chapter house and is sponsored by one (1) chapter hosting more than fifty (50) invited guests. Chapters may not circumvent this policy definition by hosting the event in chapter member’s rooms in the chapter house.
- 12) An **“Alumni and/or Parent Event”** shall be defined as any (Social Function) in which a significant portion of the participants are alumni of the host chapter or parents of the members of the host chapter.
- 13) A **“Dated Event”** shall be defined as any (Social Function) in which attendance is limited to members and a single date or guest per member.
- 14) A **“Brotherhood Event”** shall be defined as any (Social Function) in which attendance is limited to members of the host chapter only. Additional guests are not permitted including friends, siblings, parents, alumni (Brotherhood Events only extend to undergraduate brothers), etc.
- 15) An **“Outdoor Event”** is any (Social Function) where alcohol is present that occurs, on or off chapter property that is partially or completely outdoors is called an **Outdoor Event**. The **Outdoor Event** is sponsored by one (1) chapter that is hosting a maximum of five (5) other chapters or recognized student organizations. The event may not last longer than four (4) hours, and alcohol must stop being served thirty (30) minutes prior to the end of the event
- 16) An **“Unspecified Event”** shall be defined as any (Special Function) that does not fall under the classifications established in Article II, Section 2, Letter C.
- 17) The **Social Function Monitoring Program** is defined as a group of professionally trained security staff members from a bonded and insured security company in the Morgantown area licensed to provide services. Staff shall be referred to in this document as a Social Function Monitor (SFM).
- 19) The term **“Preponderance of the Evidence”** describes the standard of evidence that is used to make a determination of responsibility in a Fraternity Conference Board Review or the Conduct Board Review and is defined as a **more likely than not standard**.
- 20) The term **“Wristband”** describes a bracelet purchased by the IFC or the Fraternity to distinguish the holder as one or more of the following (1) member of a specific fraternity; (2) member of a specific sorority; (3) an invited guest; (4) an individual who is participating in the Interfraternity Council recruitment program; or (5) an individual who is 21 years of age or older.
- 21) The term **“Alcohol-Free Member”** describes a member of the host fraternity who has not consumed alcohol within 8 hours prior to assuming the responsibilities of an “alcohol-free member” as defined within the social function policies.

Section 2: Authority

- A. Decisions of the Conduct Board are final pending the normal review and appeal process.

ARTICLE II: West Virginia University Conduct Policy

Section 1: West Virginia University Code of Conduct

The following categories of misconduct may arise within the fraternity community. Any violation of the Code of Conduct will be termed misconduct and may result in disciplinary action taken by the Conduct Board.

1. **ABUSE/ENDANGERMENT/HAZING OF A PERSON:** Physically harming or threatening to harm any person, intentionally or recklessly causing harm to any person or reasonable apprehension of such harm or creating a condition that endangers the health and safety of self or others, including through the facilitation of or participation in any mental or physical hazing activity (also see Policy Statement 8).
2. **SEXUAL HARASSMENT AND MISCONDUCT:** Engaging in unwelcome conduct of a sexual nature that is sufficiently severe or pervasive so as to substantially interfere with the individual's employment, education, or access to University programs, activities and opportunities, and such conduct would detrimentally affect a reasonable person under the same circumstances. Sexual harassment may include, but is not limited to, sexual advances, requests for sexual favors, sexual exploitation, stalking, dating violence, and domestic violence.

Sexual misconduct is a form of sexual harassment and refers to attempted or completed unwanted or non-consensual sexual activity, including, but not limited to the following: rape, sexual assault, sexual battery, forcible sodomy, sexual penetration with an inanimate object, intercourse without consent, sexual touching and fondling, the touching of an unwilling person's intimate parts (defined as genitalia, groin, breast or buttock, or clothing covering those intimate parts), forcing an unwilling person to touch another's intimate parts, sexual exploitation, and sexual coercion.

3. **HARASSMENT:** Engaging in behavior that is sufficiently severe or pervasive so as to threaten an individual or substantially interfere with the individual's employment, education or access to University programs, activities or opportunities, and such behavior would detrimentally affect a reasonable person under the same circumstances.

Behaviors that meet the above definition may include, but are not limited to, the following:

- a. directing physical or verbal conduct at an individual because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services, veteran status, sex, sexual orientation, marital or family status, pregnancy, physical or mental disability, gender identity, genetic information or political ideas;
 - b. subjecting a person or group of persons to unwanted physical contact or threat of such;
 - c. engaging in a course of conduct, including following the person without proper authority (e.g., stalking), under circumstances which would cause a reasonable person to fear for his or her safety or the safety of others or to suffer emotional distress.
4. **WEAPONS, EXPLOSIVES AND OTHER DANGEROUS ITEMS:** The possession, storing, carrying, or use of any weapon, ammunition, or explosive by any person is prohibited on all University property except by authorized law enforcement officers and other persons specifically authorized by the University. No person shall possess, carry, or use any fireworks on University property, except for those persons authorized by University and local governments to discharge such fireworks as part of a public display. Paintball guns and paintball markers may only be used on the property of the University in connection with authorized University activities and only at approved locations .
 5. **FIRE SAFETY VIOLATIONS:** Tampering with fire or other safety equipment or setting unauthorized fires. Exhibiting behaviors that risk health and safety of self or others during a fire related incident. Burning candles, incense or other items in the Residence Halls or other University facilities, whether attended or unattended. (See SY10, SY28, SY30)

6. **ALCOHOL AND/OR DRUGS:** Illegally possessing, using, distributing, manufacturing, selling or being under the influence of alcohol or other drugs. Anyone, including those under 21, serving alcohol to persons under 21 is in violation of both University regulations and state law. Excessive consumption of alcohol is also prohibited and occurs when a person is intoxicated to the degree that the person may endanger self, other persons, or property, or annoy persons in the vicinity. Use, possession or distribution of beverages containing alcohol on University property shall comply with the laws of the State of West Virginia and University Policies and Rules.

It is also a violation of the residence hall contract for a student to be in the presence of alcohol and/or illegal drugs in any residential area (also see http://housing.wvu.edu/residence_halls/policies_and_procedures)

7. **FALSE INFORMATION:** Intentionally providing false or inaccurate information or records to University or local authorities, i.e., providing a false report of an emergency, University rule and/or Code violation, knowingly providing false statements or testimony during a University investigation or proceeding.
8. **THEFT AND POSSESSION OF STOLEN PROPERTY:** Stealing or being in possession of items belonging to another individual or entity. The taking or attempting to take anything of value from the care, custody or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
9. **DISRUPTION OF OPERATIONS:** Obstruction or disruption of classes, research projects, or other activities or programs of the University; or obstructing access to University facilities, property, or programs. Disruption is defined as an action or combination of actions by one or more individuals that unreasonably interferes with, hinders, obstructs, or prevents the operation of the University or infringes on the rights of others to freely participate in its programs and services.
10. **VIOLATIONS OF ACADEMIC INTEGRITY:** Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at West Virginia University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts. Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Violations of Academic Integrity include, but are not limited to, copying, plagiarism, fabrication of information or citations, facilitation of acts of academic dishonesty by others, unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, and tampering with the academic work of other students.

Special Procedures are used to address violations of academic integrity. (See Section V: Protocol for Violations of Academic Integrity).

11. **FAILURE TO COMPLY:** Failing to comply with reasonable directives from University or other officials when directed to do so. Failure to provide identification or to report to an administrative office or, when reasonable cause exists, failing to leave University-controlled premises or dangerous situations when directed to do so by properly authorized persons, including police and/or other University staff. Failing to complete sanctions assigned as part of the conduct process.
12. **FORGERY/ALTERATION:** Making, using or possessing any falsified University document or official record; altering or forging any University or official document or record, including identification, meal or access cards. This includes but is not limited to forging documents (signing another's name and/or ID number), manufacturing IDs or tickets, altering parking permits, misusing of forms (letterhead stationery, University forms) to mislead.
13. **UNAUTHORIZED ENTRY OR USE:** Unauthorized entry into or use of property or University facilities including private residences, offices, residence halls, classrooms, computers, computer networks, and other restricted facilities. Unauthorized entry or use of facilities is described in more detail in those University policies regarding

the rights of individuals and the rights of the institution. Specifically, students have an “obligation not to infringe upon the rights of all members of the campus to privacy in offices, laboratories and residence hall rooms, and in the keeping of personal papers, confidential records and effects, subject only to the general law and University regulations.” The University also has the right to control use and entry into facilities for reasons of security, safety or protection of property. This includes closing facilities at specified times. It should also be recognized that an open or unlocked door is not an invitation to enter and use facilities. The same concept applies to computer entry or misuse, including violation of any University computer policy.

14. **DISORDERLY CONDUCT:** Engaging in disorderly, disruptive, lewd or indecent conduct, including but not limited to creating unreasonable noise; creating a physically hazardous or physically offensive condition, inciting or participating in a riot or group disruption; failing to leave the scene of a riot or group disruption when instructed by officials; or disruption of programs, classroom activities or functions and processes of the University.
15. **VIOLATIONS OF UNIVERSITY REGULATIONS:** Violating written University policy or regulations contained in any official publications, administrative announcements, contracts (e.g., residence hall contracts or leases) and/or postings.
16. **VIOLATION OF LAW:** When it is established that a student has violated federal, state, or local law and the violation of law affects a Substantial University Interest, the student may be charged within the Code of Conduct for Violation of Law.
17. **RETALIATION:** Taking adverse action against any individual on the basis of a good faith report made by such individual, or on the basis of such individual's participation in an investigation, hearing, or inquiry by the University or an appropriate authority, or the individual's participation in a court proceeding relating to suspected wrongful conduct.

Section 2: Violations Motivated by Bias (Hate Crimes) Policy

The IFC does not support, tolerate or condone any form of violation motivated by bias on the part of its members, in any capacity. Any inappropriate actions, activities, or events that are determined to be motivated by bias, whether occurring on Chapter premises or at an off-site location by chapter members, is considered a violation of IFC policy.

A. Definition

1. **Discrimination** is conduct of any nature that denies an individual the opportunity to participate in or benefit from a University program or activity, or otherwise adversely affects a term or condition of an individual's employment, education, or living environment, because of the individual's age, race, color, ancestry, national origin, religion, creed, service in the uniformed services (as defined in state and federal law), veteran status, sex, sexual orientation, marital or family status, pregnancy, pregnancy-related conditions, physical or mental disability, gender, perceived gender, gender identity, genetic information or political ideas.

Article III – Sanctions

Section 1: Primary Sanctions

The following sanctions are considered Primary Sanctions:

1. Probation
2. Social Probation
3. Suspension
4. Suspension of New Member Education Program
5. Loss of Recognition

Section 2: Secondary Sanctions

The following sanctions are considered Primary Sanctions:

1. Fines (See [Article V – Uniform Sanctions Code](#))
2. **Restitution:** Restitution refers to requiring a chapter to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to any other sanction. In the case of damage, destruction, defacement, theft, or unauthorized use of property, restitution may be required through financial payment or by providing a service. Failure to make restitution will lead to additional sanctions.
3. **Restoration:** Restoration (e.g., apology, community service, etc.): may be assigned to a chapter whose actions have had a negative impact on an individual and/or the community.

Article IV – Social Function Management Policy

Section 1: Liability

A. Expectations

1. The Interfraternity Council is committed to fostering a community which engages in safe alcohol consumption practices by encouraging responsible, healthy and safe uses of alcohol for those of legal drinking age; and actively discourages unlawful, irresponsible, and abusive alcohol use. The policies set forth through this document provide guidelines for each member to conform to the fraternal values of their organization and the values of West Virginia University. In addition to the requirements outlined through federal, state, and local laws, University Policy, and fraternity inter/national policies the IFC Social Event Management Policy provides requirements each organization must adhere to.

B. Liability

1. The IFC accepts no liability for incidents involving its' individual chapters and their members when any federal, state, or local laws and/or any University or fraternity inter/national policy is being violated including underage individuals consuming alcohol.

Section 2: Social Functions

A. Sponsorship

1. The following items may constitute sponsorship of an event:
 - a. An organization is listed on the event registration form.
 - b. An organization contributes funds or resources to an event.
 - c. An organization agrees, by executive decision, to participate in or attend an event.
 - d. A member or members of the chapter host(s) an event for guests where alcohol is provided.

B. Classifications

1. The different classifications of a Social Function shall be:
 - a. Social Event
 - b. Multi-Chapter Event (4-Way or 6-Way Event)
 - c. Invitation Party Event
 - d. Alumni and/or Parent Event
 - e. Dated Event
 - b. Brotherhood Events
 - g. Outdoor Event

h. Unspecified Event

C. Registration

1. All **Social Functions** must be registered with the Interfraternity Council.
2. Registration Deadline:
 - a. All **Social Functions**, with the exception of **Outdoor Events** and **Unspecified Events**, must be registered by 9:00 pm the Tuesday prior to the event using the method designated by the Executive Board.
 - b. **Outdoor Events** must be registered the Tuesday prior to the scheduled date of the event.
 - c. **Unspecified Events** are subject to the approval of the Executive Board, which reserves the right to deny an event proposal if they do not have ample time to evaluate it.
 - d. Failure to complete the registration process by this deadline will result in the event being considered unregistered.
3. Social Function Registration Limitations
 1. Social Functions may only be registered to occur Wednesday, Thursday, Friday, and Saturday with the exception of Week-Long Events and any exceptions established in the IFC By-laws
 2. Social Function registration by social function type shall be mutually exclusive. Hosting more than one (1) type of social function per registration shall be strictly prohibited.
 3. Only one (1) Social Function may be registered to occur per calendar day (24-hour period).
 4. Social Functions may not be registered with any other student organizations that are prohibited, by their governing council, from participating in Social Functions.

D. Voided Social Functions

1. Any Social Function that violates the Registration Limitations stated in this document will be considered void.
2. It is the responsibility of the Vice President of Judicial Affairs to inform the host chapter of voided registrations if he is capable of doing so.

E. Informational Signs

1. Signs with the following information must be posted near the alcohol distribution site at all social functions:
 - a. Non-Alcoholic Beverages Available
 - b. Last call 30 minutes before the end of the event
 - c. Location of Restrooms
2. Signs with the following information must be posted near the exit at all social functions:
 - a. Taxi Phone Numbers
 - b. Location of Restrooms

F. Crowd Control and Management

1. Chapters are responsible for ensuring the free movement of guests throughout all social functions.
2. If a function is crowded to the point that movement is impaired throughout the event a violation may be pursued in accordance with IFC Conduct Process.
3. The chapter may also be asked to remove guests from an overcrowded function.

Section 3: Alcohol Policy

The following alcohol policy must be followed for all **Social Functions**, regardless of classification.

A. Distribution

1. Alcohol may be present for a period of no more than four (4) hours.
2. Alcohol shall be distributed from a single location by members of the host chapter only.
3. Alcohol may only be distributed to guests by alcohol-free members of the host chapter or a third party vendor who are eighteen (18) years of age or older.
4. Alcohol must be inaccessible to guests except through distribution by an alcohol-free member of the host chapter or a third party vendor. Alcohol will not be distributed from individual fraternity member's rooms.
5. Alcohol distribution must cease thirty (30) minutes prior to the scheduled end of the function.
6. Guests may not remove alcohol from any **Social Function**.
7. Kegs, party balls or the use of "beer bongs" and/or any other devices that permit mass consumption of alcohol shall be prohibited at all times in chapter houses.
8. Individually distributed glass containers are prohibited without prior written consent from the IFC Vice President of Judicial Affairs.

B. Alternative Food and Beverages

1. Individually wrapped snack foods and individually canned or plastic bottled non-alcoholic beverages must be readily available at all functions where alcohol is present.
2. Alternative foods and beverages must be visible from the alcohol distribution point.

C. Liquor Policy

1. Chapters shall abide by the following liquor (hard alcohol) policies during all **Social Functions**:
 - a. Liquor may not be present at Invitation Party Events
 - b. Liquor over 90 proof shall be strictly prohibited.
 - c. Liquor may not be served straight or in shot form at any time, including mixed shots.

Section 4: Policies Governing Specific Social Functions – SOCIAL EVENTS

A. Time Limitations

1. A Social Event must end by 2:00 am.
- B. Social Event Entrance Management
1. A single entrance must be used for all persons entering the Social Event.
 2. The single entrance must be staffed with a minimum of one (1) alcohol-free member(s) of the host chapter for the duration of the event.
- C. Exit Management
1. A single exit must be used for all persons exiting the Social Event.
 2. The single exit must be staffed with a minimum of two (2) alcohol-free member(s) of the host chapter for the duration of the event.
- D. Checking Identification for of age alcohol distribution
1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
 2. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.
- E. Bar Area Management
1. The alcohol distribution point must be staffed with a minimum of two (2) alcohol-free members from the host chapter for the duration of the event.
 2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.
 3. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

Section 5: Policies Governing Specific Social Functions – MULTI-CHAPTER EVENTS

- A. Time Limitations
1. A **Multi-Chapter Event** must end by 2:00 am.
- B. Entrance Management
1. A single entrance must be used for all persons entering the event.
 2. The entrance must be staffed with a minimum of two (2) alcohol-free member(s) of the host chapter for the duration of the event.
 3. The hosting chapter must pick-up the assigned wristbands that will be placed in the chapter's mailbox in the IFC Office located in the Mountainlair Student Center by 5:00 pm on the date of the scheduled event.
- C. Exit Management

1. A single exit must be used for all persons exiting the event.
2. The single exit must be staffed with a minimum of two (2) alcohol-free member(s) of the host chapter for the duration of the event.

D. Checking Identification for of age alcohol distribution

1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
4. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.

E. Bar Area Management

1. The alcohol distribution point must be staffed with a minimum of two (2) alcohol-free members from the host chapter for the duration of the event.
2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.
5. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

F. Additional Restrictions

1. No other **Social Functions** may be scheduled before or after a **Multi-Chapter Event**.
2. Liquor (hard alcohol) may be served from 9:00 pm to 1:00 am. Liquor may not be served in shot form, even if mixed with non-alcoholic beverages, and must not exceed 90-proof.
3. Organizations that have been **SUSPENDED** or organizations **NOT RECOGNIZED** by the Office of Student Engagement and Leadership and/or the Office of Greek Life may not be present at a Social Function. Violation of this policy will result in immediate Social Probation imposed on all recognized student organizations present pending a thorough investigation and adjudication of judicial charges.
4. Registration should be completed by only the host organization; the other organizations will also be named in the host's registration.
5. If any liquor related violations occur during a **Multi-Chapter Event**, all organizations present will receive the appropriate sanctions. It is the responsibility of all organizations present to ensure that the Social Event Management Policies are being observed.
6. A **Multi-Chapter Event** may only be hosted on Thursday, Friday, and Saturday.

Section 6: Policies Governing Specific Social Functions – INVITATION PARTY EVENTS

A. Time Limitations

1. **Invitation Party Events** may not begin before 9:00 pm and must end by 2:00 am.

B. Entrance Management

1. A single entrance shall be used for all persons entering an **Invitation Party Event**.
2. The entrance must be staffed with a minimum of three (3) alcohol-free members of the host chapter for the duration of the **Invitation Party Event**.
3. The hosting chapter must pick-up the assigned wristbands that will be placed in the chapter's mailbox in IFC Office located in the Mountainlair Student Center by 5:00 pm on the date of the scheduled event.

C. Exit Management

1. A single exit shall be used for all persons exiting the **Invitation Party Event**.
2. The single exit must be staffed with a minimum of two (2) alcohol-free member(s) of the host chapter for the duration of the event.

D. Checking Identification for of age alcohol distribution

1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
6. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.

E. Bar Area Management

1. The alcohol distribution point must be staffed with a minimum of two (2) alcohol-free members from the host chapter for the duration of the event.
2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.
7. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

F. Additional Management

1. The hosting chapter must provide a minimum of two (2) additional alcohol-free member(s) to staff other areas in which they will be the capable of monitoring the event.

G. Guest List

1. A pre-determined invitation list must be present and in use at the entrance to all **Invitation Party Events**.
2. A pre-determined invitation list must be submitted electronically to the IFC Vice President for Judicial Affairs within 24 hours of the scheduled **Invitation Party Event**.
3. The host organization may not invite more people than wristbands issued by the IFC for the event.
4. Additional guests may not be added to the predetermined invitation list at the door.

Section 7: Policies Governing Specific Social Functions – ALUMNI AND/OR PARENT EVENTS

A. Time Limitations

1. **Alumni and/or Parent Events** must end by 2:00 am.
 2. Alcohol may not be served for a period of greater than four (4) hours at an **Alumni and/or Parent Event**.
 3. **Alumni and/or Parent Events** may be hosted for a period of no greater than four (4) hours
- B. Event Management
1. The host chapter must provide a minimum of three (3) alcohol-free members to oversee the event. This includes enforcing appropriate risk management policy and all IFC by-laws throughout the duration of the event.
- C. Checking Identification for of age alcohol distribution
1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
 8. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.
- D. Bar Area Management
1. The alcohol distribution point must be staffed with a minimum of two (2) alcohol-free members from the host chapter for the duration of the event.
 2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.
 3. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

Section 8: Policies Governing Specific Social Functions – DATED EVENTS

- A. Event Management
1. The hosting chapter must provide a minimum of three (3) alcohol-free members to oversee the event. This includes enforcing appropriate risk management policy and all IFC bylaws throughout the duration of the event.
- B. Time Limitations
1. A **Dated Event** must end by 2:00 am.
 2. Alcohol may not be served for a period of more than four (4) hours if the **Dated Event** is scheduled for more than four (4) hours in length.
- C. Checking Identification of age for alcohol distribution
1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
 2. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.
- D. Bar Area Management

1. The alcohol distribution point must be staffed with a minimum of two (2) alcohol-free members from the host chapter for the duration of the event.
2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.
3. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

Section 9: Policies Governing Specific Social Functions – BROTHERHOOD EVENTS

A. Function Management

1. The hosting chapter must provide a minimum of three (3) alcohol-free members to oversee the event. This includes enforcing appropriate risk management policy and all IFC bylaws throughout the duration of the event.

B. Time Limitations

1. **Brotherhood Events** may be scheduled for a period of no more than four (4) hours and must end no later than 2:00 am.
2. Alcohol may not be served for a period of greater than four (4) hours.

C. Checking Identification for of age alcohol distribution

1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
2. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.

D. Bar Area Management

1. The alcohol distribution point must be staffed with a minimum of two (2) alcohol-free members from the host chapter for the duration of the event.
2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.
3. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

Section 10: Policies Governing Specific Social Functions – OUTDOOR EVENTS

A. Time Limitations

1. An **Outdoor Day Event** must conclude by 9:00 PM. The event may not last longer than four (4) hours, and alcohol must stop being served thirty (30) minutes prior to the end of the event.

B. Guidelines for Approval

1. The host chapter must have accumulated less than a total of five (5) points on the scheduled date of the event.

2. The host chapter must be in good standing with the IFC, and this standing is at the complete discretion of the IFC Executive Board.
3. The host chapter must have successfully earned the Chapter in Good Standing designation at the last Chapter Accreditation evaluation.
4. The host chapter must submit a comprehensive Risk Management Plan to the Vice President of Judicial Affairs one (1) week prior to the scheduled date of the event. The Risk Management Plan must include a map of the property illustrating the point of alcohol distribution, music and stages, entrance, and exit, as well as a detailed plan to avoid and manage risks that may arise at the event. The IFC will provide a template for this plan if the host chapter requests it.
5. The host chapter must submit a letter of approval from the chapter's Alumni Board President with the Risk Management Plan to the Vice President for Risk Management one (1) weeks prior to the scheduled date of the event.
6. The host chapter must meet with the Associate Dean of Students and Director of Greek Life five (5) days prior to the schedule date of the event. The host chapter and invited guest organizations must meet with the Vice President of Judicial Affairs a minimum of five (5) days prior to the scheduled date of the event.

C. Entrance Management

1. A single entrance shall be used for all persons entering the **Outdoor Day Event**.
2. The entrance of the **Outdoor Day Event** must be staffed with a minimum of three (3) alcohol-free members of the host chapter and one (1) alcohol-free member from each IFC organization present for the duration of the event.
3. The entrance to the **Outdoor Day Event** must be closed four (4) hours after the event has started. No other guests are admitted once the entrance has been closed.

D. Exit Management

1. A single exit shall be used for all persons exiting the **Outdoor Day Event**.
2. The exit must be staffed with a minimum of two (2) alcohol-free members of the host chapter for the duration of the event and a third alcohol-free member of the host chapter must staff the exit during the closing of the event or at times with high exit flow of guests.

E. Checking Identification for of age alcohol distribution

1. The host chapter is expected to establish an identification station and issue a wristband to an individual who is 21 years of age and provides a valid state or federal issued identification card.
2. The IFC will provide wristbands for the host chapter to use for the purposes of identifying individuals who are a minimum of 21 years of age.

F. Bar Area Management

1. The alcohol distribution point must be staffed with a minimum of three (3) alcohol-free members of the host chapter for the duration of the **Outdoor Day Event**.
2. Alcohol may only be served to individuals who are a minimum of 21 years of age and wearing a wristband issued by the host chapter.

3. Individuals 21 years of age or older may only be provided one standard 12 oz. beer, one mixed alcoholic beverage with 1 oz. serving of liquor, or one standard 5 oz. glass of wine at a time.

G. Additional Management

1. The hosting chapter must provide a minimum of four (4) additional alcohol-free members to staff other areas of the **Outdoor Day Event**. The areas staffed by these additional four members will vary depending upon the host chapter's risk management plan for the Outdoor Day Event. The four members must enforce appropriate risk management policy as defined in the chapter's risk management plan for the event as well as all IFC By-Laws.

H. Pre-Determined Guest Policy

1. All individuals present at the event must wear a uniformed wristband in order to gain entrance to the event. Wristbands for the event will be provided by the Vice President of Judicial Affairs and given to the host chapter on the day of the event.

I. Liquor Policy

1. Liquor (hard alcohol) may **not** be present at any time at an **Outdoor Day Event**.

Section 11: Policies Governing Specific Social Functions – UNSPECIFIED EVENTS

A. Event Approval

1. All Unspecified Events are subject to approval by the Executive Board.
2. The Executive Board reserves the right to establish any conditions for the approval of an Unspecified Event.

Article V: Social Function Monitoring Program

Section 1: Social Function Monitoring Policies and Procedures

A. Social Function Monitor Program Staff

1. The Social Function Monitoring Program shall be comprised of professionally trained security staff members from a bonded and insured security company in the Morgantown area licensed to provide services. Staff shall be referred to in this document as a Social Function Monitor (SFM).

B. Responsibilities

1. The Social Function Monitoring Program shall be responsible for monitoring all Social Functions hosted by recognized IFC chapters to ensure Events are held in accordance with the IFC Social Function Management Policy. IFC officers are also permitted to monitor parties, if necessary.

C. Training

1. Social Function Monitors shall be required to complete all necessary training seminars and will submit to periodic training certification examinations.
2. The Vice President of Judicial Affairs shall be responsible for providing training and information pertaining to IFC policies and guidelines to Social Function Monitors.

D. Event Monitoring

1. Social Function Monitors shall be allowed to visit all Social Functions to inspect the event. The time of Social Function inspections shall be random.
2. Social Function Monitors shall also be responsible for randomly monitoring fraternity chapter houses where Social Functions are not registered each evening.

E. Social Function Monitor Authority

1. Chapters must permit the Social Function Monitors to have full access to all common areas of the property at any time during their visit.
 - a. Any attempt by a member or guest to delay a Social Function Monitor will be considered a violation.
 - b. Any action that can be interpreted as harassment of a Social Function Monitor will be considered a violation.

F. Social Function Monitor Procedure

1. The Social Function Monitor(s) will approach the entrance and identify themselves as Social Function Monitors.
2. The SFM(s) will request a chapter member to escort them throughout the Social Function or chapter house.
3. The SFM(s) will request to be taken to the location of each alcohol-free member(s) who are responsible for working the Social Function.
4. The SFM(s) will look for any violations while being escorted through the event.
5. The SFM(s) will ask for photo identification from each of the alcohol-free members assigned to work at the Social Function.
6. If an alcohol-free member appears to have consumed alcohol s/he will be asked to take a breathalyzer test.
 - a. If it is determined that any of the alcohol-free monitors have consumed alcohol or any alcohol-free monitor refuses to take a breathalyzer test, this will be considered a violation.
7. The SFM(s) will inspect the alcohol distribution site of the Social Function.
8. The SFM(s) will inspect the entrance and exit areas of the Social Function.

G. Unregistered Social Functions

1. Social Function Monitor(s) reserve the right to request entrance to any chapter where they believe an Unregistered Social Function may be occurring.
2. If an Unregistered Social Function is occurring the SFM(s) will request the immediate closure of the Social Function and the Vice President of Judicial Affairs will be contacted immediately and reported using an SFM Report Form.
3. If the chapter does not permit the Social Function Monitor(s) access to the property including all common areas, this will be considered a violation.

- a. If the chapter has not registered a Social Function on the date of the visit, the chapter will also be charged with hosting an Unregistered Social Function and the Vice President for Risk Relations will be contacted and reported using an SFM Report Form.

H. Closure Authority

1. Social Function Monitor(s) do not have the authority to sanction a chapter with a violation, but has authority to request the closure an Social Function if the Social Function Monitor(s) believes that there is an immediate danger to any member or guest.
2. The following may also result in a request for the closure of an event:
 - a. Unregistered Social Function;
 - b. Presence of kegs, party balls, or mass consumption equipment;
 - c. Irresponsible use of alcohol;
 - d. Covered smoke detectors or other fire hazards;
 - e. Blocked exits;
 - f. Failure to correct violations identified by Social Function Monitor(s) previously during that event;
 - g. If the host chapter is found to be distributing alcohol from individual member rooms.

I. Procedure for Closure:

1. The Social Function Monitor(s) will ask for the Chapter President or, if the Chapter President is unavailable, another chapter representative.
2. The Social Function Monitor(s) will identify him or herself, identify any violations, and request that the chapter close the Social Function.
3. The Social Function Monitor(s) shall contact the Vice President of Judicial Affairs and document the request using a SFM Report Form.
4. If the chapter agrees to close the Social Function, the Social Function Monitor(s) will remain to ensure that all alcohol is removed from the common areas of the chapter house, that all guests have dispersed from the common areas of the property, and that any loud music is off in the common areas of the property.
5. If the chapter refuses to close the Social Function, the SFM should contact the Vice President of Judicial Affairs and document the incident using a SFM Report Form.

Article VI – The Conduct Process

Section 1: Roles in the Conduct Review Process

- A. **Fraternity Conference Board:** The Interfraternity Council's Vice President of Judicial Affairs and the IFC Advisor will serve as the Fraternity Conference Board whose responsibility will be to conduct initial Conference Reviews of all violations of IFC Conduct Policy.
- B. **Conduct Review Board:** The Conduct Review Board shall consist of five (5) fraternity members who will be randomly selected from a group of 25 trained Board members who will serve as a neutral party to adjudicate a formal Conduct Review.
- C. **Chairman of the Conduct Review Board:** The President of the Interfraternity Council's Executive Board shall act as the Chairman of the Conduct Review Board.

1. If the President cannot serve as the Chairman in a given case, the Vice President of Finance or the Vice President of Recruitment of the Interfraternity Council shall serve as the Chairman of the Conduct Review Board.

- C. **Vice President of Judicial Affairs:** During a formal Conduct Review, the Vice Presidents of Judicial Affairs shall be responsible for presenting the information related to the case and the allegations for which the Chapter is being reviewed.

Section 2: Responsibilities and Authority of the Fraternity Conference Board

The purpose of the **Fraternity Conference Board (FCB)** shall be to review chapter conduct violations and allegations in order to start the conduct process. The FCB shall have the responsibility and authority to adjudicate cases involving violations of inter/national headquarters, Interfraternity Council, University policy, or any Federal, State, or local laws. The FCB has the authority to sanction an entire Chapter for violation(s) committed by individual member(s).

- A. A complaint is a report received by the Interfraternity Council from various sources that include the University or local Police, residence life staff, Office of Student Conduct, Office of Greek Life, other fraternities or sororities, students, or any community member.
- B. A complaint is a report where the actions and/or behaviors of a member(s) of a fraternity could reflect negatively on the organization and/or the fraternity and sorority community.
- C. The FCB will also make a referral to the Office of Student Conduct to for any allegations of individual violations of the Code of Conduct.

Section 3: Responsibilities and Authority of the Conduct Review Board

The **Conduct Review Board (CRB)** shall have the responsibility and authority to adjudicate cases involving violations of inter/national headquarters, Interfraternity Council, University policy, or any Federal, State, or local laws. The CRB has the authority to sanction an entire Chapter for violation(s) committed by individual member(s).

- A. A complaint is a report received by the Interfraternity Council from various sources that include the University or local Police, residence life staff, Office of Student Conduct, other fraternities or sororities, students, or any community member.
- B. The CRB may also make a referral to the Office of Student Conduct to adjudicate any allegations of individual violations within the jurisdiction of the Code of Conduct.

Section 4: Duties of the Conduct Review Board

- A. The Chairman of the Conduct Review Board shall:
 1. Organize and oversee the CRB selections process at the beginning of each semester.
 2. Schedule and supervise all CRB sessions.
 3. Ensure that all procedures outlined in this document are followed.
 4. Advise and inform the CRB of precedents set in similar cases.
 5. Advise and inform the CRB of the level of fraternity cooperation during the investigation process.
 6. Inform all involved parties, in writing, of the CRB's decision.

7. Keep all procedural matters related to CRB process confidential.
- B. The Vice President of Judicial Affairs shall:
1. Handle all investigative activities assisted by the Interfraternity Council Advisor.
 2. Collect all relevant information and present it to the CRB.
 3. Keep all matters and information related to CRB process confidential.
- C. The Members of the Conduct Review Board shall:
1. Collectively act as a neutral party during CRB process.
 2. Not receive, discuss, or be familiar with any information relating to the cases they will hear prior to the review.
 3. Keep all matters related to CRB process confidential.

Section 5: Conduct Review Board Member Selection Procedure

- A. The CRB Selection Committee shall exist to review all applications for the Conduct Review Board.
- B. To be eligible, CRB applicants must meet the following requirements:
1. Be a member in good standing with the University and with his respective Fraternity.
 2. Hold a cumulative grade point average (GPA) of at least 2.75.
- C. No more than two (2) members per Chapter may sit on the Conduct Review Board.
- D. The CRB Selection Committee shall consist of the President and two other Executive Board members approved by the Vice President of Judicial Affairs.
1. The President shall organize and lead the CRB Selection Procedure.
 2. The Vice President for Judicial Affairs may not participate in the CRB Selection Committee.
- E. All candidates must follow the application procedures specified by the CRB Selection Committee.
- F. Once all of the CRB Members have been selected, the President shall inform all candidates and the IFC Executive Board of the CRB Selection Committee's decision.

Section 6: Conduct Review Board Member Term

- A. The length of each CRB member shall be one calendar year.

Section 7: Dismissal of Conduct Review Board Members

The IFC Executive Board reserves the right to dismiss any CRB Member by a majority vote.

Section 8: Sanctioning Authority

The President, the Vice President of Judicial Affairs, and/or the Associate Dean of Students and Director of Greek Life, and the IFC Advisor shall have the authority to place a Chapter under investigation on Interim Suspension,

Probation, or Social Probation and to define the terms of that status in order to preserve the integrity of any investigation on behalf of the Conduct Review Board, inter/national headquarters, University, or government authority; to prevent further related offenses; and/or to protect the welfare of the fraternity and sorority community and West Virginia University community.

The CRB shall have the authority to use one or more of the following disciplinary actions after the Conduct Review has been completed within the limitations of the Uniform Sanctions Code.

A. Probation

1. A Chapter may be placed on Probation and prevented from conducting any events or activities for a specified and continuous period of time.
2. The Probation period may not extend past the initial Fraternity Conference or CRB date unless the result from the CRB requires extending the Probation period.
3. The IFC President and the Vice President of Judicial Affairs may alter the terms of Probation at any point during an investigation. The Chapter's President must be immediately notified of any such changes.
4. The IFC President and Vice President of Judicial Affairs may administer additional sanctions without consultation of the CRB if the terms of Probation are violated.

B. Conduct Board Censure

1. A Chapter is reprimanded and corrective action is suggested and required.
2. No fine or loss of privilege is imposed as part of a censure.

C. Monetary Fine

1. A Chapter is assessed a monetary fine in accordance with the Uniform Sanctions Code.
2. All fines must fall within the minimum and maximum ranges specified in the Uniform Sanctions Code.

D. Social Suspension

1. A Chapter shall be prohibited from hosting or sponsoring any Social Functions for a specified and continuous period of time.
2. During the term of Social Suspension, no more than twenty-five (25%) percent of the Chapter's membership may attend a Social Function at another location.
3. Violation of the terms of Social Suspension may result in additional disciplinary actions.

E. Recruitment and/or New Member Education Program Suspension

1. A Chapter shall be prohibited from conducting any recruitment or new member education events or activities for a specified and continuous period of time.
2. The new members of the Chapter shall be prohibited from hosting or participating in any event associated or hosted by any of the governing councils as representatives of the Chapter.
3. Violation of the terms of Recruitment and/or New Member Education Suspension may result in additional disciplinary actions.

F. Full Chapter Suspension

1. A Chapter being placed on Full Chapter Suspension is placed on a cease-and-desist status which means the Chapter is:
 - a. Prohibited from voting in IFC meetings.
 - b. Prohibited from hosting or participating in any event associated or hosted by any of the governing councils as representatives of the Chapter.
 - c. Prohibited from participating in intramural sports on behalf of the Chapter.
 - d. Prohibited from all organized Chapter activities, including, but not limited to, hosting Chapter meetings, philanthropy projects, and/or community service programs.
 - e. No longer considered a recognized student organization.
2. The Conduct Board reserves the right to add additional stipulations to a Full Chapter Suspension at any time.
3. Violation of the terms of Full Chapter Suspension may result in additional disciplinary actions.

G. Rehabilitative Exercises

1. Rehabilitative exercises are assessed to a Chapter in accordance with the Uniform Sanctions Code.
2. The President shall designate an IFC Executive Board member to design the rehabilitation program, in conjunction with the Associate Dean of Students and Director of Greek Life and the IFC Advisor, and work with the Chapter to correct any problematic practices and issues.

H. Loss of Recognition

1. A Chapter is no longer recognized as a member of West Virginia University Interfraternity Council and will forfeit all rights or privileges afforded to IFC Chapters and/or as a Student Organization at the University.
2. A Chapter will be referred to West Virginia University's Office of Greek Life for review of its status as a recognized student organization at the University.

Section 9: Chapter Conduct Review Board Rights

- A. A Chapter that is subject to review by the CRB shall be afforded with the following procedural rights:
 1. A written notification that was prepared prior to the Chapter's meeting with the **Chapter Conference Board** that provided details of the alleged violations and the details that results in the complaint being filed.
 2. To receive an electronic, five (5) business day, notification of the date, time, and location of the Chapter's scheduled CRB meeting.
 3. To be evaluated only on information relevant to the charge(s) presented at the CRB meeting.
 4. To be accompanied by its University or Chapter Advisor(s) and/or alumni during the process; however, the advisors and/or alumni may not represent the chapter at the CRB meeting.
 5. To be permitted to present information and witnesses relevant to the alleged violation(s), and question witnesses during the CRB meeting.

6. To decline to appear at the review with the understanding that the decisions reached by the original **Chapter Conference Board** will be immediately applied.
 7. To be given electronic notification of the decision of the CRB within three (3) business days of the review.
 8. To request a delay of the CRB review by:
 - a. Submitting an electronic request to the President twenty-four hours prior to the scheduled date and time of the CRB meeting.
 - b. The President may grant or deny the Chapter's request.
 - c. The Chapter may only request to delay the CRB meeting one time for any single scheduled review.
 - d. To challenge the participation of any CRB member prior to the scheduled review. If a challenge is approved, the Chapter's review will be rescheduled.
 - e. To request, by submitting an electronic letter to the President, within three (3) business days of the date of the sanction letter, an appeal.
- B. A record of the offense and the sanction imposed against the Fraternity will remain on file in the Office of Greek Life and with the Vice President for Standards of the IFC.
- C. The IFC Chapter Presidents will be advised of the results of all CRB reviews.

Section 10: Fraternity Conference Board (FCB) and Conduct Review Board (CRB) Procedures

- A. The following may refer complaints to the IFC Conduct process:
1. The Associate Dean of Students and Director of Greek Life may refer any report of University or Interfraternity Council Policy violation(s) for review to the IFC Vice President of Judicial Affairs.
 2. IFC Executive Officers will refer reports of Social Event Management Policy violation(s) to the Vice President of Judicial Affairs.
 3. The Vice President of Membership Development may refer reports of Membership Policy violation(s) for review to the Vice President of Judicial Affairs.
 4. Any member of the University community may allege that a Chapter has violated an Inter/National, IFC, or University Policy, or any State, Federal or local law.
- B. Regular Preliminary Procedure
1. The Vice President of Judicial Affairs and the Associate Dean of Students and Director of Greek and the IFC Advisor will be responsible for investigating all complaints.
 2. The Vice President of Judicial Affairs shall notify the following individuals, via electronic notification, of the complaints to be brought before the Fraternity Conference Board and/or the Conduct Review Board:
 - a. Chapter President;
 - b. IFC President;
 - c. Associate Dean of Students and Director of Greek Life;
 - d. If the case involves an allegation of a major violation, the following parties will also be notified:
 - 1) Alumni Corporation President or Person-In-Charge;

- 2) Alumni and/or University Advisor(s);
 - 3) Fraternity Inter/National Headquarters.
3. The President will assign the Conduct Review Board members and notify them of the date, time, and location of the review.

C. Procedures of the Fraternity Conference Board.

1. The Fraternity Conference Board shall:
 - a. Review all complaints of alleged violations of IFC policies.
 - b. Schedule a meeting with the Chapter representative(s) to review the alleged violation(s). The Chapter representative(s) must be any member(s) of the organization who have the authority to represent and make decisions on behalf of the organization.
 - c. The meeting may be scheduled within three (3) days of the date of the alleged violation(s).
 - d. Once all parties are assembled, the Vice President of Judicial Affairs will summarize the details of the alleged violation(s).
 - e. The Vice President of Judicial Affairs will outline the recommended sanctions) if the Chapter accepts responsibility for the alleged violation(s).
 - f. The Chapter's representative(s) will be given an opportunity to respond by selecting one of the following options within twenty-four (24) hours:
 1. To accept the charges and sanction(s) as assigned. If the Chapter's representative(s) accepts this option, the sanction(s) will go into effect immediately, unless otherwise indicated.
 2. To contest the charge(s) and request a Review by the IFC Conduct Review Board. If the Chapter representative(s) accepts this option, the case will be referred to the Chair of the Conduct Review Board.
 3. To accept the charge(s), but request a Sanction Review by the IFC Executive Board. If the Chapter representative(s) accept this option, the Sanction will be reviewed by the IFC Executive Board. The decision of the IFC Executive Board will be final and there will be no further review or appeal.
 - g. If the Chapter's representative(s) do not respond by accepting one of the options listed above within twenty-four (24) hours, the charge(s) and the sanction(s) will be assigned without further notice or option to appeal.

D. Procedures of the Conduct Review Board (CRB)

1. The following protocol shall be maintained at all Conduct Review Board:
 - a. The Chairman of the Conduct Review Board shall read the complaint forwarded by the Fraternity Conference Board that outlines the alleged violations.
 - b. The Chapter's identity shall not be named at any point during the Conduct Review Board review.
 - c. The Vice President of Judicial Affairs shall make an opening statement and present any information related to complaint.

- d. The Chapter's representative(s) shall make an opening statement and respond to the information provided by the Vice President of Judicial Affairs.
- e. The Vice President of Judicial Affairs will introduce and question any IFC witnesses related to the complaint.
- f. The Chapter's representative(s) will be given an opportunity to question any IFC witness introduced by the Vice President of Judicial Affairs.
- g. The Chapter's representative(s) will introduce and question any IFC witnesses related to the complaint.
- h. The Vice President of Judicial Affairs will be given an opportunity to question any witness introduced by the Chapter's representative(s).
- i. The Conduct Review Board members will be given an opportunity to question the Vice President of Judicial Affairs, the Chapter's representative(s), and the witnesses related to the complaint.
- j. Both the Vice President of Judicial Affairs and the Chapter's representative(s) shall have the opportunity to make final comments or statements to the Conduct Review Board.
- k. The Vice President of Judicial Affairs and the Chapter's representative(s) and all witness will be excused and required to leave the room.
- l. Prior to leaving, both parties shall leave all material evidence with the Conduct Review Board.
- m. The Conduct Review Board shall deliberate the facts of the case.
- n. The Conduct Review Board shall determine, by a simple majority vote, if the Chapter is Responsible or Not Responsible for the violation(s) named in the complaint using a preponderance of evidence standard.
- o. If the Chapter is determined to be Not Responsible, the complaint is resolved and the Chapter shall be notified of the outcome of the review within three (3) business days.
- p. If the Chapter is determined to be Responsible, the Chairman of the Conduct Review Board will then present the Conduct Review Board with the appropriate Uniform Sanctions Code to assign a Sanction(s).
- q. If the Chapter has determined to be Responsible for violating an inter/national, IFC, University Policy or any applicable State, Federal or local law that is not explicitly described in the Uniform Sanctions Code, it will be the responsibility of the IFC Executive Board to determine an appropriate sanction.
- r. In determining the sanctions, the Chairman of the Conduct Review Board will:
 - a. Present information related to sanctions imposed in past or similar cases.
 - b. Inform the Conduct Review Board of all infractions for which the Chapter has been determined to be Responsible during the last twelve (12) months.
 - c. Discuss the possible sanctions to impose on the Chapter.
 - d. Conduct a vote to determine a sanction in accordance to the Uniform Sanctions Code.
- s. When the review is concluded, the IFC President who also serves as the Chairman of the CRB will notify the Chapter involved via electronic notification of the Conduct Review Board's decision. This

notice will be delivered within three (3) business days and will include all sanction(s) imposed and information regarding the appeal procedure.

t. The following individuals will be notified of the Conduct Review Board review results:

1. Chapter President;
2. All Members of the IFC Executive Board;
3. Associate Dean of Students and Director of Greek Life;
4. IFC Advisor;
5. Alumni Corporation President or Person-In-Charge;
6. Fraternity Inter/National Headquarters.

E. IFC Executive Board Review Authority

1. The IFC Executive Board has the authority to veto and review a Conduct Review Board case with a unanimous vote. Executive Board members who are members of the Chapter named in the complaint may not vote.

F. Conduct Review Board Appeals Process

1. A Chapter has the right to appeal the decision of the Conduct Review Board using the following process:
 - a. A letter or appeal should be submitted electronically to the President within three (3) business days of the date of notification of sanction(s).
 - b. The appeal may be requested only under the following conditions:
 1. Procedural error of the procedures outlined in this document that impacted the outcome of the hearing.
 2. Newly discovered, and relevant information that was not known or available at the time of the Conduct Review Board meeting that had the potential to impact the outcome of the hearing.
 3. The sanction(s) imposed was outside the IFC's sanction range for such violations and/or not justified by the nature of the offense.
3. The President and the Associate Dean of Students and Director of Greek Life is the gatekeeper to determine if one or more of the above conditions are met for an appeal.
4. If the appeal is granted based on Incongruity or Severity of Sanctions, the appeal will be referred directly to the IFC Executive Board for review.
5. If the appeal is granted for either Procedural Error or Newly Discovered Evidence, the case will be referred to a new Conduct Review Board comprised of new Conduct Review Board members.
6. The same procedure will occur during the Chapter's Conduct Review Board appeal review.
7. A Chapter has the right to have their appeal reviewed by the IFC Executive Board instead of a new Conduct Review Board review.
8. All sanctions imposed by the Conduct Review Board are suspended until the completion of the appeals process, unless interim actions had already been put into place.

G. Special Procedures for Allegations of Recruitment and/or Membership Policy Violations

1. Upon receipt of a Recruitment and/or Membership Policy violation(s) report, the Vice President of Judicial Affairs shall issue written notice of New Member Education Suspension to the following parties:

- a. Chapter President;
 - b. IFC President, the Vice President of Recruitment, and the Vice President of Judicial Affairs;
 - c. IFC Advisor;
 - d. Associate Dean of Students and Director of Greek Life;
 - e. Alumni Corporation President or Person-In-Charge;
 - f. Alumni and/or University Advisor;
 - g. Fraternity Inter/National Headquarters.
2. The Vice President of Judicial Affairs and the IFC Advisor shall conduct an investigation of the Recruitment and/or Membership Policy violation jointly with inter/national headquarters and, if available, Alumni Advisors.
 3. Upon completion of the investigation, the Vice President of Judicial Affairs and the IFC Advisor shall:
 - a. If the investigation determines that the Chapter is Not Responsible for the alleged Recruitment and/or Membership Policy violation(s), an electronic notice of the New Member Education Program Re-Instatement will be issued.
 - b. If the investigation determines that the Chapter is Responsible for the alleged Recruitment and/or Membership Policy violation(s), an appointed Conduct Review Board will determine the sanction(s) based on the Uniform Sanctions Code.

G. Special Procedures for Revocation of Chapter Recognition after the Conduct Review Process

1. All cases in which Loss of Recognition is a possible sanction in accordance with the Uniform Sanctions Code will be first reviewed by the IFC Executive Board.
 - a. If any member of the IFC Executive Board is also a member of the Chapter in named in the complaint, he shall not participate in the discussion.
 - b. If the IFC Executive Board votes to revoke a Chapter's recognition, the review process will conclude and the Chapter's recognition will be withdrawn.
 - c. If the IFC Executive Board determines that the Chapter's recognition should not be withdrawn, the case will be forwarded to the Conduct Review Board for review and Loss of Recognition will no longer be a possible sanction.
2. The IFC Executive Board retains the right to bypass all conduct processes and revoke recognition of any Chapter at any time with a unanimous vote by the Board.
 - a. If any member of the Executive Board is also a member of the Chapter in question, he shall not be permitted to be involved in the preliminary discussion or vote regarding revocation of the Chapter's recognition.

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| Article VII – Uniform Sanctions Code |
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Section 1: Chapter Conduct Violations

1. The Fraternity Conference Board (FCB) and the Conduct Review Board (CRB) has the authority to sanction a Chapter within the termed Minimum Sanction and Maximum Sanction columns. Inclusivity is applicable to the extremes of any Conduct Violation.
2. Chapters may be held accountable for violations not listed in the Uniform Sanctions Code if the Chapter is believed to be in violation of any other policy stated in the this document. In this case, the Executive Vice

President, in consultation with the Associate Dean of Students and Director of Greek Life, will be responsible for determining the minimum and maximum sanctions. The sanctioned Chapter will have the right to appeal to the Executive Board if the Chapter believes the sanction is unreasonable.

- The following chart establishes the minimum and maximum sanctions the Fraternity Conference Board (CFB) and the Conduct Review Board (CRB) may issue to a Chapter after being found responsible or accepting responsibility for a violation of University, IFC, Inter/National Headquarters, Federal, State, and/or local laws.

| CHAPTER VIOLATIONS | MINIMUM SANCTION | MAXIMUM SANCTION |
|---|--|--|
| PHYSICAL ALTERCATION | \$ 10 fine per member | \$ 50 fine per member Eight (8) weeks – Social Suspension |
| THEFT OF ANY PROPERTY | \$ 10 fine per member Return of property in good condition or reimbursement of market value of property | \$ 20 fine per member Four (4) Weeks – Social Suspension Return of property in good condition or reimbursement of market value of property |
| DRUG VIOLATION | \$ 20 fine per member Two (2) weeks – Social Suspension | \$100 fine per member Six (6) weeks – Social Suspension |
| SEXUAL ASSAULT | \$ 50 fine per member Four (4) weeks – Social Suspension Four (4) weeks – Recognition suspended | \$ 100 fine per member Eight (8) weeks – Social Suspension Eight (8) weeks – Recognition suspended |
| PROVIDING, FURNISHING, OR MAKING ALCOHOL AVAILABLE TO INDIVIDUALS WHO ARE UNDER THE AGE OF 21 | \$ 10 fine per member One (1) week – Social Suspension | \$ 50 fine per member Six (6) weeks – Social Suspension |
| CITY NOISE VIOLATION | \$ 5 fine per member | \$ 10 fine per member |
| REFUSE – PROPERTY MAINTENANCE VIOLATION | \$ 5 fine per member | \$ 10 fine per member |
| INAPPROPRIATE APPAREL OR FAILURE TO SUBMIT APPAREL DESIGN FOR PRIOR APPROVAL | \$ 5 fine per member Return apparel to OGL | \$ 10 fine per member Two (2) weeks – Social Suspension Return apparel to OGL |
| FAILURE TO MAINTAIN CHAPTER ROSTER ON ICS | \$ 5 fine per member | \$ 10 fine per member |
| HAZING | \$ 40 fine per member Five (5) weeks – Social Suspension | Loss of recognition for a minimum of four (4) years |
| BIAS-RELATED VIOLATION(S) | \$ 50 fine per member Four (4) weeks – Social Suspension Restitution or Restorative action | Loss of recognition for a minimum of two (2) years |
| DISORDERLY CONDUCT | \$ 10 fine per member | \$ 75 fine per member Eight (8) weeks – Social Suspension |
| PROVIDING FALSE INFORMATION ON CHAPTER ACCREDITATION APPLICATION | \$50 fine per member Eight (8) weeks – Social Suspension | \$100 fine per member Sixteen (16) weeks – Social Suspension Four (4) weeks – Recognition suspended |

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| FAILURE TO FOLLOW APPROVED NEW MEMBER EDUCATION PROGRAM | \$ 25.00 fine per member Four (4) weeks – Social Suspension | \$ 100 fine per member Eight (8) weeks – Social Suspension Suspension of new member education program Suspension of new member class |
| INTRAMURAL SPORTS BEHAVIOR VIOLATION | \$ 10 fine per member | \$ 50 fine per member Suspension of intramural competition privileges for the remainder of semester and subsequent semester |
| MEMBERSHIP AND/OR RECRUITMENT VIOLATIONS | | |
| | MINIMUM SANCTION | MAXIMUM SANCTION |
| EARLY BID EXTENSION | \$ 15 fine per bid extension | \$ 15 fine per bid extension |
| EXTENDING A BID TO AN INDIVIDUAL WHO IS NOT ELIGIBLE – NOT REGISTERED, ACADEMICALLY INELIGIBLE, ETC. | \$ 15 fine per bid extension | \$ 15 fine per bid extension |
| SUBMITTING INACCURATE INFORMATION ON BID EXTENSION OR ACCEPTANCE FORM | \$ 15 fine per bid extension | \$ 15 fine per bid extension |
| SUBMITTING BID EXTENSION OR ACCEPTANCE FORM LATE | \$ 150 fine per day | \$ 150 fine per day |
| PRESENCE OF ALCOHOL AT A RECRUITMENT EVENT | \$ 20 fine per member Four (4) weeks – Social suspension | \$ 50 fine per member Six (6) weeks – Social suspension |
| FAILURE TO INITIATE NEW MEMBER BY THE UNIVERSITY DEADLINE | \$40.00 fine per member Five (5) weeks – Social Suspension | Loss of recognition for two (2) years |
| HOSTING RECRUITMENT EVENTS THAT HAVE NOT BEEN APPROVED BY THE IFC | \$ 25 fine per member Two (2) weeks – Social Suspension | \$ 50 fine per member Twelve (12) weeks – Social Suspension |
| ENCOURAGING A POTENTIAL NEW MEMBER TO NOT REGISTER FOR RECRUITMENT | \$ 15 fine per member per PNM Potential new member(s) may not join the violating fraternity | \$ 15 fine per member per PNM Potential new member(s) may not join the violating fraternity |
| GHOST MEMBERS OR GHOST NEW MEMBERS OR GHOST PLEDGES | \$ 500 fine per ghost member or new member or pledge | \$ 500 fine per ghost member or new member or pledge |
| RISK MANAGEMENT VIOLATIONS | | |
| | MINIMUM SANCTION | MAXIMUM SANCTION |
| PRESENCE OF KEGS, PARTY BALLS, OR MASS CONSUMPTION DEVICES | \$ 15 fine per member for each illegal device | \$ 25 fine per member for each illegal device Four (4) weeks – Social Suspension |
| FAILURE TO FOLLOW RISK APPROVED MANAGEMENT PLAN | \$ 10 fine per member Two weeks – Social Suspension | \$ 40 fine per member Six (6) weeks – Social Suspension |
| FAILURE TO FOLLOW LOCAL POLICIES AND/OR LAWS | \$ 10 fine per member | \$ 40 fine per member Six (6) weeks – Social Suspension |

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| MULTIPLE POINTS OF ALCOHOL DISTRIBUTION | \$ 5.00 fine per member | \$ 10 fine per member Two (2) weeks – Social Suspension |
| ALCOHOL DISTRIBUTION BY NON-MEMBER | \$ 5.00 fine per member | \$ 10 fine per member Two (2) weeks – Social Suspension |
| ABSENCE OF ALTERNATIVE FOOD AND/OR BEVERAGES | \$ 5.00 fine per member | \$ 10 fine per member Two (2) weeks – Social Suspension |
| LIQUOR SHOTS SERVED OR PROVIDED | \$ 10 fine per member | \$ 20 fine per member Two (2) weeks – Social Suspension |
| UNREGISTERED SOCIAL FUNCTION | \$ 10 fine per member Two (2) weeks – Social Suspension | \$ 20 fine per member Six (6) weeks – Social Suspension |
| INVITATION LIST SUBMISSION VIOLATION | \$ 2 fine per member | \$ 4.00 fine per member |
| MISSING EVENT MONITOR | \$ 5 fine per member | \$ 20 fine per member Four (4) weeks – Social Suspension |
| EVENT MONITOR NOT CERTIFIED | \$ 5 fine per member | \$ 20 fine per member Two (2) weeks – Social Suspension |
| EVENT MONITOR NOT ALCOHOL-FREE | \$ 5 fine per member per monitor | \$ 20 fine per member per monitor Three (3) weeks – Social Suspension |
| CROWD CONTROL VIOLATION | \$ 5 fine per member | \$ 20 fine per member Four (4) weeks – Social Suspension |
| ALCOHOL DISTRIBUTION GREATER THAN FOUR HOURS | \$ 5 fine per member | \$ 20 fine per member Four (4) weeks – Social Suspension |
| ALCOHOL DISTRIBUTION AFTER 30 MINUTES PRIOR TO END OF EVENT | \$ 5 fine per member | \$ 20 fine per member Four (4) weeks – Social Suspension |
| GLASS CONTAINER VIOLATION | \$ 5 fine per member | \$ 10 fine per member |
| EVENT ENTRANCE VIOLATION | \$ 5 fine per member | \$ 10 fine per member |
| EVENT EXIT VIOLATION | \$ 5 fine per member | \$ 10 fine per member |
| PROHIBITED PRESENCE OF HARD ALCOHOL | \$ 5 fine per member | \$ 10 fine per member Three (3) weeks – Social Suspension |
| PROVIDING ALCOHOL OVER 90 PROOF | \$ 5 fine per member | \$ 10 fine per member |
| GUEST LIST VIOLATION | \$ 5 fine per member | \$ 15 fine per member Four (4) weeks – Social Suspension |
| FAILURE TO COOPERATE WITH AN SOCIAL FUNCTION MONITORS | \$ 5 fine per member Two (2) weeks – Social Suspension | \$ 20 fine per member Six (6) weeks – Social Suspension |
| SOCIAL FUNCTION MONITOR HARASSMENT | \$ 20 fine per member Two (2) weeks – Social Suspension | \$ 50 fine per member Six (6) weeks – Social Suspension |
| DELAYING THE SOCIAL FUNCTION | \$ 10 fine per member | \$ 20 fine per member |

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| MONITORS | | Two (2) weeks – Social Suspension |
| REFUSAL TO CLOSE AND EVENT | \$ 20 fine per member Three (3) weeks – Social Suspension | \$ 50 fine per member Ten (10) weeks – Social Suspension |
| FIRE HAZARD(S) | \$ 10 fine per member | \$ 20 fine per member Two (2) weeks – Social Suspension |
| SAFETY HAZARD(S) | \$ 10 fine per member | \$ 50 fine per member Eight (8) weeks – Social Suspension |
| BLOCKING EXISTS | \$ 10 fine per member | \$ 20 fine per member Three (3) weeks – Social Suspension |

Section 2: Fines

All fines, payable to the Interfraternity Council, are due within ten (10) business days from the date the chapter is notified, in writing, of the sanction.

Failure to make payment by the established deadline will result in a \$50 fine for each 24-hour period past due. During this time, the IFC Vice President of Finance shall be responsible for notifying chapters every five (5) days of their outstanding fines.

If the fine and any attributed late fees are not paid within twenty (20) days, the Chapter will be immediately placed on Social Suspension, or more severe forms of Suspension defined by this document if the Chapter is already on Social Suspension as a result of the Conduct Board Review, by the President until such fines are paid in full. After five (5) weeks of non-payment or upon completion of the semester, whichever occurs first, the IFC Executive Board shall suspend the Chapter's recognition as an IFC fraternity until full payment is received.