

Greek Life Programs Handbook

Office of Student Activities



GREEK LIFE PROGRAMS HANDBOOK

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This policy manual was created to be used in conjunction with the Student Organization Handbook and the Western Illinois University Student Code of Conduct. Chapter members should refer to the Student Organization Handbook and the Student Code of Conduct for policies regarding event planning, financial information, publicity, and advisors.

This Policy Manual details certain policies unique to the fraternities and sororities at Western Illinois University.

Western Illinois University Fraternity/Sorority Governing System
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Interfraternity Council (IFC)

Alpha Gamma Rho	Alpha Tau Chapter	Sigma Chi	Iota Omicron Chapter
Alpha Gamma Sigma	Zeta Chapter	Sigma Pi	Epsilon Zeta Chapter
Delta Tau Delta	Zeta Lambda Chapter	Tau Kappa Epsilon	Zeta Theta Chapter
Delta Upsilon	Western Illinois Chapter	Theta Chi	Zeta Psi Chapter
Pi Kappa Phi	Iota Rho Chapter	Theta Xi	Kappa Theta Chapter
Sigma Alpha Epsilon	Illinois Sigma Sigma Chapter		

Panhellenic Council (PHC)

Alpha Sigma Alpha	Beta Kappa Chapter	Delta Zeta	Epsilon Omicron Chapter
Alpha Sigma Tau Alpha	Epsilon Chapter	Phi Sigma Sigma	Epsilon Psi Chapter
Chi Omega	Gamma Kappa Chapter	Sigma Sigma Sigma	Beta Epsilon Chapter

United Greek Council (UGC)

Alpha Kappa Alpha Sorority, Inc.	Zeta Iota Chapter
Alpha Phi Alpha Fraternity, Inc.	Eta Eta Chapter
Alpha Psi Lambda National, Inc.	Western Illinois Colony
Gamma Phi Omega International Sorority, Inc.	Phi Chapter
Lambda Theta Alpha Latin Sorority, Inc.	Delta Mu Chapter
Lambda Theta Phi Latin Fraternity, Inc.	Beta Psi Chapter
Omega Psi Phi Fraternity, Inc.	Epsilon Beta Chapter
Sigma Lambda Beta International Fraternity, Inc.	Beta Chapter
Sigma Lambda Gamma National Sorority, Inc.	Theta Chapter
Zeta Phi Beta Sorority, Inc.	Omicron Kappa Chapter

Definition of Terms

- **Inter/national Fraternity or Sorority:** a fraternity or sorority holding membership in the North American Interfraternity Conference, the National Panhellenic Conference, the National Pan-Hellenic Council, National Association of Latino Fraternal Organizations, National Multicultural Greek Council, the like or a fraternity/sorority that has inter/national status.
- **Colony:** a group of Western Illinois University students who have been organized under the auspices of an inter/national fraternity or sorority for the specific purpose of being established as one of its undergraduate chapters.
- **National Panhellenic Conference (NPC):** a collaborative association of sororities whose member organizations typically have multiple chapters. The NPC is an organization established to foster inter-sorority relationships, to assist collegiate chapters of the NPC member groups, and to cooperate with colleges and universities in maintaining the highest scholastic and social standards.
- **National Pan-Hellenic Council (NPHC):** a collaborative association of the nine historically African American fraternities and sororities whose member organizations typically have multiple chapters.
- **North American Interfraternity Conference (NIC):** a collaborative association of fraternities whose member organizations typically have multiple chapters. The NIC advocates the needs of fraternities through enrichment of the fraternity experience, advancement and growth of the fraternities and enhancement of the educational mission of the host institutions.
- **National Association of Fraternal Latino Organizations (NALFO):** is a national umbrella council for Latino Greek Letter Organizations whose member organizations typically have multiple chapters. The purpose of NALFO is to promote and foster positive interfraternal relations, communication, and development of all Latino fraternal organizations through mutual respect, leadership, honesty, professionalism and education.
- **National Multicultural Greek Council (NMGC):** is a national umbrella council for Multicultural Greek Letter Organizations whose member organizations typically have multiple chapters.
- **Interfraternity Council (IFC):** is the governing council that represents NIC fraternities and the like. IFC is the legislative body consisting of an executive board, extended board, and delegates. The IFC coordinates activities, programming and support to member chapters.
- **Panhellenic Council (PHC):** is the governing body of NPC sororities and the like. The Panhellenic Council consists of an executive board, extended board, and delegates. The PHC coordinates joint activities, programming and provides support to member chapters.
- **United Greek Council (UGC):** is the governing body of NALFO, NMGC, NPHC, and the like chapters. The UGC is the legislative body consisting of an executive board and delegates. The UGC provides joint activities, programming, and support to member chapters.
- **Greek Review Board (GRB):** the extension of the councils to review incidents concerning fraternities/sororities.
- **Risk Management Committee (RMC):** a collaborative effort on the part of all three councils and Greek Life Programs to reviews and approves all social events in accordance with the Western Illinois University Social Event Management Policy. Also oversees the Greek Review Board.
- **Office of Student Activities (OSA):** the department of Western Illinois University whose responsibilities include the advisement of all recognized student organizations including fraternities, sororities, and their respective councils.
- **Greek Life Programs (GLP):** the specific unit within the Office of Student Activities that provides oversight, direction, and advisement for all fraternities/sororities and their respective councils.
- **Fraternity/Sorority Advisor:** for the purpose of this document, this will refer to the professional staff member designated by the Director of Student Activities responsible for the oversight of the social values based fraternity/sorority community.
- **Fraternity/Sorority:** for the purpose of this document, this will refer to the social values based fraternities/sororities that oversight is delegated to the Fraternity/Sorority Advisor and the Office of Student Activities
- **Council Advisor:** for the purpose of this document, this will refer to the professional and/or graduate staff members responsible for the advisement of a specific governing council.

Recognition of Fraternities/Sororities

- Western Illinois University (WIU) defines fraternity/sorority as national, international, regional, or local fraternities/sororities which attain and maintain University recognition
- Fraternities/Sororities must meet three requirements below as part of the annual University student organization recognition process (scholastic, professional, or academic Greek letter organization are exempt of these requirements, however, must comply with the University's annual recognition process for clubs and organizations):
 - Student Organization Recognition: All fraternities/sororities and governing councils must comply with the University's annual recognition process and all its attending policies in order to maintain official University recognition.
 - Fraternity/Sorority Registration: Each organization is expected to remain in good standing with its national, international, regional, or local organization headquarters to maintain official University recognition
 - Council Affiliation: The fraternity/sorority community at WIU is officially represented by three governing councils which are advised by the Office of Student Activities (OSA). All chartered national, international, regional or local fraternities/sororities that have entered into a mutual relationship with the OSA must be affiliated with and maintain membership in an established governing council (Interfraternity Council, Panhellenic Council, or United Greek Council).
- The OSA will only grant recognition to fraternities/sororities who are affiliated with a(n) intern/national organization and/or is a current member of one of the following umbrella organizations: the National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Panhellenic Association (NAPA), or North American Interfraternity Conference (NIC).

Requirements of Fraternities/Sororities to Remain in Good Standing

- Adhere to the principles and ideals contained in your RITUAL, CREED, and CONSTITUTION (a weekly reading to your members at chapter is one way to reinforce this idea).
- Comply with your national policies: hazing, risk management, attendance at regional/national mandated programs and convention.
- Register your chapter with the Office of Student Activities each year.
- Complete all required forms/paperwork as requested.
- Delegates attend weekly council meetings.
- Comply with the State of Illinois and Western Illinois University Anti-Hazing Policy.
- United Greek Council organizations must inform the Office of Student Activities, prior to intake, of the dates of intake activities and interest group members.
- Chapter is represented at mandatory meetings, training sessions, or educational workshops.
- Chapters have an active chapter advisor (WIU faculty or staff status) who:
 - Serves as a mentor and resource for individual members and chapter.
 - Ensures the chapter is focusing on their academic endeavors.
 - Ensures the chapter is working toward the standards and requirements of fraternities and sororities.
- Chapter President meets with the Greek Life Programs Staff a minimum of once per month while school is in session for a Check In Meeting.
- Chapter continually meets academic standards.

Chapter Facilities

Fraternity and sorority facilities at Western Illinois University are independently owned and operated by local or national housing corporations. The maintenance and upkeep of the facilities is the responsibility of the housing corps and the residents of the facility. WIU, the Office of Student Activities, and the Greek Life Programs unit work with the organizations to help facilitate needs and safety measures in accordance with local ordinances and inter/national organization policies.

Recognition of Chapter Facilities

WIU defines a fraternity/sorority chapter facility as one recognized location, leased or owned within the City of Macomb that is properly zoned for fraternal use. The facility must be recognized by the Inter/National Headquarters, the City of Macomb, and the Office of Student Activities to be considered for Fraternity/Sorority Housing Releases and to host events. As of Spring 2010, all newly recognized chapter facilities must have a live in House Director. All efforts must be made to fill the House Director position through the College Student Personnel (CSP) program.

Fraternity/Sorority Housing Release Policy

The Fraternity/Sorority Housing Release program allows for eligible students to break their University Housing and Dining Services (UHDS) housing contract and move into a recognized fraternity/sorority chapter facility during their sophomore year without penalty. Each year, UHDS in collaboration with the Fraternity/Sorority Advisor determine how many housing releases will be available.

Housing Release Requests must be submitted prior to the start of the semester the applicant is wishing to be released.

For chapters to be eligible for Fraternity/Sorority Housing Releases the following criteria must be met:

- The organization must be fully recognized
- The organization's facility must be a recognized facility
- The organization must be in good judicial standing with the Greek Review Board, Office of Student Judicial Programs, and Office of Student Activities
- The organization must have achieved a semester GPA of 2.750 or higher the semester prior to the desired release (i.e. for a Fall 2012 release, the organization must have had a semester of 2.750 for the Spring 2012 semester)
- The organization must have submitted all required paperwork to the Office of Student Activities

For the individual member to be eligible for a Fraternity/Sorority Housing Release the following criteria must be met:

- The individual must appear on the organization's roster
- The individual must complete the Fraternity/Sorority Housing Release application
- The individual must have between 30 and 59 credit hours completed the semester prior to the desired release
 - Individuals who have completed a pass/fail course can be considered for a housing release if they have completed at least 26 credit hours
- The individual must have a cumulative GPA 2.500 or higher the semester prior to the desired release
- The individual must not be enrolled in the Residential Scholar Initiative Program

Individuals who apply for Fraternity/Sorority Housing Releases are encouraged not to break their UHDS housing contract without being notified by the Fraternity/Sorority Advisor if their application has been approved or denied. Additionally, individuals are encouraged to consult with any scholarship providers regarding the impact of moving out of housing and the status of their scholarship.

Organizations who are willing to transfer remaining housing releases to other organizations in need must complete a Housing Release Transfer Form.

Active Status

All chapters are required to register their membership at the beginning of each semester. This is done by updating the roster provided by Greek Life Programs (GLP) with the affiliation/removal forms and status codes for each member. Each member is considered an active member unless one of the following conditions applies:

- The member has taken EARLY ALUMNI STATUS and the appropriate documentation from the National Headquarters has been filed with GLP.
- The member has taken INACTIVE STATUS and the appropriate documentation from the National Headquarters has been filed with GLP.
- The member has graduated or left school. This requires no supporting paperwork.

If no supporting paperwork is provided for those members who have gone inactive or have taken early alumni status, GLP will consider them in ACTIVE STATUS.

All members who are in “Active Status,” “Early Alumni Status”, or “Inactive Status”, will be considered when determining chapter total for PHC organizations. Only those members who are in “Active Status” or “New Member Status” will be considered when determining percentage requirements for events and chapter grades.

Academic Standards

The Office of Student Activities (OSA)/Greek Life Programs (GLP) has five agreed upon core values chapters agree to adhere to which conclude scholarship/academic excellence and accountability. The following outlines the minimum expectations of council (IFC, PHC, UGC) executive board positions, chapter members, new members and interested/potential members affiliated or seeking membership in a recognized fraternity/sorority.

Grade Point Average (GPA)

- While the OSA/GLP does not require a minimum grade point average to join a fraternity/sorority, the member organizations of the governing councils have agreed to use a 2.500 cumulative GPA as the minimum to join.
- It is the expectation of the OSA/GLP that council leadership is a role model to the member organizations. Therefore, it is strongly encouraged that councils require their leaders to maintain at least the minimum standard GPA in order to hold office.
- All chapters are to maintain, a 2.700 semester composite GPA in order to retain event privileges.

Chapters Below the Standard for Consecutive Semesters

- Chapters receiving a composite semester GPA in consecutive semesters in the same probationary status will automatically be placed on the next lowest probationary status
- Chapters on Cease and Desist for two consecutive semesters will result in a review with the Director of Student Activities or the Associate Director of Student Activities and the Fraternity/Sorority Advisor to determine an appropriate course of action. Consequences may result in loss of student organization recognition.

Academic Standards (cont.)

Chapter Academic Standards

CHAPTERS' SEMESTER GPA	RECOGNITION/SANCTIONS
Meet or exceed all men's/all women's average	<ul style="list-style-type: none"> • Chapter will be considered in good standing. • Chapter will receive a certificate of recognition. • Will be recognized in The Western Courier. • A letter will be sent to Inter/National Headquarters commending the achievement.
At or above 2.700	<ul style="list-style-type: none"> • Chapter will be considered in good standing.
Academic Probation (2.500-2.699)	<ul style="list-style-type: none"> • A written notification outlining the violated policy, University recognition status, and the sanction requirements will be provided to the chapter, Chapter Advisor, and the chapter's Inter/National headquarters • Chapter President, and Scholarship Chair must meet with Fraternity/Sorority Advisor and their Chapter Faculty/Staff Advisor, within the first two weeks of the academic semester, to review and approve academic goals to address short and long-term academic improvement. • Chapter must create an academic plan for success that articulates how the chapter will prevent future academic underperformance and identify internal accountability measures. The academic plan must be submitted to the Fraternity/Sorority Advisor within the first four weeks of the academic semester. • Chapter is eligible to host weekly chapter meetings, recruit new members and participate in all council recruitment/intake based events, and participate in Greek Week and/or Homecoming Activities. • The chapter must host an academic program, presenter(s) must be faculty/staff/administrators or contracted, with 90% of the chapter in attendance. Topics may include study skills, time management, test taking, etc. The chapter may not host any non-alcoholic social event or a community service/philanthropy event until this program has been completed. • Chapter may host/organize/plan one (1) philanthropic event and one (1) community service event during the semester with the approval of the Fraternity/Sorority Advisor. Written notification of events must be provided at least one week in advance. This does not preclude the chapter or it's members from participating in philanthropic or community service events hosted/organized/planned by other organizations. • The chapter may host social events without alcohol. Chapter is required to submit regular Social Event Forms to the Greek Life Risk Management Committee (RMC) as dictated by the Social Event Management Policy (SEMP) and will be approved by the Fraternity/Sorority Advisor. • The chapter is prohibited from hosting or participating in any planned or unplanned social events with alcohol. This includes but is not limited to chapter exchanges, invitational events, formals, and parties. • The chapter may not participate in intramurals • The chapter will not be eligible for the Outstanding Fraternity/Sorority Award for their council. • The chapter must attend all council meetings and FSL educational speakers. • Should the organization be mandated by their national organization to participate in any activity that may be in violation of the organization's status, written notification must be submitted to the Fraternity/Sorority Advisor for review no less than two weeks in advance.

Academic Standards (cont.)

Academic Suspension (2.000-2.499)	<ul style="list-style-type: none">• A written notification outlining the violated policy, university recognition status, and the sanction requirements will be provided to the chapter, Chapter Advisor, and the chapter's Inter/National headquarters• Chapter President, and Scholarship Chair must meet with Fraternity/Sorority Advisor, the Council Advisor, the GLP Direct Support Staff Member (if not already represented) and their Chapter Faculty/Staff Advisor, within the first two weeks of the academic semester, to review and approve academic goals to address short and long term academic improvement.• Chapter must create an academic plan for success that articulates how the chapter will prevent future academic underperformance and identify internal accountability measures. The academic plan must be submitted to the Fraternity/Sorority Advisor within the first four weeks of the academic semester.• The chapter must host an academic program, presenter(s) must be faculty/staff/administrators or contracted, with 90% of the chapter in attendance. Topics may include study skills, time management, test taking, etc.• Chapter is eligible to recruit new members and participate in all council recruitment/intake based events only under the direct supervision of national, regional, or local advisors.• The chapter may host weekly chapter meetings.• Chapter may not host/organize/plan any educational, philanthropic, or community service events. This does not preclude the organization or it's members from participating in educational, philanthropic, or community service events hosted/organized/planned by another organization.• The chapter may not participate in intramurals or Greek Week and/or Homecoming Activities.• The chapter is prohibited from hosting or participating in any planned or unplanned social events with and without alcohol. This includes but is not limited to chapter exchanges, invitational events, formals, and parties.• The chapter's voting privileges within their governing council will be revoked for one semester. This includes any elections that take place during the semester. Exceptions may be made at the discretion of the Fraternity/Sorority Advisor.• The chapter will not be eligible for fraternity/sorority chapter awards. Organization members may still be nominated for individual awards.• The chapter must attend all council meetings and FSL educational speakers.• Should the organization be mandated by their national organization to participate in any activity that may be in violation of the organization's status, written notification must be submitted to the Fraternity/Sorority Advisor for review no less than two weeks in advance.
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Academic Standards (cont.)

<p>Cease and Desist (Semester GPA < 2.000)</p>	<ul style="list-style-type: none"> • A written notification outlining the violated policy, university recognition status, and the sanction requirements will be provided to the chapter, chapter advisor, and the chapter's national headquarters • Chapter President, and Scholarship Chair must meet with Fraternity/Sorority Advisor, the Council Advisor, the GLP Direct Support Staff Member (if not already represented) and their Chapter Faculty/Staff Advisor, within the first two weeks of the academic semester, to review and approve academic goals to address short and long term academic improvement. • Chapter must create an academic plan for success that articulates how the chapter will prevent future academic underperformance and identify internal accountability measures. The academic plan must be submitted to the Fraternity/Sorority Advisor within the first four weeks of the academic semester. • The chapter must host an academic program, presenter(s) must be faculty/staff/administrators or contracted, with 90% of the chapter in attendance. Topics may include study skills, time management, test taking, etc. • The chapter must request, through the Fraternity/Sorority Advisor to host a chapter meeting. Meetings must be conducted in the presence of a GLP Staff member or a representative designated by the Inter/National Organization. • The chapter's eligibility to recruit/participate in recruitment/intake activities will be determined during the academic meeting with the GLP Staff and Advisors. • Chapter may not host/organize/plan any educational, philanthropic, or community service events. Additionally, the chapter and its members are not allowed to participate in any educational, philanthropic, or community service events hosted by other organizations. • The chapter may not participate in intramurals or Greek Week and/or Homecoming Activities. • The chapter is prohibited from hosting or participating in any planned or unplanned social events with and without alcohol. This includes but is not limited to chapter exchanges, invitational events, formals, and parties. • The chapter's voting privileges within their governing council will be revoked for one semester. This includes any elections that take place during the semester. Exceptions may be made at the discretion of the Fraternity/Sorority Advisor. • The chapter must attend all council meetings and FSL educational speakers. • Should the organization be mandated by their national organization to participate in any activity that may be in violation of the organization's status, written notification must be submitted to the Fraternity/Sorority Advisor for review no less than two weeks in advance.
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Recruitment Policies

- The Office of Student Activities/Greek Life Programs will coordinate the beginning of recruitment activities with the individual governing councils.
- Students who wish to associate must be currently a full-time registered undergraduate student at Western Illinois University on the Macomb campus.
- In order to receive a bid from a fraternity or sorority, students must have at least a 2.500 cumulative grade point average out of high school or as an established college student. Please note that some chapters may require higher than the minimum grade point average to extend a bid.
 - Because GPA of transfer students cannot be verified by the OSA/GLP, transfer students may be asked to provide proof of cumulative GPA by way of a transcript by an organization.
- Students enrolled in the OAS program are encouraged to discuss their eligibility with their advisor.
- All credits and grades must be checked and approved by the Office of Student Activities and Student Center Operations prior to the extension of a bid or invitation.
- Chapters must submit to the Office of Student Activities/Greek Life Programs member affiliation cards within 48 hours of the acceptance of a bid.
- Violations of recruitment policies may result in disciplinary action and/or chapter suspension.
- The Office of Student Activities/Greek Life Programs does recognize interest groups and interest members in conjunction with the United Greek Council.

New Member Period

- All new member programs are expected to last no longer than eight (8) weeks.
 - Organizations that require a inter/national new member program beyond eight weeks must submit documentation to the Fraternity/Sorority Advisor for approval.
(Please note that eight weeks is a maximum period, new member processes may conclude prior to eight weeks weeks)
- All new members must attend all New Member Education Sessions to be considered a recognized member of the Western Illinois University Fraternity/Sorority community.
- All new member educators must turn in their new member program for approval by the date established by the Office of Student Activities/Greek Life Programs.

Recruitment Policies (cont.)

Approval of New Member Activities

The Office of Student Activities/Greek Life Programs recognizes that while the University policy regarding hazing attempts to set appropriate standards for new member activities that support the state's laws against hazing and the University's standard of conduct, it is impossible to list every possible new member activity. Thus, it is recognized the list of prohibited activities in the policy by no means covers all activities and actions which can be considered hazing. Furthermore, certain activities that technically fall within the above prohibited categories may be permissible if carried out within certain guidelines.

Therefore, in order to prevent organizations from engaging in hazing activities, while not overly restricting organizations from engaging in new member activities (which would not violate the principles of the institutional policy on hazing), the Office of Student Activities/Greek Life Programs has established the following approval process.

1. If a fraternity or sorority is unsure whether a certain activity is permissible or if it believes a planned activity technically violates the policy list of prohibited activities but should not be banned as a violation of this policy, it should be submitted as a written request for approval of the proposed activity to the Office of Student Activities. Requests must be submitted prior to the submission of the New Member Program to the Office of Student Activities.
2. The written request for approval shall set forth a full description of the nature of the proposed new member activity.
3. The Office of Student Activities will quickly review each written request and inform the organization in writing whether its request has been approved. The Office of Student Activities shall have authority to request further information or clarification and to place any appropriate conditions it believes necessary upon any such approvals.
4. If the request is approved, the organization and its members will not be charged with hazing for such new member activity so long as the new member activities conform to the description set forth in the written request and any conditions imposed by the Office of Student Activities. This protection will not apply for any activity that takes place prior to the receipt of approval from the Office of Student Activities or for any activity that falls outside the scope of the written request for approval or any conditions imposed thereon.

Anti Hazing Policies

Rationale

Hazing is illegal in the State of Illinois. In addition to this, Western Illinois University, and the governing body of all organizations represented at WIU, including the North American Interfraternity Conference (NIC), National Panhellenic Conference (NPC), National Pan-Hellenic Conference (NPHC), and the National Association of Latino Fraternal Organizations (NALFO) stand firm in their conviction and refusal to tolerate hazing in any form.

Hazing is a recurrent blight that can attack any organization whenever a few persons attempt to substitute force for reason and expediency for understanding. Such persons seem to believe that subjecting members to a series of ordeals will make them fit in and fear will somehow make them more disciplined and mature. Even though such methods may seem efficient in the short run, there can be no justification whatsoever for hazing. The principles and values of Western Illinois University as well as each and every fraternity and sorority at WIU are in stark contrast to any act of hazing and these values must be evident in the words and actions of all members. Therefore, the university retains the right to sanction organizations as well as individuals who are involved in or permit hazing.

Each fraternity and sorority and all three governing councils at Western Illinois University (IFC, MGC, and PHC) join the University and the aforementioned organizations in their refusal to accept or tolerate hazing activities in any form, included practices by new members, active members, alumni, or any recognized university organization. Whatever form it takes, hazing subverts and corrupts the true fraternal experience. In its more extreme forms, hazing risks human lives, brutalizes everyone involved, and jeopardizes the very existence of the entire fraternity/sorority community.

While each organization has its own hazing policy, the Western Illinois University hazing policy reads as follows:

FIPG Policy on Hazing

No chapter, colony, or student or alumnus shall conduct nor condone hazing activities. Hazing activities are defined as: “Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law.”

WIU Policy on Hazing

Hazing of any type whether committed or arranged by individual students or members of recognized student organizations is an unacceptable practice at Western Illinois University.

Activities prohibited under this Policy shall include, but not be limited to, any of the following:

- extended deprivation of sleep or rest;
 - forced consumption of food, liquor, beverage or drugs;
 - beatings;
 - brandings;
 - tests of endurance;
- OR
- Submission of members or prospective members to potentially hazardous or dangerous circumstances.

It shall not be an acceptable defense to a charge of hazing to claim that the participants took part voluntarily, that they voluntarily assumed the risks or hardship of the activity, or that no injury in fact was suffered.

Anti Hazing Policies (continued)

State of Illinois Anti Hazing Laws

§ 720 ILCS 120/0.01. Short title

Sec. 0.01. Short title. This Act may be cited as the Hazing Act.

§ 720 ILCS 120/5. Hazing

Sec. 5. Hazing. A person commits hazing who knowingly requires the performance of any act by a student or other person in a school, college, university, or other educational institution of this State, for the purpose of induction or admission into any group, organization, or society associated or connected with that institution if:

- (a) the act is not sanctioned or authorized by that educational institution; and
- (b) the act results in bodily harm to any person.

§ 720 ILCS 120/10. Sentence

Sec. 10. Sentence. Hazing is a Class A misdemeanor, except hazing that results in death or great bodily harm is a Class 4 felony.

Informal Inquiry Process

Occasionally, the University is presented with information calling into questions a fraternal organization's compliance with university policies. The University may respond to this information in a number of ways, including but not limited to the conduct of an informal inquiry. An informal inquiry is a useful tool, enabling the University to determine the veracity of the information received and whether a situation warrants further investigation. This informal process also allows the University to quickly dispense with frivolous complaints or accusations.

During the conduct of an informal inquiry, a representative of Student Services may ask to speak with various members of the University community, including, but not limited to current or prospective members of the fraternity/sorority community. The following protocol shall be observed when a current or prospective member of the fraternity/sorority community is asked to speak with a representative of Student Services.

As it is the duty of the University to review any and all allegations, the purpose of an informal inquiry is to seek information relevant to an allegation. The inquiry will be conducted informally and as discreetly as possible. Inquiries may be conducted by any area within Student Services, including Student Activities and Student Judicial Programs, and/or the Greek Review Board. All parties involved will conduct themselves in a civilized manner. The alleged organization may be an advisor to the meeting, so long as that advisor is not an attorney. The role of this advisor is to serve as a neutral witness.

Organizations are obligated to cooperate with the inquiry. The Student Services representative may draw appropriate inference from an organization's failure to respond to an inquiry, and organizations are reminded they remain subject to the policies and sanctions described in the Student Code of Conduct. At all times the University reserves the right to proceed with a formal investigation.

Fraternity and Sorority Expansion Process

The fraternity/sorority community at Western Illinois University (WIU) is a community of fraternal organizations that represent various backgrounds, principles, and values. WIU recognizes that fraternal organizations can be a valuable component of the undergraduate experience. As their primary purpose, fraternal organizations support the enhancement of student learning through activities encouraging leadership development, organizational management, interpersonal and group dynamics, social development, philanthropic spirit, career development, academic achievement, and loyalty to the University. Demonstrating these qualities help them to earn the privilege of recognition at WIU.

Starting a fraternity/sorority requires hard work and effort and may take several years to accomplish. Organizations begin as an interest group, move to colony status, and then finally to a status as a chartered organization. The recognition process will culminate with the organization and its membership adopting pre-established standards in the areas of scholarship, philanthropy and community services, leadership, diversity, organizational management, professional development, personal development, and new/associate member and intake education programs.

WIU operates with an assumption of non-expansion unless a need has been determined to change this assumption. Students and/or inter/national organizations must contact the Office Student Activities to determine the institution's current status regarding when expansion will be allowed and for which of the particular Governing Councils before initiating any expansion efforts.

Western Illinois University requires a minimum of four (4) students to establish a new organization on campus and to maintain an active fraternity/sorority. However, this number may be higher depending on the organization's national affiliation with umbrella groups. Should this number be higher than four, the University will abide by the higher number. Some procedures may vary depending on the council. Any additional procedures will be communicated to the organization wishing to expand.

Benefits of University Recognition

Recognition by the University provides fraternities and sororities with certain privileges including but not limited to:

- The right to utilize the University name;
- Use of the official mail and publication system;
- Use of campus facilities, administration services, and advisor support from professional and graduate staff members within the Office of Student Activities (OSA) who serve as liaisons to the University and advocates for fraternity and sorority chapters and the various governing councils;
- Compilation and provision of grade reports;
- Access to leadership development, scholarship, and educational opportunities and programs;
- Facility maintenance services;
- Recognition as a WIU student organization and all the privileges afforded therein.

The OSA will only grant recognition to fraternities/sororities who are affiliated with a(n) inter/national organization and/or is a current member of one of the following umbrella organizations National Panhellenic Conference (NPC), National Pan-Hellenic Council (NPHC), National Multicultural Greek Council (NMGC), National Association of Latino Fraternal Organizations (NALFO), National Asian Pacific Panhellenic Association (NAPA), or the North American Interfraternity Conference (NIC).

Relationship between University and Inter/national Headquarters

Western Illinois University recognizes the value and benefit of fraternities and sororities. The University's relationship to fraternities and sorority is based upon mutual interests and reciprocal support. The foundation for the relationship between the university and the fraternity/sorority community consists of the following:

- Communication: Chapter leadership will communicate regularly with the University and submit all requested paperwork
- Engagement: All chapters will be actively involved in their appropriate governing council as well as engage in the campus community;
- Leadership: As recognized student leaders, fraternities/sororities will strive to leverage their leadership to serve the campus and local community;
- Membership: Membership in fraternities/sororities shall consist only of those students who are currently enrolled at Western Illinois University on the Macomb campus;
- University Policy: It is expected that all fraternity/sorority leaders and members understand University policy (including federal, state, and local laws therein) promulgated in the current Student Code of Conduct and they assume personal and organizational responsibility and accountability for adherence to those policies.

Process/Procedures

The fraternity/sorority expansion procedure applies to

- WIU students requesting to bring an inter/national fraternity or sorority to WIU.
- Inter/national fraternity or sorority headquarters who seek recognition at WIU.
- A fraternal governing council who believes expansion is desired and the University determines expansion is viable.

Recognition by the University includes the following expectations:

1. Each fraternity and sorority must fulfill its own purpose
2. Chapter leaders must know, understand, and provide reasonable methods of communicating and enforcing compliance with all Western Illinois University, local, state, and federal policies, and laws
3. Each fraternity and sorority must be an approved member of one of our three fraternal governing councils
4. The fraternity sorority community must be able to effectively support each incoming chapter which includes reviewing University demographics

General expansion approval steps.

1. Council votes (following appropriate national umbrella guidelines if applicable) whether or not to open for expansion
2. If council votes yes, a request will then be made to the Director of Student Activities
3. If approved by the Director of the Office of Student Activities a final approval request will be submitted to the Vice President of Student Services is needed.

Fraternity/Sorority Expansion Process (cont.)

Policy/Procedure (cont.)

Recognition for new inter/national organizations or organizations that have been absent from campus for five (5) or more years or have never been recognized:

If expansion has been determined to be viable the following steps are required to ensure the organization is in compliance with the Expansion and Recognition procedures:

1. Students or inter/national organizations interested in establishing a new fraternity/sorority must complete an Expansion Application from the Office of Student Activities (OSA)
 - The Expansion Application includes the following information:
 - Expansion/Recognition Procedures for all WIU fraternities/sororities
 - Required paperwork to be completed by the perspective organization
 - Demographic information may also be request by the organization's expansion director
2. If, after reviewing the Expansion Application, the party is still interested in proceeding with the process that party will submit all paperwork and supplemental materials to the Fraternity/Sorority Advisor. Interested parties may request a meeting to discuss the expansion process.
 - Information to be submitted includes:
 - Greek Life Programs Expansion Application
 - Roster of Interested Members (if initiated by students)
 - Responses to Inter/national Fraternal Organization Requirements for Expansion Consideration at WIU
3. The Fraternity/Sorority Advisor will present all information to the appropriate Division of Student Services personnel, including), for consideration and/or continuation in the expansion and recognition process.
 - Note: All national umbrella organizations (NIC, NPC, NPHC, NALFO, etc.) have distinctly difference procedures and requirements for expansion/recognition. Any interested students or organization must adhere to the council (IFC, PHC, or UGC) specific procedures. Each council has the right to determine if expansion is viable at any given time. Despite a desire to create a new fraternity or sorority at WIU, expansion of the fraternity/sorority community is not guaranteed.
4. Once expansion consideration has been granted, all expansion materials will be submitted to an Expansion Committee and appropriate governing council.
5. The Expansion Committee will review expansion applications and extend invitations for campus presentations.
 - a. Should the Expansion Committee and/or the governing council wish to see presentations from multiple organizations, the Expansion Committee will determine the appropriate number of organizations to invite.
6. The Expansion Committee will make a recommendation to the appropriate governing council regarding the organization(s) to invite for establishment on the campus. The governing council will make an approval vote regarding the recommendation of the Expansion Committee.
7. Decisions made by the governing council will then be submitted to the Director of Student Activities and Vice President for Student Services for final approval.
8. Invitations to colonize will be approved by the Vice President for Student Services and extended by the Fraternity/Sorority Advisor.

Fraternity/Sorority Expansion Process (cont.)

Policies and Procedures (cont.)

Recognition for a(n) Inter/National organization that has been absent from the campus for less than five (5) years:

Fraternities/sororities that have been suspended or have lost recognition from the University for less than five (5) consecutive academic years must provide the following:

1. A statement explaining the reason for suspension, agreement that previous members will have no involvement in the recruitment/intake process or serve in any capacity as advisors to the chapter.
2. An outline of what steps will be taken to ensure the same issue/incident does not re-occur.
3. An official letter from the Inter/National organization outlining a proposed strategy for re-establishing the chapter and the benefit to be added to the University fraternity/sorority community.
 - This should include the following
 - Number of chapters closed or suspended in the past five years;
 - The reason for the closure/suspension;
 - Verification of appropriate liability coverage;
 - A list of Inter/National, Regional, and Local Officers;
 - A list of contact information (names, phone numbers, home addresses, and e-mail addresses) of each person who will be involved in the re-establishment of the chapter.
4. This information will be reviewed by the Office of Student Activities/Greek Life Programs Staff. Should the staff feel the information/plan is satisfactory and expansion is viable, information will be forwarded to the appropriate governing council for review.
 - Should it be determined expansion is not viable at the time, the organization may re-submit the following semester.
5. Following the governing council's review, the council will make an approval vote on the re-recognition of the organization.
 - Note: as part of the review, the governing council has the right to request a formal presentation from the Inter/national organization to be used in consideration for an approval vote
6. Decisions made by the governing council will then be submitted to the Director of Student Activities and Vice President for Student Services for final approval.
7. Invitations to re-establish the organization will be extended from the Fraternity/Sorority Advisor with approval from the Director of Student Activities and Vice President of Student Services

Recognition for an Inactive Chapter:

Fraternities/Sororities with less than the minimum number of active members, as per OSA membership guidelines, or for disciplinary reasons stemming from the Inter/National Organization may be recognized student organizations by the OSA, but deemed inactive as fraternal organizations. An active member is defined in accordance with the policies of the organization the student is affiliated with.

Organizations that are inactive and wish to be recognized as an active fraternal organization must:

1. Submit a plan of action for initiating members
2. Must have a minimum of five (5) non-seniors initiated into the organization
3. Complete and submit the Office of Student Activities (OSA) re-recognition procedures

Organizations deemed inactive will have up to one year to comply with any and all directives that have deemed the local organization inactive. After one year, should the local organization fail to meet its obligations, the OSA will no longer recognize the organization as a fraternal or student organization.

Fraternity/Sorority Expansion Process (cont.)

Voluntary Closure

A fraternity/sorority which was previously recognized by a fraternal governing council and approved by the Vice President of Student Services and subsequently closed due to decreasing membership, graduation of all membership, or by no fault of the group or any of its members shall return to full recognition by following the WIU Recognition Procedures with the following addendums:

- All outstanding debts to the University and/or the fraternal governing council must be reconciled prior to approval of colony status.
- The organization must have been in good standing with the University and the fraternal governing council upon voluntary closure.
- All policies and procedures pertaining to expansion and recognition must be adhered to at all times.
- The Office of Student Activities must be contacted by the organization's expansion director with a request to return to WIU prior to any activity on campus.

Unauthorized Expansion/Intake/New Member Activity

WIU defines unauthorized expansion/intake/new member activity as, but not limited to:

- Campus crashing
- Ghost lines
- Recruitment or soliciting members
- Pledging, educating, and/or initiated WIU students without having approved organization recognition by WIU and non-WIU students initiate the expansion process

Organizations who violate this policy will prompt the following action to be taken against the fraternity/sorority

- The organization will not be eligible to seek recognition as a recognized student organization at Western Illinois University for, at least, two calendar years following the discovery of clear and definitive evidence that no WIU student has been initiated into the organization.
- The organization will not be eligible to host or coordinate any events at WIU that are affiliated, in any way, with the organization.
- The organization will not be eligible to participate as a co-sponsor of any student event hosted at WIU.
- Without formal recognition at WIU via one of the fraternal governing councils and approval by the Vice President of Student Services, the organization will not be given permission to list Western Illinois University as an entity on any materials including, but not limited to, websites, chapter rosters, etc.

Social Event Management Policy

Purpose

The purpose of the guidelines set forth in this document are to guide and establish accountability for the fraternities and sororities of Western Illinois University in managing risks for their organizations. This policy applies to all social events hosted by fraternities/sororities.

Introduction

The fraternities and sororities of Western Illinois University are aware of the increasing need for self-regulation and risk management within the chapters and the fraternity/sorority system. This document is in response to fraternity and sorority leaders and University officials across the nation demanding that fraternity/sorority systems provide guidance and guidelines to ensure the safety of members and visitors to chapter property and social events. All fraternities/sororities are to be in compliance with their Inter/National and Western Illinois University (WIU) policies regarding alcohol and risk management. In the event Inter/National and WIU policies are in conflict, Greek Life Programs (GLP) will defer to the stricter of the guidelines.

It is important to remember even “unofficial” organization events can be construed as chapter events if an outside observer can reasonably associate the activity with the chapter. Therefore, sound risk management practices should be considered and implemented any time members come together – whether on or off chapter or University premises.

Statement of Student Welfare and Responsibility

The safety and welfare of our students is of the highest importance to Western Illinois University (WIU) and the fraternity/sorority community. There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. WIU and the fraternity/sorority community hope these students will seek help and other students or individual fraternities/sororities will respond to obtain the help their fellow student needs. To that end, Western Illinois University wants to minimize any hesitation students might have in obtaining help due to concern that their own behavior or chapter behavior might be a violation of University policy.

While policy violations cannot be overlooked, WIU staff members may take into consideration the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the organization or individual reporting the problem may be weighed in the overall assessment of possible negative consequences for the student who needs intervention. At a minimum WIU hopes a student would make an anonymous report that would put the student in need in touch with professional help.

Risk Management Committee (RMC)

The RMC will consist of one representative from each fraternal governing council (Interfraternity, Panhellenic, and United) and a graduate advisor appointed by the Assistant Director of Student Activities for Greek Life Programs. This committee will meet on a weekly basis to review submissions of fraternity and sorority social events.

Before hosting a social event, each organization President, Risk Management Chair, and Social Chair(s) must attend a meeting hosted by the RMC to review this policy. This meeting will be hosted the first Wednesday of each semester. Should an organization not attend this informational meeting, the organization will not be eligible to host any social events until they have completed the necessary training with the RMC.

Social Event Management Policy (cont.)

Definition of Terms

- Chapter Event: is interpreted as any function associated with a fraternity/sorority at Western Illinois University. An event can be deemed a chapter event if an observer would associate the event with a chapter.
- Premeditated: is interpreted as planned or deliberate
- Common Source of Alcohol: is interpreted as any container which holds more than one single serving
- Hard Alcohol: is interpreted as any alcoholic beverage that is twenty (20) proof or more
- Third (3rd) Party Vendor: is interpreted as a hosting venue that is not a recognized chapter facility or University property where an event is held and an outside party is providing food and/or beverage service
- Self Hosted: is interpreted as an event planned and held at or on a recognized chapter facility premise and food and beverages are being served by an organization. This includes Bring Your Own Beverage (BYOB) events being held on recognized chapter facility premises
- Conclude: is interpreted as the end of an event when all guests have left the premises and all music and distribution of for and drink have ceased

Types of Events

An event, for the purpose of this document, will be defined as any situation associated with the chapter, or any event that an observer would associate with the chapter.

Events can be classified as one or more of the following:

- Fundraising: An event where money is being raised to support the efforts of the chapter.
- Party: An open event for any student to participate. These events may not have alcohol.
- Formal: An event hosted by a chapter that formal/pin attire is required and chapter members invite dates.
 - In some cases these events are held outside of Macomb.
 - Guest List is required for this event.
- Alumni: An event hosted by a chapter where the attendance is limited to the undergraduate members, alumni members, and their guests.
 - Guest list is required for this event.
- Exchange: An event hosted exclusively for members of the sponsoring chapters.
 - No more than four organizations may participate in an exchange.
 - Typically held within Macomb. Guest List is not required for this event.
 - Rosters on file with GLP will be utilized as guest lists and organizations should configure their Sober Monitor Team according to those numbers.
- Date Party: An event hosted by one organization, that is not a formal, where members of the organization invite dates to the event.
 - Guest List is required for this event.
- Community Service: An event where the organization is giving of their time and talents to a cause. This does not include the raising of any funds.
- Philanthropy: An event where the organization is raising monies to be donated.

Organized events will be categorized as one of the following:

- Self Hosted: An event hosted on recognized chapter facility premises
- Third (3rd) Party Commercial: Location with an alcohol license
- Third (3rd) Party Residential: Location without an alcohol license
- Campus Facility: Any space located on Western Illinois University Premises

Social Event Management Policy (cont.)

General Event Guidelines

1. All alcohol related events held Sunday after 6:00pm through Wednesday before 5:00pm cannot be held at a chapter facility.
 - a. All alcohol related events during that timeframe may be held between the hours of 5:00pm and 1:00am at an alternative venue.
2. No social events are to be held the Thursday preceding finals week through the end of the semester.
3. All events listed within this document must be approved by the RMC. Appeals of non-approved events shall be submitted to in writing to the Fraternity/Sorority Advisor within forty eight (48) hours following notification from the RMC of the cancelled event.
4. All events held Sunday through Thursday must conclude by 1:00am.
5. All events held Friday and Saturday must conclude by 2:00am.
6. All alcohol distribution must conclude thirty (30) minutes prior to the scheduled end of the event.
7. All music must cease fifteen (15) minutes prior to the scheduled end of an event.
8. All events where alcohol is present are to be no longer than five (5) hours in length. Approval must be granted by the RMC and Fraternity/Sorority Advisor if a chapter desires to separate the five (5) designated hours where alcohol is present.
9. For all third (3rd) party vendor events where alcohol is present, regardless of the type of event or classification, the chapter must provide a copy of the venue's Certificate of Insurance (COI) to the RMC
 - a. The COI must show proof of a minimum per occurrence limit of \$1,000,000 for general liability coverage
 - b. Hosting facility or vendor must be listed as the primary insured on the certificate
 - c. The fraternity/sorority organizing the event must be listed as the certificate holder.
10. Chapter members, sober monitors, and/or event security have the right to refuse and/or excuse intoxicated, violent, or otherwise disorderly guests at any time.
11. Alcohol is not permitted at community service, philanthropic, or fundraising events.
12. Co-sponsorships shall be limited to four fraternities/sororities unless granted approval by the RMC and Office of Student Activities (OSA)/Greek Life Programs (GLP)
13. Any event theme must not have any suggestion of discrimination based on sex, race, color, sexual orientation, gender identity and expression, religion, age, marital status, national origin, disability, or veteran status. Insensitivity to groups is not acceptable as well as suggestion of alcohol and drugs are prohibited. Event themes such as these will not be approved.

Event Registration Paperwork

- A. All chapter, associated events listed within this document, regardless of type or classification, shall have registration paperwork submitted to the Office of Student Activities (OSA) for the RMC to review, no later than 10 business days in advance.
 - a. For events held on Saturday or Sunday, paperwork must be turned in 10 business days in advance of the preceding Friday of the event.
 - b. Days that class is not in session will not count in the 10 days.
- B. The last day to host an event with alcohol shall be the Saturday preceding the week before finals.
- C. The last day to host an event without alcohol shall be the Thursday preceding finals week.
- D. Registration paperwork must be submitted if one or more following event criteria is met:
 - a. Any event with alcohol
 - b. Any event held past midnight
 - c. Any event that has an estimated attendance over 150 people (including chapter members).
 - i. This includes philanthropies and community service projects.
 - d. Any event where food is distributed to the general public.

Social Event Management Policy (cont.)

Event Registration Paperwork (cont.)

- E. The social event registration form requires the following information:
- a. General information
 - i. Date of event
 - ii. start and end times
 - iii. Chapter President
 - iv. primary event planner contact information
 - v. co-sponsorship information (if applicable)
 - b. Event Information
 - i. Type of event
 - ii. event name
 - iii. description/theme
 - iv. address
 - v. phone number
 - vi. facility capacity
 - vii. number of expected attendance
 - viii. Whether or not alcohol is at the event.
 - c. Transportation (if applicable)
 - i. Vendor providing transportation name and phone number
 - ii. Location, date, and time of pick-up and drop-off
 - iii. Attach copy of agreement
 - d. Food and Drink (if applicable)
 - i. List of food provided. Chapters are encouraged to provide non-salty food items
 - ii. Location and quantity of non-alcoholic beverages and food
 - iii. Energy drinks do not count as beverages
 - e. Alcohol Check in system for BYOB events (if applicable)
 - f. Describe how beverages will be checked in, stored, distributed, and checked out
 - g. Third party vendor (if applicable)
 - i. Name, address, and contact phone number of Third Party Vendor
 - ii. Include copy of signed agreement
 - h. Music (if applicable)
 - i. List method of music (i.e. live band, DJ, iPod, etc.) to be played
 - i. Sober Monitors (if applicable)
 - i. List name and contact phone number for required number of sober monitors
 - ii. See section IIX for more detailed information

Social Event Management Policy (cont.)

Event Registration Paperwork (cont.)

- j. Guest Lists
 - i. Guest lists must include chapter members, alumni/ae, and guests attending the event
 - ii. Guest list must be typed, include names (first and last), date of birth, and numbers pre-list and post-list
 - A template is available on the WIU Fraternity/Sorority Life website
 - Guest lists must be arranged in alphabetical order by last name of the guests
 - iii. The prelist needs to be turned into the OSA and RMC with the event registration form.
 - iv. The post list needs to be turned in to the OSA and RMC by 4:30pm on the business day following the event
 - v. To allow for the attendance of chapter members guests who were not pre registered for the event, guest lists may contain blank spaces in an amount no more than 10% of the total number of invited guests.
 - For example, for an event with 50 planned guests, there will be allow no more than 5 (10% of 50) blank spaces on the guest list for unregistered guests.
 - When unregistered guests attend the event they must sign in by providing name, date of birth, and the name of the chapter member who invited him or her.
 - Blank spaces, for events with greater than 500 attendees, require advance approval by the Fraternity/Sorority Advisor.
 - vi. The post list must reflect only those guests included on the original pre list and no more than the number of approved blank spaces based on original estimated planned pre list
- k. Receipts
 - i. If food and drink were provided for an event, receipts need to be turned into the OSA and RMC by 4:30pm on the business day following the event.

Mass Gatherings

Mass Gatherings, within the Macomb City Limits, must be conducted in accordance with Chapter 4, Article VI of the Municipal Code of Macomb. The code requires that the event sponsor apply for a permit and strictly follow provisions set forth. Please see Appendix B for further detailed information.

Social Event Management Policy (cont.)

Alcohol Event Guidelines

- A. Open parties and “All-Us” are not permitted at any time. A guest list must always be used
- B. No alcohol is permitted to be present at any new member functions, including but not limited to recruitment, education, big/little nights, and initiation.
- C. Member and guest identification for alcohol related events:
 - a. All identification must be accompanied with a photo and must show date of birth. All identification must be shown at facility entrance.
 - i. The following is an approved list of proper forms of identification: driver’s license, military ID, state issued ID, or passport.
 - b. A unique identifier (wristband or stamp) must be used to identify those that have been determined to be of “legal drinking age”
 - c. A second/different unique identifier must be used to identify those that have been determined to NOT be of “legal drinking age”
- D. If an event is held on chapter premises, all non-members must be limited to a common area designated by the chapter hosting the event.
- E. For outdoor events, fences must be in place to mark off the designated event area.
- F. At all events on chapter property hard alcohol is prohibited in the designated event areas.
- G. Beer, single servings of wine, or wine coolers (in non-glass containers) are the only acceptable forms of alcohol at an approved event.
- H. There are to be no common sources of alcohol. This includes, but is not limited to kegs, party balls, and alcoholic punches.
- I. The possession or use of any apparatus, including but not limited to beer pong tables and beer funnels, used to facilitate the rapid consumption of alcohol or drinking games are not permitted.
- J. Encouraging and/or forcing consumption of alcohol and/or any other substance is a violation of University policy. Violators will be subject to sanctions.
- K. Alcohol cannot be purchased with chapter funds, nor may the purchase of it for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter.
- L. Members and guests who choose to consume alcohol must provide their own or purchase through a third party vendor.
- M. No one is permitted to drink out of a glass bottle at a self-hosted alcohol event.
 - a. This includes, but is not limited to, beer bottles, wine coolers, and wine.
 - b. Glass is permitted at third party alcohol events provided the third party vendor sells glass containers
- N. All permitted alcohol must stay in the original container (i.e. no plastic cups)
- O. All chapter functions where alcohol is present must be in compliance with all state, county, and local laws. This includes, but is not limited to Illinois Revised Statute, Chapter 43, section 131 and 183:
 - a. Illinois Revised Statute Chapter 43, section 183: Any person who distributes or sells alcoholic liquor at any place within the state without having first obtained a valid license to do so of a petty offence and fine no more than \$500.00, and for a second offense or subsequent offenses, shall be guilty of a class B misdemeanor.
 - b. Illinois Revised Statute Chapter 43, section 131: No person, associate, member, representative, agent or employee of such, shall sell, give, or deliver alcoholic liquor to any person under the age of 21 years, or to any intoxicated person or to any person known to him to be a habitual drunkard...no person, after purchasing or otherwise obtaining alcoholic liquor, shall sell, give, or deliver such alcoholic liquor to another person under the age of 21 years except in the performance of shall, in addition to other penalties provided for the act, be guilty of a class B misdemeanor.

Social Event Management Policy (cont.)

Alcohol Event Guidelines (cont.)

- P. Alcohol check in system for BYOB event
- a. All alcohol must be checked into a single designated location within the chapter premises
 - b. The designated alcohol location and alcohol distribution must be overseen by sober monitors
 - c. A punch card or ticket system must be used for all BYOB events
 - i. A punch card or ticket system must indicate the number of alcohol served checked into the designated location per person (i.e. a six pack of alcohol would equal six individual tickets or six designations must be made on one card)
 - ii. A punch card or ticket system must identify the type and quantity of alcohol, along with the name of the guest or member over the age of 21, who is responsible for the alcohol
 - iii. Distribution of alcohol will be limited to those with either a punch card or ticket

Sober Monitors

- A. All events at which alcohol is present shall have a sober monitor team.
- a. If an event is co-sponsored, EACH sponsoring organization must provide a sober monitor team.
 - b. The number of guests on each organization's pre list determines the number of sober monitors needed by EACH organization.
 - c. The number to be supplied by EACH organization are as follows:
 - i. 4 monitors from each chapter for 1-100 guests
 - ii. 6 monitors from each chapter for 101-200 guests
 - iii. 8 monitors from each chapter for 201-300 guests
 - iv. 10 monitors from each chapter for 301-400 guests
 - v. 12 monitors from each chapter for 401-500 guests
 - vi. For more than 500 guests, please see the RMC and RMC Advisor for the number of sober monitors required at the event
- B. At minimum, a sober monitor team should consist of the following:
- a. At least one (1) executive board member, risk manager, or social chair which is encouraged to act as the head of the sober monitor team
 - b. At least half of the team members must be age 21 or older
 - c. The one (1) executive board member, risk manager, or social chair may count toward one of the sober monitors that must be age 21 or older
- C. Each sober monitor is required to have a name tag or t-shirt denoting they are sober monitors.
- D. Sober monitors shall not consume any alcohol or use any illegal drugs or non-prescribed controlled substances at any time during or on the day of the event.
- E. Roles of a sober monitor might include but are not limited to entrance monitors, fire exit monitors, beverage distributors, and intoxication monitors.
- F. Duties of a sober monitor:
- a. Identify what is risky behavior
 - i. Can this behavior hurt someone?
 - ii. Has someone been hurt before with this type of behavior
 - iii. Does this behavior violate any laws
 - iv. Does this behavior violate any bylaws (University or national)?
 - b. Once a risky behavior is identified then reduce and/or eliminate the behavior by calmly addressing the situation and removing the guest/member if need be
 - c. Three biggest areas of risk management for fraternities/sororities
 - i. Providing safe housing
 - ii. No engagement of hazing of any sort
 - iii. Follow all your social event and alcohol policies

Social Event Management Policy (cont.)

Security Guards

- A. For events that qualify for registration under the City of Macomb Mass Gathering ordinance, at which 150 or more people are in attendance, held outside and alcohol is present, hired certified uniformed security guards are required in addition to the Sober Monitor Team.
- B. The number of guests on each organization's prelist determines the number of security officers needed. The number to be supplied are as follows:
 - a. 2 security guards for 150-500 guests
 - b. 4 security guards for 501-1000 guests
 - c. 6 security guards for 1001-1500 guests
 - d. 8 security guards for 1501-2000 guests

Food and Drink

- A. Non-alcoholic alternative beverages must be provided free of charge at all self-hosted events at which alcohol is present.
- B. Non-alcoholic individual serving beverage can include but are not limited to: bottled water, soda, or juices
 - a. Energy drinks do not count as non-alcoholic beverages
- C. At each self-hosted event at which alcohol is present, one case (24 individual services) of non-alcoholic beverage per every 50 guests must be provided.
 - a. The non-alcoholic beverages should be distributed at the same location as the alcoholic beverage.
- D. Food must also be available free of charge at all BYOB social events at which alcohol is present.
 - a. One serving of food per person shall be provided. The food should be easily accessible to everyone.
- E. All food and non-alcoholic beverage receipts from the event must be turned in with the post lost the following business day.

Drugs

- A. The possession, sale, and/or use of any illegal drugs or controlled substances at any chapter house, sponsored event, or at any event that an observer would associate with the fraternity/sorority is strictly prohibited.

Fire, Health, and Safety

- A. See Appendix A

Sexual Abuse

- A. The fraternity/sorority system will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions demeaning to persons including but not limited to date rape, gang rape, or verbal harassment.

Firearms

- A. Local jurisdiction applied

Social Event Management Policy (cont.)

Authority and Jurisdiction

- A. Violations of this policy will be reviewed by the RMC. Should substantial evidence exist that a violation has occurred the information will be referred to the Greek Review Board (GRB) and/or the Office of Student Judicial Programs.
- B. Generally jurisdiction and discipline shall be limited to conduct which occurs on University or chapter premises, at chapter activities or which adversely affect the University community and/or the pursuit of its objectives.
- C. Although not all acts of individual chapter members can or should be attributable to the chapter, any chapter or its members should be held responsible for its actions as described herein.
- D. Occasional lapses by individual members or isolated individual failures in restraint should not be chargeable to the chapter, but evidence of chapter conduct exists where:
 - a. Members of the chapter act in concert, or the chapter provides the impetus for members, to violate University policy;
 - b. A violation arises out of a chapter sponsored, financed, or endorsed event;
 - c. A chapter officer has knowledge of the incident before it occurs and fails to take corrective action
 - d. The incident occurs on the premises owned, operated, or leased by the chapter;
 - e. A pattern of individual violations is found to have existed without proper and appropriate chapter control, remedy, or sanction.
- E. In determining whether a chapter may be held collectively responsible for the individual acts of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated. As a guiding principle, chapters will be held responsible for the acts of their members when those acts are out of, or are in any way related to chapter life.

Revisions

- A. This document should be assessed, evaluated, reviewed, and updated by the Fraternity/Sorority Advisor at minimum on a yearly basis.
- B. Every two years this document should be assessed, evaluated, reviewed and updated by a Policy Review Committee. This committee should comprise of fraternity/sorority members and advisors along with the University Risk Management Officer and appointed University staff members. The Fraternity/Sorority Advisor will chair this committee.
- C. Updates to this document can be made through one of the following ways and must be approved by the Director of Student Activities
 - a. Recommendations voted upon by any or all governing councils (individual chapters must work through their respective councils)
 - b. Through the Policy Review Committee
 - c. Fraternity/Sorority Advisor

Previous five (5) Revisions: Spring 2012; Spring 2010; October 2007; February 2006; April 2004

Greek Review Board

Philosophy and Purpose

To align with the mission of Greek Life Programs, the GRB exists to assist in the personal growth and development of our fraternity/sorority community by further promoting self governance, accountability, and responsible citizenship. The GRB seeks to promote, using both educational and punitive sanctions, actions that align with the values of Western Illinois University and Inter/National fraternities/sororities. Additionally, to promote the welfare of the individual members and chapters of the fraternity/sorority community. An individual who assumes voluntary membership in a social fraternity/sorority does not surrender his/her rights or escape his/her fundamental responsibilities as a citizen, but acquires additional rights and responsibilities to the University fraternity/sorority community voluntarily and thus assumes obligations of performance and behavior reasonably imposed by all members of the fraternity/sorority community as well as Western Illinois University.

The purpose of the GRB is to review allegations of misconduct involving social fraternities/sororities and mediate or adjudicate a resolution to said allegations. Under the Code of Student Conduct, the GRB has been authorized to review allegations of misconduct involving social fraternities/sororities. Behavioral prescriptions which social fraternities/sororities will be held accountable have been enunciated in the Code of Student Conduct, IFC/UGC/PHC constitutions, and fraternity/sorority community standards. As stated in the GRB's philosophy, members of the fraternity/sorority community acquire additional rights and responsibilities. Consequently, social fraternities/sororities are held to high standards in all regards – including social endeavors.

Jurisdiction

The GRB has been designed with the intent to review chapter conflicts and conduct, but reserved the right to address individual member actions. Generally, jurisdiction and discipline shall be limited to conduct, which occurs on University or chapter premises, at chapter activities, or activities that can reasonably be assumed to be associated with a fraternal organization. Violations of council constitutions, bylaws, or policies shall be reviewed by the governing council. Appeals may be made to the Greek Review Board.

Although not all acts of individual chapter members can or should be attributable to the chapter, any chapter, or its members should be held responsible for its actions as described herein. The GRB, through collaboration with the Office of Student Activities, Student Judicial Programs, and the Greek Life Risk Management Committee (RMC), has the right to determine whether or not an action is attributable to the chapter or is considered an individual offence. Evidence of chapter conduct exists where:

- Members of the chapter act in concert, or the chapter provides the impetus for members to violate University policy;
- A violation arises out of a chapter sponsored, financed, or endorsed event;
- A chapter officer has knowledge of the incident before it occurs and fails to take corrective action;
- The incident occurs on the premises owned, operated, or leased by the chapter;
- A pattern of individual violations is found to have existed without proper and appropriate chapter control, remedy, or sanction.

In determining whether a chapter may be held collectively responsible for the individual's acts of its members, all of the factors and circumstances surrounding the specific incident will be reviewed and evaluated, including chapter specific attempts at mediation and resolution.

The GRB will hear all cases that violate Social Event Management Policy (SEMP). The RMC reserves the right to delegate a case to the councils if they feel the case would be better handled by the governing council. If an incident should occur that does not fall under the SEMP, the RMC reserves the right to decide where the case will be heard. For severe cases, the Office of Student Activities may claim jurisdiction. For all other cases, the RMC will decide whether the governing council or the GRB will have jurisdiction.

Greek Review Board (cont.)

Structure

There are three types of review conducted by the GRB: check ups, mediations, and review hearings. A check up or mediation is not necessary prior to an official hearing. If the RMC or GLP Staff believes a hearing is necessary, they do not need to hold either of the types of reviews before the situation can proceed to a review hearing. The RMC, in coordination with the GLP staff, will decide whether a chapter will have the opportunity for mediation or will immediately be assigned a GRB hearing. This decision will be based on the criteria described later in the document.

Check ups

- Can occur at the discretion of the GRB or any of the GLP Staff. If the RMC feels it is acceptable, they can call in the identified chapter to check in.
- The check up team will consist of two (2) representatives. The representatives will be one member of the RMC and one member of the GLP Staff
- The check up team will talk to the chapter representatives about the potential risk situation the chapter could be in.
- This action should be utilized if the chapter actions do not warrant a mediation or review, but an intervention is necessary.

Mediation

- Mediation exists to facilitate a discussion to reach a mutually binding agreement between chapters or between a chapter and the OSA can occur at the discretion of the GRB or at the request of a Chapter.
- The mediation team will assist one or more chapters assess their actions and achieve a solution agreeable to both the involved chapters and the mediation team. All parties must agree on any decisions for them to be valid.
- The mediation team will consist of three (3) representatives. These representatives will be one (1) member of the RMC, one (1) member of the GLP staff, and one member from the GRB pool.
- The mediation team will assist chapters as they assess their own actions and, when violations have occurred, hold themselves accountable.
- Any organization violating a mediation agreement will be forwarded to a hearing board for failure to comply.
- If a reasonable decision cannot be made based on the mediation, a GRB Hearing will be conducted.
- A mediation should not be treated as a judicial hearing.

GRB Hearing

- Each hearing will consist of three (3) representatives. These representatives will be one (1) member of the RMC who will serve as the chairperson and two (2) members of the GRB pool. A member of the GLP staff will serve as the board advisor and be present at all hearings conducted by the board.
- There must be at least one (1) representative from a fraternity and at least one (1) representative from a sorority. A reasonable attempt should be made to include one representative from each council.
- No more than one (1) representative from any chapter may serve on a board at a GRB hearing.
- No member of any of the chapters involved in the hearing can serve as a representative. This includes the chairperson.
- If one board member does not show, the accused chapter may make the decision whether or not to continue with the hearing. If two or more board members are not present, the hearing will be rescheduled.

Greek Review Board (cont.)

Structure (cont.)

Advisor(s)

- An advisor to the Risk Management Committee will serve as the advisor to the Greek Review Board during a hearing
- The role of the advisor is to provide the relevant information to board members prior to a mediation/hearing, assist the board in following the procedures during a mediation/hearing, provide relevant information to the board for sanctioning purposes.
- It shall not be the role of the advisor to ask questions during a mediation/hearing or to lead board members toward a decision.
- The advisor must fulfill the following duties:
 - Notify the chapter(s) of potential violation(s) in writing.
 - Coordinate the scheduling of mediations and review hearings.
 - After each meeting, a chairperson will notify the Fraternity/Sorority Advisor of the outcomes of all mediations/hearings.
 - Oversee the enforcement of sanctions, ensuring the completion of sanctions.

Chairpersons

- The Risk Management Committee members will serve as the chairpersons of the GRB.
- One chair must be present at all hearings.
- Chairs must fulfill the following duties:
 - Coordinates representatives to fill the board for each hearing.
 - Serve as a member of a mediation team.
 - During a hearing, serve as moderator, supervise board members, and monitor the behavior/conduct of all individuals in attendance.
 - Submit a report to the Assistant Director of Student Activities for Greek Life of the GRB's activities at the end of the term of office. That report will include, but is not limited to, the following:
 - Number of cases heard
 - Types of cases heard
 - Decisions reached
 - Areas that need improvement or clarification and suggestions for improving the overall operation of the Board.
 - Organize and application and interview process for new members to add to the GRB pool, in conjunction with the GLP Staff.

Board Members

The GRB shall be composed of a pool of fraternity and sorority members. Each semester, an application and interview process will open for those interested in serving as a board member.

To be eligible for the board, a student must meet the following criteria:

- Be a full time undergraduate student at Western Illinois University.
- Be an initiated member of a fully chartered and officially recognized IFC/PHC/UGC organization.
- Be in good judicial standing with the University, Office of Student Activities and their individual chapter.
- Maintain a 2.500 cumulative grade point average.
- Not be serving as an Executive Board member of any of the councils.
- Not be serving as the President of an IFC/PHC/UGC organization.
- Maintain confidentiality of all GRB related proceedings.

If selected to serve as a member of the board, new members must attend one training session a semester, prior to serving for a hearing. Returning/continuing members must also attend one "refresher" session each year after their first training session before they can serve during a hearing.

If a returning/continuing member misses two “refresher” trainings in a row, without a valid excuse, they will be removed from their duty on the board. If a member no longer fulfills the requirements stated above or does not fulfill the duties expected of a member, the representative will be removed from the pool of eligible representatives.

Investigation

Investigations will be conducted by professional staff members within the University Community. The assigned Chair, in association with the GLP Staff, will collect information related to reported incidents. All evidence procured from their investigation must be documented and provided to the mediation team or GRB prior to meeting with the accused chapter(s).

Outcomes and Resolutions

It should be understood by all participants in the judicial process there is a fundamental difference between the nature of student discipline and criminal or civil law. The aim of these outcomes and resolutions imposed in the disciplinary process is to educate students, and the types of potential outcomes are not all equivalent to those of a criminal or civil proceedings.

In each case when the GRB determines an organization has violated policy, the outcome(s) and/or resolutions must be approved and imposed by the OSA. The OSA is not limited to outcomes and/or resolutions recommended by the GRB. Following a mediation and/or hearing, the Board Advisor shall advise the chapter president, chapter advisor, and Inter/National Headquarters in writing of the outcome(s) and/or resolutions imposed. If appropriate, chapters may submit recommended outcomes and/or resolutions for themselves to all meetings with the GRB.

More than one of the outcomes and/or resolutions listed below may be imposed for any single violation:

- Tier one
 - Tier one warning may involve, but are not limited to, unintentional and/or accidental infractions.
 - When a time frame is necessary for an outcome and/or resolution, it cannot exceed eight (8) weeks (not including University breaks).
- Tier two
 - Tier two infractions may involve but are not limited to unintentional and/or non-accidental infractions. May also include repeat policy violation offenders.
 - Can serve as both a second chance and possible final warning to the organization.
 - When a time frame is necessary for an outcome and/or resolution, it cannot exceed sixteen (16) weeks (not including University breaks).
- Tier three
 - Tier three infractions may involve but are not limited to multiple intentional and/or non-accidental infractions. May also include multiple repeat policy violation offenders and/or deliberately jeopardizing the safety of chapter members, guests, the fraternity/sorority community, and/or the University.
 - When a time frame is necessary for an outcome and/or resolution, it cannot exceed one calendar year (not including University breaks).
 - Tier three infractions can affect the chapter’s good standing with these respective governing council and/or the University.
 - Tier three infractions can be sent to the Office of Student Judicial Programs for organizational review.

The GRB will work diligently to assure that any outcome(s) and/or resolution(s) will be tailored to match the infraction. Chapters can use the following outcomes and resolutions as a guide for suggesting disciplinary action during a mediation or review hearing. Chapters are not limited to this list and may recommend any other outcome and/or resolution they deem appropriate.

Greek Review Board (cont.)

Outcomes and Resolutions (cont.)

One or more of the following outcomes and resolutions may be imposed or agreed upon any chapter through the GRB, Director, and OSA:

- Warning: a notice in writing to the organization that the chapter is violating or has violated institutional policy.
- Substance probation: chapters subject to substance probation may not be permitted to have alcohol at any chapter events including, but not limited to, formals, parties, or exchanges.
- Social Probation: chapters subject to social probation may not be permitted to participate in parties, formals, exchanges, or any other social formal or informal, on campus or off campus.
- Activities Probation: chapters prohibited from participating in some or all fraternity/sorority events and/or all University events such as Homecoming, Greek Week, etc.
- Intramural Probation: chapters shall be prohibited from participating in any portion of the University intramural program.
- Restitution: compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.
- Community Service and/or Philanthropy
- Formal letter(s) of apology
- Hosting and/or attending an educational program for an individual chapter, council, or the fraternity/sorority community.
- Brother/Sisterhood event with another chapter or their own.
- Referral to and participation in a University service (i.e. Alcohol and Other Drug Resource Center).
- Suggested revision to policy to be presented to GLP Stand, GRB, or Council.
- Additional sanctions as necessary.

Being found responsible for violating any institutional regulation(s) during a probationary period may result in more severe disciplinary sanctions. All disciplinary records concerning fraternities and sorority are maintained permanently for archival purposes in the Office of Student Activities.

Pre Mediation/Hearing Procedures

1. The Board Advisor shall notify the Chapter President and the Chapter Advisor electronically and through campus mail of the necessity to set up a meeting. This notification will include:
 - a. The alleged violation(s) citing the appropriate University and/or council policy(ies) or regulation(s)
 - b. Description of the incident(s) leading to the allegation including date, time, and place (insofar as may reasonably be known).
 - c. The time and place of the review hearing or mediation.
 - d. The procedures to be followed at the hearing.
 - e. All relevant information concerning the matter will be shared with the Chapter President and accused student(s).
 - f. Questions should be directed to the Board advisor or the chairperson.
2. Chapters involved must contact the GRB to schedule a meeting within three (3) days of receiving the notification.
3. Meetings must be within two (2) weeks of the original contact.
4. If applicable, Organization Representatives will have the opportunity to take responsibility or not take responsibility for all some or none of the alleged violations.

Greek Review Board (cont.)

Mediation Procedures

1. Members of the mediation team will mediate the case fairly and solely on the evidence presented.
2. Mediations will be closed to the public with no more than three (3) representative of each organization present unless otherwise directed.
3. If multiple chapters are involved, the mediation team can ask one chapter at a time to attend a meeting before bringing all parties together to decide on a course of action.
4. The mediation team has the ability to request anyone associated with the alleged violation to attend the mediation. These individuals will not sit in on the entire proceeding, but can be asked to provide a statement and answer questions from those involved and the mediation team.
5. The mediation team reserves the right during any meeting to meet each chapter separately or consult privately amongst themselves before making a decision.
6. Decisions agreed upon in mediation by all parties involved cannot be appealed.
7. If a decision cannot be reached, the conflict will be referred for a GRB hearing.
8. Should an accused chapter fail to appear after proper notification, a GRB hearing will automatically be required.
9. If a scheduling conflict arises that prohibits a chapter from attending a scheduled mediation, the chapter must inform the GRB at least twenty-four (24) hours in advance.
10. Decisions reached in mediation will be sent to the Chapter President, Chapter Advisor(s), and, if warranted, Inter/National Headquarters.

Hearing Procedures

1. Members of the board shall judge the case fairly and solely on the evidence presented.
2. Hearings will be closed to the public with no more than three (3) representatives of each organization present unless otherwise directed.
3. If the chapter chooses to not take responsibility for some or any of the charge(s), the charge(s) must be proven within the preponderance of the evidence.
4. The board has the ability to request anyone associated with the alleged violation to attend the hearing. These individuals will not be present for the entire proceeding, but can be asked to provide a statement and answer questions from the accused and the GRB.
5. Should an accused chapter fail to appear after proper notification, the hearing shall be conducted in abstention. Evidence in support of the charges will be presented to and considered by the GRB.
6. If a scheduling conflict arises that prohibits a chapter from attending a scheduled hearing, they must inform the GRB at least twenty-four (24) hours in advance.
7. Decisions will be made and distributed to involved chapters within forty-eight (48) hours of the conclusion of a hearing.
8. If found responsible, notification of violation and sanctions and/or resolutions will be sent to the Chapter President, Chapter Advisor, and Inter/National organizations.

Greek Review Board (cont.)

During the Hearing

1. The Chair introduces the board members, the advisor, and self.
2. The Chair notes the date and time of the hearing.
3. The Chair reviews the procedures to be used during the hearing.
4. The Chair identifies the Charged Organization Representatives and the Complainant
5. The charged organization will have the opportunity to identify if an advisor is present.
6. The charged organization and the complainant have the opportunity to ask questions regarding the procedure of the hearing.
7. The charged organization has the opportunity to dismiss any board member they feel should not serve during the hearing.
8. The charged organization and the complainant have the opportunity to address if the Board should not review the case at the scheduled time.
9. The Chair will read all charges.
10. The Chair will identify if the charged organization has accepted any or none of the charges.
11. If the charged organization responds to at least one charge as “not responsible” the hearing will proceed in the following manner:
 - a. The complainant will present their case reviewing the gathered information and any additional evidence.
 - b. The charged organization will present their case for why they do not feel they are not responsible for the charge(s)
 - c. The complainant will present any new evidence not submitted through the initial investigation.
 - d. The charged organization will present any new evidence not submitted through the initial investigation
 - e. The complainant will present/ ask questions of any witnesses (one by one if multiple)
 - f. The charged organization has the opportunity to question the witness
 - g. The Board has the opportunity to question the witness
 - h. The charged organization will present/ask questions of any witnesses (one by one if multiple)
 - i. The Complainant has the opportunity to question the witness
 - j. The Board has the opportunity to question the witness
 - k. The Complainant has the opportunity to ask final questions of the Charged Organization through the Board
 - l. The charged organization has the opportunity to question the complainant through the Board.
 - m. The Board will have the opportunity to ask any final questions of the complainant or the charged organization.
 - n. Both the complainant and the charged organization may be granted up to fifteen (15) minutes to prepare final remarks/summary statements.
 - o. Complainant presents final remarks/summary statements.
 - p. Charged organization presents final remarks/summary statements.
12. The Chair will describe the decision-making and notification process.
13. The Board will deliberate regarding findings, and if applicable, decide appropriate sanctions in private.

Appeals

- Only review hearings may be appealed. Mediations are not eligible for appeal as they are mutually agreed upon decisions.
- Any appeal must be submitted, in writing, to the Director of Student Activities within one (1) week of the decision.

Records

- Detailed records of both mediations and GRB hearings will be kept in the Office of Student Activities.
- Records will be accessible to advisors and Chapter Presidents.
- Requests to review records must be submitted to the Fraternity/Sorority Advisor.
 - Those requesting records should allow at least forty-eight (48) hours for the records to be available.
- The GRB reserves the right to record the proceedings using audio and/or video.
- At the conclusion of each semester, a committee composed of members outside of the Greek Life Programs Staff will review the activities of the GRB.

Greek Review Board (cont.)

Revisions

- This document should be assessed, evaluated, reviewed, and updated by the Fraternity/Sorority Advisor, the Greek Life Graduate Advisors, and the RMC at minimum on a yearly basis.
- Updates to this document can be made through the following and must be approved by the Director of Student Activities:
 - Recommendations voted upon by one or more governing councils (individual chapters must work through their respective council).
 - Recommendations made by members of a GRB subcommittee designed specifically to assess and evaluate the effectiveness of the GRB.
 - Recommendations made by the RMC, Greek Life Programs Graduate Advisors, or the Fraternity/Sorority Advisor.

Emergency Policies/Procedures

There are times when unfortunate events occur in or to our chapters. It is during these times when we must seize an opportunity to show one of the most incredible aspects of being a member of a fraternity or sorority; pulling together as a group and community to support one another. It is important to remember that proper decision-making skills need to be utilized when in an emergency. The safety and health of individuals is more important and valuable than the potential discipline the individual and/or organization may face as a result of the incident/event.

The following procedures are recommended in the event a tragedy or crisis occurs, whether on or off chapter property. Examples of such situations include, but are not limited to, the death or serious injury of a member, or fire in a chapter facility. These recommendations are designed primarily for chapters with houses; however most of the provisions are applicable to any organized group.

Some organizations may already have similar emergency procedures that have been developed by their Inter/National headquarters. This information will complement those procedures by providing names and telephone numbers of local contact people who can be of assistance.

Member Education

1. Be certain each member of the chapter understands the Chapter President is the officer in charge of every emergency situation. The President may consult with other members depending on the situation, however, final decision making authority rests with the President.
2. Determine a succession order of chapter officers who are responsible in the Chapter President's absence and communicate the order to the entire chapter membership. Each officer should know where to locate a copy of this list of emergency procedures. The On Campus Advisor, Off Campus Advisor, and House Corporation Board President should also possess a copy of and be familiar with these procedures.
3. All members must know who is in charge and be prepared to follow instructions. Include a review of both the general fraternity/sorority emergency procedures and these procedures in your new member education program. Highlight these procedures at the beginning of each semester with the entire chapter membership.

Emergency Procedures (cont.)

Death, Serious Injury, Threat to Individual Lives

1. Restrict access to the chapter facility at once. Assign competent individuals to answer the telephone and the front door. The Chapter President cannot give instructions and maintain order if members are leaving and strangers are entering.
2. Permit only your members and appropriate officials to enter. Try to keep members off their personal phones to avoid the passing of incomplete information prior to a statement being issued by the Chapter President. If your chapter does not provide housing, identify a common meeting place.
3. If emergency assistance is necessary, dial 911 and provide the dispatcher with complete information on the situation. Be calm and concise. The dispatcher will contact the support and response teams required notification (i.e. ambulance, fire department, police department, etc.)
4. Before you leave the telephone, contact the Office of Student Activities (309-298-3232) and/or the Office of Public Safety (309-298-1949), your Chapter Advisor(s). If there is any doubt whether or not the situation is serious enough to warrant calling, PLEASE CALL!
5. Assemble your members in a group. Explain there is an emergency situation and the chapter facility is closed. Ask the members to cooperate in controlling outgoing phone calls until the situation is under control. The Chapter President will be the official spokesperson for the chapter. Do not discuss the situation with anyone outside the chapter membership until the policy, University officials, and your Advisor have arrived. At that time it will be discussed exactly what has happened and determine jointly what steps will be taken to manage the situation.
6. If there are members of the chapter who are not present for this meeting, a member of the chapter should be assigned to inform each of them as to the situation upon their return.
7. Your Inter/National headquarters will need to be notified at the earliest opportunity. Specific information to be shared, as well as questions, which they may be able to answer, can be formulated prior to the call through discussion with University officials and your chapter Faculty/Staff Advisor.
8. If the press should contact the chapter, only the Chapter President or Chapter Advisor should speak on behalf of the chapter. With the help of your Advisor and University officials, an official written statement can be prepared. Decline comment until such a statement has been complete. Do not release any name until it has been determined it is appropriate.
9. If the situation is a death outside the chapter living space, do not announce it until University and your Chapter Advisor(s) have arrived to help.
10. In the event of a serious injury or death, it is the role of the University personnel and/or medical/law enforcement personnel to notify the parents. You should, however, have parent/guardian information on file and available to the proper authorities. When you know the family has been notified, it is appropriate for a chapter representative to call and share sympathies and concern.
11. In the event of a death, you will want to make arrangements for any roommates to temporarily relocate to another living space. Restrict access to the deceased member's room until his/her personal possessions are removed.
12. If a member dies, do not move any of the deceased student's personal possessions. When proper time has passed, you will call the family to ask what their wishes are regarding his/her personal possessions. You may offer to pack them in boxes or offer to assist the parent/guardians if they choose to pack the belongings themselves. Before they arrive, be sure all borrowed items are returned to the deceased student's room. If the parents/guardians do choose to pack the belongings themselves, you can make packing materials available and offer to help. Respect the family's wishes no matter how difficult they may become.
13. The University official involved will initiate the notifications within the University of those offices, which would interact with the injured or deceased student (i.e. departmental offices and professors).
14. University officials are always available to counsel and to provide general assistance to chapter members. Do not hesitate to call for help. Individual and group counseling are strongly recommended following any crisis situation. No matter how well things may appear on the surface, counseling and other support services are often necessary.
15. If the funeral is in state, it will mean a great deal to the family for members of the chapter to attend. If the funeral is too great a distance for the general membership to attend, arrangements can be made for a local memorial service. Most fraternities and sororities have ritual ceremony to be conducted in the event of a member's death. Arrangement may be made by the Chapter President to hold this ceremony at the appropriate time.
16. In the case of serious injury or illness, inquire about the visitation wishes of the family and communicate this to and coordinate this with members of the chapter.
17. In any emergency use tact and caution in your statements to members, media/press officials, and others. Avoid speculation and hearsay. Remember to issue only the prepared official statement to the media/press.

Emergency Procedures (cont.)

Fire

1. Create a rooming chart resembling the house floor plan. List the residents of each room directly on the floor plan. Note any information next to the individual's name, which might become important to the fire department (i.e. physical limitations). Note the placement of beds and identify the occupant of each on the floor plan.
2. Make two copies of these documents. Give one to each of your next-door neighbors (even if they are not a fraternity/sorority). Keep the original in a publicized place (i.e. chapter room, desk drawer in common room, etc.).
3. Develop escape routes for each room. Permanently affix the room's escape route to the back of the room's door.
4. Should a fire break out, dial 911. When the fire department arrives, you will need to assist them in determining if anyone was left in the house, and if so, where they might be found. The floor plan can be of great benefit at a point when chapter officers may not have the time to try to recall numerous name and rooming situations.
5. Identify a common meeting place outside the house for members to gather in the event of a fire. This can be a tree a nearby fraternity/sorority front lawn, or any predetermined location. Ensure the location is a safe distance from the house and out of the way where emergency vehicles will enter the property. At that point, get a neighbor's copy of the rooming list and take roll. Make a note of any individuals who are missing and the probability of their remaining inside the house. This step must be taken as quickly and efficiently as possible.
6. The Chapter President or highest-ranking officer present will communicate this information to the fire department. The fire department Incident Commander will be identified either by wearing an orange vest with Incident Command on it, or by being in a fire department vehicle with a green flashing light on top. Another designated officer should be calling those individuals identified in the general emergency procedures listed previously (i.e. University officials, Chapter Advisor(s)). It is suggested that a listing of all necessary phone numbers be kept with the copies of the floor plan.
7. Keep chapter members together. Under no circumstances should any member of the chapter return to the burning building.
8. Upon their arrival, University officials and the Chapter Advisor(s) will begin to make temporary living arrangements as necessary.
9. The Chapter President should organize a timed fire drill each semester. The Macomb Fire Department is willing to assist in the education components of a fire drill.
10. The chapter should sponsor a program/presentation by the Macomb Fire Department on fire safety.

Statement of Student Welfare and Responsibility

The safety and welfare of our students is of the highest importance to Western Illinois University (WIU) and the fraternity/sorority community. There will be times when individual students, both on and off campus, may be in critical need of assistance from medical or other professional personnel. WIU and the fraternity/sorority community hope these students will seek help and other students or individual organizations will respond to obtain the help their fellow student needs. To that end, Western Illinois University wants to minimize any hesitation students might have in obtaining help due to concern that their own behavior or chapter behavior might be a violation of University policy.

While policy violation cannot be overlooked, WIU staff members may take into consideration the positive impact of reporting an incident on the welfare of students when determining the appropriate response for policy violations by the reporter of the incident. Any possible negative consequences for the organization or individual reporting the problem may be weighed in the overall assessment of possible negative consequences for the student who needs intervention. At a minimum, WIU hopes a student would make an anonymous report that would put the student in need in touch with professional help.

Appendix A

Social Event Theme Guidelines

It is easy to get entrenched in our own community and individual fraternities/sororities. Sometimes it is hard to see outside the box. Hurtful themes can affect an entire community. We are individuals but we are a community and the individual's actions reflect on the greater whole. Many of the more typical themes are not promoting moral, intellectual, and social growth. These can often mask people's identities and encourage them to act in a hurtful and disrespectful ways, even if that was not the intention. Even if the intention isn't there it is still wrong. It will be tempting to trust that all members will act or frees in an appropriate manner but remember that if ONE person acts in an unacceptable manner it reflects on the entire chapter and community.

Themes should not be reinforcing stereotypes that many have been fighting to change for years. Specifically this means themes regarding race, gender, or religion are unacceptable.

Consider the following list for possible theme ideas:

- Black and white semi-formal
- Favorite TV show
- All-star athlete (dress like a soccer, baseball, football, etc. player)
- Zoolander
- This used to be cool
- When I was growing up/Throwback
- Brand logos (Jolly Green Giant, Tony the Tiger, etc.)
- Superheroes
- Graffiti (wear a plain white t-shirt, bring markers and write on each other's shirts)
- Jimmy Buffet (beach attire, floral shirts, shorts, sandals)
- Rescue Me (any helping professional: doctor, police officer, crossing guard, etc.)
- 80s/90s TV
- Nickelodeon/Disney
- Cocktail semi-formal (cocktail dresses, pants, shirts, ties)
- My Tie (semi-formal dress attire where men put all ties in a basket and women find the owner of a tie)
- What the heck are you wearing?! (What person can wear the most clothing that makes the least amount of sense)
- Starts with the letter... (Pick a letter and wear something associated with words that starts with it)
- What you want to be when you grow up/Occupations
- Cartoons and Cartoon Characters
- Sweatpants and Polos (fancy and comfy)
- WIU Spirit
- \$5 Prom (go to a thrift store with \$5 and try to find something fancy to wear)
- Masquerade Ball
- A Star Studded Night! (celebrities)
- High School Reunion (wear old high school t-shirt and uniforms)

Remember, themes are meant to be fun, but not fun at the expense of other. Make sure members understand the idea of the theme and do not construe it in a negative way. An idea of how to minimize poor choices is to have a fashion show of what the theme is.

Appendix B
City of Macomb Mass Gathering Ordinance

A. Definition of Terms

1. Fence means any barrier or partition with principal dimensions of height and length clearly defining the perimeters of a mass gathering and designed to control ingress and egress. A fence shall include but not be limited to existing buildings, walls, hedges, and structures.
2. Mass Gathering means any outdoor or open air gathering of one hundred fifty (150) or more persons at which alcoholic liquor is consumed, provided such alcoholic liquor is not sold at the gathering by a person or persons holding a liquor license issued by the City of Macomb.
3. Security Guard means any person clearly identified as security personnel provided such person does not consume alcoholic liquor while on duty at the mass gathering.
4. Sponsor means to allow, permit, conduct, hold, maintain, encourage, organize, or promote a mass gathering.

B. It shall be unlawful for any person to sponsor a mass gathering unless a permit has been obtained from the City of Macomb for the sponsoring of such mass gathering.

C. Application for Permit. Written application for a permit to sponsor a mass gathering shall be made to the Macomb City Clerk or his/her designee. The application may be submitted at any time, but at least fourteen (14) days prior to the date upon which the mass gathering is to be held. Such application shall be on forms provided by the City and shall have attached thereto plans, documents, and other material required by this Division. The permit application shall contain the following information:

1. The name, address, and telephone number of the person or person requesting the permit;
2. The name and address of all persons acting as sponsors of the mass gathering;
3. The name, address and telephone number of the person acting as chairperson or otherwise responsible for the conduct of the mass gathering;
4. The purpose of the mass gathering and the estimated number of attendees;
5. The date or dates the mass gathering is to be conducted and the hour or hours the mass gathering will commence and terminate;
6. The number, type (flush or portable chemical), and location of toilet facilities to be provided for use during the mass gathering;
7. The name and address of any concessionaires or vendors doing business at the mass gathering;
8. Whether any live or recorded music will be provided;
9. Whether alcoholic beverages will be sold at the mass gatherings;
10. A statement as to the number and type of refuse collection containers that will be available at the mass gathering;
11. A statement explaining the availability of adequate lawful parking within the immediate area of the mass gatherings;
12. A statement explaining arrangements made for the presence of any security guard(s);
13. A site plan indicating the location of fencing and points of ingress to and egress from the mass gathering;
14. A statement explaining applicant's legal interest in the mass gathering site and submission of evidence by deed, lease, or other document verifying such interest.

Appendix B (cont.)
City of Macomb Mass Gathering Ordinance

D. Conditions Precedent to Granting of Permit. No permit shall be issued unless the following conditions are met:

1. Toilet Facilities: The applicant shall provide a minimum of one toilet facility for each seventy-five (75) attendees. Toilet facilities shall be located within the mass gathering perimeters or within one hundred (100) feet thereof, and be identified as open for use by attendees.
2. Waste management: Refuse collection containers shall be placed within the perimeters of the mass gathering and at the point or points of egress from the mass gathering. Containers shall be durable and nonabsorbent. Heavy-weight paper or plastic sacks designed specifically for storage or refuse may be used. The total capacity of the containers shall be a minimum of thirty (30) gallons for each fifty (50) attendees.
3. Clean-up: The applicant shall post a clean-up deposit or bond in the amount of one hundred dollars (\$100) per 75 attendees to secure compliance with the clean up provisions of this section.
4. Traffic and parking control: The applicant shall have made provision for adequate lawful parking within the immediate area of the mass gathering site so that traffic will not be disrupted and that emergency vehicles shall have access to the site.
5. Security and public safety: The applicant shall provide at least one clearly identified security guard for every fifty (50) attendees or fraction thereof approved in the permit. Such security guard(s) shall be in attendance from one half-hour before and until one half-hour after the time of the mass gathering, as approved for any given day.
6. Mass gathering site: The mass gathering site shall be fenced in such a manner so that attendees are familiar with the lawful perimeters of the site, and also to assist the sponsor in restricting the mass gathering to those persons invited to attend.
7. Interest in mass gathering site: The applicant shall demonstrate a legal interest in the mass gathering site by means of a deed, lease agreement, or other document stating such interest.
8. No beverages served in glass bottles will be permitted.
9. Mass gathering scheduled time will be subject to the discretion of the Chief of Police, with consideration to be given to the location of the proposed site, and absolutely no mass gathering occurring before eleven (11) o'clock a.m. or to continue past one (1) o'clock a.m.
10. Insurance Coverage: The applicant must have proof of general liability insurance coverage in an amount no less than three hundred thousand dollars (\$300,000.00), with the City of Macomb to be named as additional insured if the event were to occur on the City of Macomb's property.

E. Issuance or Denial of Permit

1. Issuance. The Chief of Police or his designee shall issue a permit within fourteen (14) days following receipt of the application for a permit if, based upon an evaluation of the information provided or information obtained by an investigation made by the City, it is determined that the proposed mass gathering complies with the requirements of the Division, all other City ordinances, and applicable state law.
2. Denial. The Chief of Police or his designs shall deny a permit within fourteen (14) days following receipt of the application for a permit if any information supplied by the applicant is false or intentionally misleading, if issuance of a permit violates or will cause a violation of the terms of this applicant's lease arrangements for use of the mass gathering site, or if the proposed mass gathering violates any of the conditions of the Division, any other City Ordinance, or any applicable state law, or if the mass gathering is likely to cause significant traffic, noise, litter, health, or disturbances of the peace, or if a mass gathering previously sponsored by the applicant (including any members of the applicant association) has caused significant problems regarding noise, traffic, litter, health, unlawful possession or consumption of alcohol by minors, or disturbances of the peace or that significant problems regarding noise, traffic, litter, health, unlawful possession or consumption of alcohol by minors, or disturbances of the peace have occurred at this location within the past two years. Please see ordinance for further details.
3. Appeals. The denial of a permit may be appealed, in writing, to the City Administrator within five (5) days of the mailing or personal service of the denial. Please see ordinance for further details.

Appendix B (cont.)
City of Macomb Mass Gathering Ordinance

F. Post-gathering Procedures

1. Clean-up. The applicant shall be responsible for placing all refuse in appropriate containers, making it ready for removal within twelve (12) hours following the conclusion of the mass gathering.
2. Post-gathering inspection. Within twelve (12) hours following the conclusion of the mass gathering, the Chief of Police shall cause an inspection to be made at the mass gathering site to determine compliance with this section.
3. Deposit, refund, or bond termination. If the permittee has complied with this section the Chief of Police shall authorize return of the clean-up deposit or termination of the clean-up bond. The clean-up deposit shall be returned within five (5) days from such authorization.
4. If, upon inspection, the Chief of Police determines that the permittee has failed to comply with clean-up provisions, the Chief of Police may cause trash and debris at the site to be placed in appropriate containers, making it ready for removal. The permittee shall be responsible for the cost of such cleanup. The City may order forfeiture of the clean-up deposit or bond and apply all or a portion of the same towards the clean-up cost incurred by the City.
5. Clean-up deposit or bond forfeiture. The City Administrator or his designee shall, prior to ordering forfeiture of any clean-up deposit or bond, give notice to the permittee. Such notice shall be by regular mail. Permittee may, within five (5) days of the mailing of said notice, file a written request with the City Administrator or his designee for an administrative hearing. Failure to request a hearing shall result in forfeiture of the clean-up deposit or bond.
6. Hearing. Upon request for an administrative hearing, the City Administrator or his designee shall schedule a time at which the permittee may present evidence indicating by a preponderance of the evidence that the permittee complied with the terms of the clean-up provisions. Reasonable notice of said hearing shall be provided to permittee.
7. Decision. If the City Administrator or his designee determines that the permittee has met his burden of proof, then he shall order the clean-up deposit or bond returned to the permittee. If the City Administrator or his designee determines that the permittee has not met the burden of proof, then he shall order the clean-up deposit or bond forfeited to the City. All decisions of the City Administrator or his designee shall be final and reviewable only in the courts in accordance with applicable law

G. Necessity For Other Permits. Obtaining a permit under this Division shall not excuse any person from compliance with any other applicable statute, ordinance, or regulation, or the necessity of obtaining any other permit or license required by law.

H. Permit Not Transferable. No permit issued under the provisions of this section shall be transferable.

I. Permittee Present At All Times. The permittee shall be present at the mass gathering site during the entire period, from one half-hour prior to the scheduled mass gathering time to one hour after the close of the mass gathering, as approved for any given day.

J. Failure To Comply With Permit. It shall be unlawful for any person granted a permit pursuant to the terms of this Division to violate any of the terms or conditions enumerated in such permit.

K. Refusal To Obey Order To Disperse. Any person who refuses to obey a lawful order of a police officer to orderly disperse from a mass gathering site shall be in violation of this section.

L. No Permit – Effect. No person shall knowingly participate in or attend a mass gathering unless a written permit has been obtained from the City Administrator, Chief of Police, or their designee. Upon verbal notice from a police officer of the City of Macomb that no permit has been issued for the mass gathering, any person who refuses or fails to orderly disperse shall be in violation of this section.

M. Admission. The permittee shall not admit any person to a mass gathering if such admission results in a greater number of persons present than allowed by the permit.

N. Proximity To Schools, Churches, Hospitals, Etc. No mass gathering shall be held in a location which is closer than one hundred (100) feet from any school when in session, church or synagogue when services are being held, hospital or nursing home, unless such gathering is sponsored by the affected school(s), church(es), synagogues(s), hospitals), or nursing homes(s). Any person violating this section shall be fined not less than \$500.00 or more than \$750.00 for each offense.

Appendix C
Interfraternity Council Constitution

**WESTERN ILLINOIS UNIVERSITY
INTERFRATERNITY COUNCIL CONSTITUTION**

PREAMBLE

We, the Interfraternity Council of Western Illinois University, shall serve as the programming and coordinating body of the member fraternities. The Interfraternity Council, in this constitution and by-laws, establishes governing rules, regulations, and policies to encourage cooperation and to coordinate the activities among the member fraternities. Furthermore, it is the responsibility of the Interfraternity Council to encourage the growth and stability of the fraternity system at Western Illinois University.

ARTICLE I

This organization shall be known as the Interfraternity Council (IFC) of Western Illinois University.

ARTICLE II

The Interfraternity Council of Western Illinois University shall receive its authority directly from the member fraternities and the University, and shall be the official student organization upholding the standards and purposes of the fraternity system and the University. The role of IFC shall be:

1. To stress the involvement and interaction of the member chapters and Greek students;
2. To enhance unification between the member chapters and Greek students;
3. To promote the welfare of the Greek system through IFC;
4. To improve the academic environment of the member chapters and the entire Greek system;
5. To serve as a communication link with the administration, faculty, N.P.H.C., the Panhellenic Council, the United Greek Council, individual sororities and in an advisory capacity for chapters that request assistance;
6. To enforce any policies that apply to the fraternity system or the Interfraternity Council as established by the Administration of WIU.

**ARTICLE III
MEMBERSHIP**

Section I. Membership in the Interfraternity Council shall include undergraduate chapters of inter/national social and social/professional fraternities.

- A. A fraternity shall be defined as a Greek-letter organization consisting of male membership recognized by the IFC.
- B. A fraternity must be a recognized student organization of Western Illinois University.
- C. A fraternity must be in good standing with IFC membership dues before any events before, during, and/or after Recruitment Week will be allowed.
- D. Any potential member must have at least a cumulative 2.5 GPA, be in good judicial standing with Western Illinois University, and cannot be in the Office of Academic Services program in order to participate in recruitment and be extended a bid.
- D. Any infractions to these rules concerning recruitment will result in a review by the Risk Management Committee, Greek Advisors, and/or the University Judicial Board/Greek Review Board.
- E. An accurate roster must be turned into IFC Secretary by the second regularly scheduled IFC meeting.

Section II. Members and officers must be enrolled students at Western Illinois University.

Section III. Non-students may act as associate members, but may not vote or hold office

ARTICLE IV MEMBERSHIP PROCESS

Section I. The membership process begins with the organization gaining recognized status through the Office of Student Activities.

Section II. To become a member of the Interfraternity Council, the following criteria must be met:

- A. A list with names of all members with their phone numbers and local addresses, along with grade release cards, must be submitted to the Greek Advisor and the IFC President.
- B. A letter of intent for future colonization must also be submitted to the Greek Advisor and the IFC President.
- C. There must be proof of support from the respective inter/national organization and its intent to colonize at Western Illinois University via a letter addressed to the Greek Advisor and the IFC President.
- D. Names, telephone numbers, and addresses of three contact people must also be submitted for approval to the Greek Advisor and IFC President. These people should be as follows:
 - 1. An undergraduate contact person.
 - 2. A local alumnus or faculty/staff member serving in an advisory capacity.
 - 3. An inter/national representative.
- E. Must schedule at least one meeting with the Greek Advisor for group orientation/ introduction to Greek Life at WIU.
- F. The Executive Board of the Interfraternity Council has the authority to approve interest group status upon the submission and adherence to the above criteria (listed in Section II. A-E).
- G. The Interfraternity Council President shall notify all member chapters and colonies of interest groups.
- H. Interest group status allows the group to attend all regular meetings and workshops offered by the Interfraternity Council.
- I. An interest group shall have no vote in any legislative or other corresponding meeting of the IFC, nor may any man from an interest group run for an IFC officer or chair position.
- J. Interest Group status does not allow for the applying for, participating in, or winning of any IFC sponsored events/ awards.
- K. Interest groups are expected to follow all IFC rules and regulations. Proven violation of these can result in possible revocation of interest group status.
- L. Progress and standing of each interest group will be reviewed by the IFC Executive Board after each semester of interest group status. Status can be extended or withdrawn at that point.
- M. Interest group status allows for application for colony status as the criteria for such has been met and submitted to the Greek Advisor and the IFC President.

Section III. The Interfraternity Council of Western Illinois University supports expansion when campus conditions are favorable. This will be determined each semester by the Executive Board of the Interfraternity Council and voted on by the full council with approval being granted by a two-third (2/3) vote of voting body present at the IFC meeting. The following conditions and variables should be considered:

- A. Strengths and weaknesses of current colonies (i.e., membership numbers, financial condition, academic standing, etc.).
- B. Number of new members not affiliated.
- C. Recruitment and school enrollment trends.
- D. This review of conditions for expansion will be conducted by the IFC Executive Board. If the IFC Executive Board determines that conditions are favorable for expansion and the vote is passed by the full council, a recommendation for expansion will be made from IFC to the Office of Student Activities for approval. Once approval from the OSA has been granted, approval from the Vice President of Student Services must also be granted. Once these permissions have been obtained, the IFC Executive Board will accept applications for colonization from all IFC recognized interest groups.

Section IV. In the case that there are multiple interest groups, the following procedure would be followed:

- A. The IFC Executive Board will make a recommendation to the IFC regarding the maximum number of interest groups that will be allowed for expansion that semester. Approval shall be granted by a two-thirds (2/3) vote of the voting body present at the IFC meeting.
- B. The IFC Executive Board will invite all eligible interest groups to submit petitions (Criteria listed in Section V. A-H) for colony status and to appear before the Interfraternity Council. The IFC will review and rank in preferential order all such groups. Invitations for expansion will extend to the maximum number of groups determined in Section III.

Section V. Those interest groups applying for colonization must meet the following criteria and submit it in the form of a petition to the Greek Advisor and IFC President:

- A. Interest group status must have already been approved by IFC, the Office of Student Activities, and the Vice President of Student Services.
- B. Must possess an active membership of at least 50% of the IFC average chapter size of National Interfraternity Conference fraternities at the time of application.
- C. Must present a copy of their constitution and bylaws, membership list, grade release cards, addresses, officer and advisor listings.
- D. Must have a regularly scheduled meeting time and place.
- E. Must submit a letter of intent for chartering at Western Illinois University. This letter should be endorsed by the inter/national organization and should include a time line for colony progress toward chartering.
- F. Must have approved and support from the inter/national organization. This shall include at least two (2) scheduled visits from inter/national representatives per semester during the colony period.
- G. Must submit the names, addresses, and telephone numbers of at least three (3) active alumni or designated acting in an advisory capacity in the area.
- H. Must present a written new member education program.
- I. Must present themselves to IFC for a favorable two-thirds (2/3) vote of the voting body present at the IFC meeting. Voting should be based on the criteria listed in Section IV. A-H.
- J. The interest group can be voted on by the IFC no more than two times a semester.
A hand vote will determine the outcome unless objected to in which case a secret ballot will be used. The interest group has the option to make a presentation followed by a question/answer period to the council. The interest group shall then be dismissed for discussion and vote.

Section VI. Groups obtaining colony status must do the following during the colony period and submit the information accumulated to the Greek Advisor and IFC President:

- A. Must achieve an accumulative semester grade point average equal to or better than the all-fraternity men's grade point average.
- B. Must be a member in good standing with the Interfraternity Council concerning attendance and participation in IFC sponsored events.
- C. Pay all dues according to Article XI, Section IV.
- D. Must abide by all IFC rules and regulations as stated in the IFC Constitution and By Laws and the Greek Document: "Responsibilities and Privileges of Social fraternities and sororities at Western Illinois University." E. Must achieve total membership equal to or more than the system wide average for National Interfraternity Conference fraternities.

Section VII. Colony status allows for participation in IFC sponsored events, workshops, and meetings. However, colony status does not allow for voting privileges on any motion brought before the IFC. No colony member may hold an office on the IFC Executive Board or IFC Judicial Board.

Section VIII. A colony may petition for full membership in the IFC only after: A. It has experienced at least on (1) full semester as a colony on IFC.

- B. It has received a charter from the supporting inter/national organization.
- C. An approval of three-fourths (3/4) of the voting body present at the Interfraternity Council meeting is necessary to grant full membership.
- D. Colony may petition the IFC no more than two times per semester. A hand vote will determine the outcome unless objected to in which case a secret ballot will be used. The interest group has the option to make a presentation followed by a question and answer period to the council. The interest group shall then be dismissed for discussion and vote.

Section IX. The final formal invitation to a fraternity to establish a chapter on campus shall come directly from the Vice President for Student Services.

Section X. Official granting of chapter status and of permission to charter in no way guarantees inclusion in the University's quota release system for a new fraternity/ sorority. Such inclusion may be granted at a later time by the Vice President of Student Services after appropriate recommendation by the Interfraternity Council/ Panhellenic Council Association, the Greek Advisor, the Director of Student Activities, and the Assistant Vice President for Student Services – Student Life Programs.

Section XI. Upon granting of full membership which requires the completion of Section V and VI requirements, the new chapter shall be afforded all powers, privileges, and duties equal to that of all full members.

Section XII. If a colony fails to achieve that approval of the IFC for full membership, its term of colony status may be extended for one semester or recognition may be rescinded by a three-fourths (3/4) vote of the voting body at the IFC meeting. This decision may be appealed directly to the Assistant Student Services Vice President or Student Life Programs.

ARTICLE V VOTING

Section I. Each inter/national social, social/professional fraternity recognized by the IFC shall have one voting delegate to the IFC, the delegate may be the chapter president or he may be an appointed delegate by his chapter.

Section II. A delegate to the IFC who is absent from three meetings or two consecutive meeting during any one semester and who has not sent an alternate recognized by the IFC will automatically lose voting privileges for the rest of the semester. This action shall be recorded in the minutes, and the fraternity of the delegates will be notified by the IFC.

Subsection A) A fraternity may regain its voting privileges should they attend three consecutive meetings. Once a chapter regains voting privileges absences will go back to zero for semester.

Section III. Each delegate or alternate to the IFC must be in good academic and judicial standing with the University.

Section IV. Each delegate to the IFC shall have one vote. The IFC president will vote only to break a tie. The IFC officers and committee chairmen shall have no vote.

Section V. An officer or committee chairman of the IFC who is absent from two meetings (Executive Board or Council) without valid excuse during any one semester will be brought before the IFC executive board.

Section VI. Suspend voting of any chapter that is late by two weeks handing in mandatory forms.

ARTICLE VI MEETINGS

Section I. Interfraternity Council meetings shall be held weekly

Section II. The IFC Executive Board shall meet weekly to plan agendas and discuss IFC business. All Executive Board meetings shall be open to the member fraternities.

Section III. Special meetings shall be called into session by the IFC President or by a two-thirds (2/3) vote of the voting body present at the IFC meeting.

Section IV. A quorum shall consist of two-thirds (2/3) of the voting membership of the IFC.

Section V. Meetings shall be conducted according to Robert's Rules of Order, Revised.

Section VI. Members who fail to send representatives of their chapter to at least three council meetings and/or two consecutive missed meetings given a semester shall be sanctioned by the IFC executive board and voted on by the full IFC council.

ARTICLE VII OFFICER ELECTIONS

Section I. The officers of the IFC shall be: President, Vice President of Internal Relations, Vice President of Judicial Affairs, Vice President of Finance, Vice President of Membership. Each officer of the IFC must be a fully initiated member of his respective fraternity prior to assuming office and his status must remain active throughout his term of office.

Section II. The officers of the IFC shall serve as members of the Executive Board along with any student(s) that the IFC officers feel necessary to organize all business meetings and special sessions.

Section III. The officers of the IFC shall maintain an accumulative grade point average of at least **2.7** on a 4.0 scale. Any officer failing to maintain the aforementioned GPA shall be removed from office.

Section IV. Any officer of the IFC failing to carry out his duties of office shall be referred to the IFC executive board for review upon request of an officer of the IFC. The recommendation of the IFC executive board shall then be brought before the IFC for approval by a two-thirds (2/3) vote of the voting body present at the IFC meeting.

Section V. Officer nominations shall take at the meeting designated by the current IFC Executive Board.

Section VI. Officer elections shall take place at the meeting designated by the current IFC Executive Board. Nominees shall receive positions by **majority vote**. The term of the new officers will begin at the regular meeting immediately following elections.

Section VII. Every chapter will be required to nominate at least one member of their chapter to apply for an Executive Board position. This does not guarantee a spot on the Executive Board, but ensures that every position will at least be applied for. Chapters may have more than one representative on Executive Board.

Section VIII. No Chapter President may run for President of IFC or Vice President of Membership. No Chapter Recruitment Chair can run for IFC VP of Membership.

Section IX. Nominees will have a chance to speak in an open forum during the meeting dedicated to elections. The meeting in which elections are held shall require professional attire be worn. A grade check must be completed with the Office of Student Activities before this meeting.

ARTICLE VIII RESPONSIBILITIES OF THE OFFICERS

All Executive Board members will have the following general responsibilities:

1. Remain in good standing with the University and respective chapter.
2. Maintain a cumulative GPA of 2.7.
3. Attend all IFC Executive Board meetings and all IFC General Assembly meetings, as well as IFC recruitment events and other events that arise.
4. Uphold the IFC Constitution, By-Laws and policies while also holding others accountable.
5. Complete all duties and responsibilities designated to specific position.
6. Represent the IFC and Greek affiliated men of WIU at appropriate University meetings/ events.

Attendance: All Executive board members are required to attend all Executive Board meetings and IFC General Assembly meetings. Excuses may be accepted for school, work, personal, must be submitted to the IFC VP of Internal Relations. After two unexcused absences, the member's position on Executive Board will be voted on by the rest of the Executive Board and decided by a 2/3 vote. If the member retains his membership on Executive Board, any additional absence will result in immediate dismissal. An excessive amount of excused absences may also result in dismissal from the Executive Board.

Section I. – President

1. Preside over all meetings of the IFC, casting a vote only in the case of a tie.
2. Maintain on file the Constitution, By-Laws, and rules of the Western Illinois University IFC.
3. Delegate responsibilities to the IFC Executive Board and assure that these responsibilities are being fulfilled.
4. Serve as a contact person for the IFC both with the Greek Advisor and individual member fraternities.
5. Consult with the Greek Advisor on questions and/or problems that may arise.
6. Work with the Pan-Hellenic President and UGC President.
7. Facilitate, review, and revise IFC Executive Board goals.
8. Coordinate new officer training and transition in November.
9. Assist in the coordination of the AFLV Awards.
10. In the event of an open position, if all other options have been exhausted, the President has the power to appoint individuals to specific Executive Board or Chairmen positions.
11. Coordinate constitutional and officer duty revisions.
12. Inform member fraternities of any loss of voting privileges.

Section II. – Vice President of Judicial Affairs

1. Serve as IFC Chairperson of the Greek Review Board.
 - a). Must be present at all hearings when needed.
 - b). Notifies the chapter(s) of the potential violation(s) in writing.
 - c). Coordinate the scheduling of mediations and Review Hearings.
 - d). After any meeting, notify the Assistant Director of Student Activities for Greek Life Programs of the recommendations of the GRB.
 - e). Coordinates representatives to fill the board for each hearing.
 - f). Be a part of the mediation team when needed
 - g). During Review Hearings, serve as mediator, supervise the representatives, and monitor the behavior/conduct of all individuals in attendance.
 - h). Submit a report to the Assistant Director of Student Activities for Greek Life of the GRB's activities at the end of the term of office. The report will include, but is not limited to, the following:
 - i). A summary of the GRB's activities (number of cases heard, decisions reached, types of cases heard, etc.)
 - j). Areas that need improvement or clarification and suggestions for improving the overall operation of the Board.
 - k). In collaboration with the Greek Life Programs staff, will organize an application and interview process for potential new representatives each semester.
 - l). Update IFC on business and information regarding the GRB.
 - m.) Serve as liaison for IFC and the GRB.
2. Serve on the Risk Management Committee alongside PHC Risk Manager and UGC Risk Manager.
3. Educate chapters on current social event policies and other risk management issues. 4. Serve as resource for chapters in terms of risk management questions and concerns.

Section III. – Vice President of Finance

1. Assess and collect all fraternity membership dues.
2. Fall invoices are to be handed out two weeks prior to the first scheduled meeting in October. Spring invoice are to be handed out two weeks prior to the third scheduled meeting in March.
3. Maintain the balance all IFC financial records.
4. Pay all bills promptly.
5. Make an estimated yearly budget by the third IFC meeting of the Spring semester.
6. Pass an exact yearly budget by the fifth regularly scheduled of the Spring Semester.
7. Serves as second acting vice president

Section IV. –Vice President of Internal Relations

1. Record and file minutes of IFC meetings and Executive Board meetings.
2. Schedule, secure, and announce all meetings times and locations.
3. Prepare IFC minutes and make accessible to chapter members,
4. Responsible for the completion of AFLV Award application before leaving office in the Fall semester if Council decides to apply.
5. Preside at all IFC meetings in the President's absence.
6. Serves as acting vice president.
7. Coordinate the activities of the IFC chairmen and respective committees.
8. Be responsible for educating chapters about conduct issues and policies.
9. Be responsible for educating new members about the expectations of the Western Illinois University Greek Community.
10. Coordinate the election process for new officers and committee chairmen.
11. Investigate violations of IFC constitution and bylaws, and bring forth to the IFC Executive Board for sanctions.

Section V. – Vice President of Membership

1. Organize Spring, Summer, and Fall IFC Recruitment programs.
2. Develop IFC Recruitment publications and promotions.
3. Oversee individual chapter recruitment plans and offer recruitment plans and offer recruitment seminars for interested chapters.
4. Maintain ongoing records concerning recruitment.
5. Promote high academic achievement throughout the fraternity system.
6. Implement regular scholarship/ educational workshops and retreats for member fraternities.
7. Coordinate Fall and Spring All-Greek educationals with UGC and PHC Scholarship Chairs.
8. Develop and maintain a resource library of academic improvement material for use by member fraternities.
9. Coordinate the Annual IFC Scholarship.

ARTICLE IX

COMMITTEE CHAIRMAN/ COMMITTEE APPOINTMENT

Section I. The committee of IFC shall be specifically responsible for one of the following IFC committees: Student Government Association (SGA) Liaison, Greek Week, Panhellenic/United Greek Council Liaison, Community Service Chair and Public/ Greek Relations Chair.

Section II. The chairmen of the IFC shall serve as members of the IFC Executive Board.

Section III. Each chairman of the IFC must have an accumulative grade point average of 2.7 on a 4.0 scale prior to being appointed and shall maintain said GPA throughout the term of office. Any chairman failing to maintain said GPA shall be removed from office.

Section IV. Any chairman of the IFC failing to carry out his duties of office shall be referred to the IFC executive board for review. The recommendation of the executive board shall then be brought before the IFC for approval by a two-thirds (2/3) vote of the voting body present at the IFC meeting.

Section V. Attendance: All Executive board members are required to attend all Executive Board meetings and IFC General Assembly meetings. Excuses may be accepted for school, work, personal, or other reasons but must be submitted to the IFC VP of Internal Relations. After two unexcused absences, the member's position on Executive Board will be voted on by the rest of the Executive Board and decided by a 2/3 vote. If the member retains his membership on Executive Board, any additional absence will result in immediate dismissal. An excessive amount of excused absences may also result in dismissal from the Executive Board.

Section VI. Chairmen interviews shall be held the week following IFC elections by the newly elected President and Vice President. Chairmen must be selected before the end of the semester to ensure each position is filled. All chapters not represented on the incoming executive board will be required to nominate an active member from their chapter.

ARTICLE X

RESPONSIBILITY OF THE CHAIRMEN

All Chairmen members will have the following general responsibilities:

1. Remain in good standing with the University and respective chapter.
2. Maintain a cumulative GPA of 2.7.
3. Attend all IFC Executive Board meetings and all IFC General Assembly meetings, as well as IFC recruitment events and other events that arise.
4. Uphold the IFC Constitution, By-Laws and policies while also holding others accountable.
5. Complete all duties and responsibilities designated to specific position.
6. Represent the IFC and Greek affiliated men of WIU at appropriate University meetings/ events.

Section I. The standing committees of the IFC Shall be:

1. Greek Relations Chair:
 1. Promote communication and interaction between the member fraternities and sororities.
 2. Responsible for publicizing all activities of the IFC and its member fraternities (contacting University News Services, Macomb Journal, Western Courier, and Sequel).
 3. Responsible for promoting interaction between the IFC and the campus and community.
 4. Serve on committee responsible for Social Media.
 5. Responsible for representing IFC at Panhellenic/United Greek Council meetings.
 6. Attend regular UGC meetings every week and report on IFC activities.
 7. Serve as voice of IFC when attending PHC/UGC meetings.
2. Greek Week:
 1. Plan, organize and co-chair Greek Week with the assistance of the Greek Advisor and PHC/UGC Greek Week Chairs.
 2. Be responsible for working with the PHC/UGC Greek Week Chairs on the selection of committee members through an application/interview process.
 3. Schedule and secure all facilities, buildings, fields and necessary equipment for Greek Week.
 4. Implement new and innovative programming ideas.
 5. Conduct periodic meetings with all chapter Greek Week chairs and committee heads.
 6. Relay information concerning Greek Week to the Infraternity Council.
 7. Serve as liaison between IFC and Greek Week Committee.
3. IFC Liaison:
 1. Responsible for representing IFC at Student Government Association and Inter Hall Council meetings and assemblies.
 2. Attend regular SGA/IHC meetings every week and report on IFC activities.
 3. Serve as voice of IFC when attending SGA/IHC meetings and assemblies.
 4. Relay pertinent information from SGA/IHC back to IFC.
 5. Will serve as council representative on Hazing Week Prevention Committee.

4. Community Service Chair:
 1. Coordinate an All Greek Community Service Event per semester with help of PHC/UGC Community Service Chairs.
 2. Provide and inform individual chapters of community service opportunities.
 3. Coordinate sign-up of various IFC community service initiatives (Stuff the Bus, Make a Difference Day, etc.)
 4. Hold chapters responsible for recording and reporting community service hours to the Office of Student Activities.
 5. To plan and execute an IFC sponsored community service event.

ARTICLE XI FINANCE

Section I. The appropriation of all IFC finances shall be determined by the IFC Executive Board with the approval of the IFC, and handled in accordance with all University regulations.

Section II. All IFC expenditures shall be authorized by the IFC President, Treasurer, and Greek Advisor for amounts under \$300.00. Expenditures of \$300.00 or more, not previously itemized in the approved IFC budget, must be approved by the IFC by a majority vote of the voting body present at the IFC meeting.

Section III. The IFC Executive Board shall submit an estimated budget for the ensuing year by the third regular meeting of Spring semester. The IFC Executive Board shall submit an exact budget for each semester by the **fifth regular meeting** for approval of the IFC by a two-thirds (2/3) vote of the voting body present at the IFC meeting.

Section IV.

1. A statement of financial obligation to IFC will be given to chapters at the second regularly scheduled IFC meeting.
2. Dues for fall semester will be collected at the first regularly scheduled IFC meeting in October. Dues for spring semester will be collected at the 3rd scheduled meeting in March. Every week chapter dues are indebted to IFC, 5% interest will be assessed to the total due per week.
3. If a chapter is unable to fulfill their financial obligation to IFC, it is their responsibility to speak to the treasurer and IFC advisor to set up a payment plan prior to the assigned deadline.
4. If dues are not paid in full by the assigned deadline, or a payment plan has not been made and signed, chapters are on social suspension until dues are paid in full.
5. Dues to IFC will be assessed at \$17.00 per member per semester. A \$5.00 kickback will be given back per member per semester if a chapter has their active members above the All-University Men's Average GPA and the new members are above a 2.6 GPA.

Section V.

ARTICLE XII FINANCIAL OBLIGATION

Section I. A majority of voting members of this organization may determine reasonable dues and fees assessed to each member at the beginning of each semester.

Section II. A specific member or members, designated by this organization shall be responsible for payment in full of all debts accumulated by the organization not covered by funds on deposit.

ARTICLE XIII GREEK ADVISOR

Section I. The Graduate Advisor will be assigned by the Office of Student Activities in the University Union.

Section II. Duties of the IFC Advisor:

1. The IFC Advisor shall coordinate all activities of the IFC and its member fraternities.
2. The advisor shall serve as a liaison between the IFC and the Assistant director of Student Activities, and individual member fraternities.
3. Maintain on file the Constitution, By-Laws, and rules of the Western Illinois University IFC.
4. Consult with IFC President on questions or problems that may arise.
5. Serve on reviewing committee for the President's Award for Fraternal Excellence.
6. Attend all IFC Board meetings and IFC meetings.
7. Collaborate with the Assistant Director of Student Activities in carrying out various duties related to the welfare of the Greek system.
8. Uphold the IFC Constitution and By-Laws.

ARTICLE XIV DISTRIBUTION/ READING OF THE CONSTITUTION

Section I. The IFC Constitution and By-Laws shall be distributed and read by the IFC President to the IFC Executive Board during Transition and Training. IFC Chairmen and chapter Delegates will receive a copy of the constitution and training by the second regular meeting of the spring semester.

Section II. Each member fraternity, colony, and interest group of the IFC shall be presented with a copy of the Constitution and By-Laws upon recognition.

ARTICLE XV METHOD OF AMENDMENT

Section I. Amendment to this Constitution and By-Laws may be made by a two thirds (2/3) vote of the voting body present at the IFC meeting.

Section II. Amendments to this constitution and By-laws shall be presented in writing to all members at least one week prior to the vote on the amendment.

Section III. Amendments become effective upon approval of the Interfraternity Council, the Council on Student Welfare, and the Vice President for Student Services.

ARTICLE XVI OFFICER RESIGNATION

Section I. If any of the officers of Interfraternity Council are unable to complete their term of office, a letter of resignation to the remaining officers must be submitted immediately. An election will be held no later than three weeks after the letter of resignation is submitted to replace the vacant office. Original applicants for the position may be considered and their original applications will be evaluated.

Section II. If the letter is submitted during the summer or Christmas breaks, an election will be held the second IFC general meeting of the following semester.

Section III. In the event of a presidential resignation, the vice president will assume the presidency until that office is filled by election.

Section IV. In the event of any other officer resignation, the president will assume the duties of the resigning officer until that office is filled by election.

Section V. All newly elected officers replacing resigned officers will have terms ending on the first meeting in November when officer training and transition takes place for the next year.

Section VI. If any of the committee chairmen are unable to complete their term of office, a letter of resignation must be submitted to the president after which a new chair shall be appointed by the officers of IFC no later than two weeks after the letter was submitted.

Section VII. The vice president will assume the responsibilities of the resigned chairman/chairmen until one can be appointed.

Section VIII. The replacement chairman will hold his office until a new administration appoints his successor.

ARTICLE XVII STATEMENT OF NON-DISCRIMINATION

Section I. This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office. (As exempted by Federal law, Social Greek organizations may omit "gender")

BY-LAWS OF THE WESTERN ILLINOIS UNIVERSITY INTERFRATERNITY COUNCIL

ARTICLE I RECRUITMENT & MEMBERSHIP PROGRAM

Section I. The week designated by the Interfraternity Council as Recruitment Week is to be dry/ non-alcoholic. All fraternity sponsored events/ activities and Recruitment programs shall be sponsored without alcohol during the designated week. Recruitment activities shall include any parties by the fraternity no matter when the party is located, even if only one non-affiliated male is in attendance.

Section II. To be eligible for fraternity membership, incoming freshmen and transfer students must be admitted to the University in good academic standing. Prospective new members with an established WIU grade point average must have at least a 2.5 GPA on a 4.000 scale.

Section III. Failure to comply with the above requirements will result in official action by the Greek Affairs Staff and/ or IFC executive board against recognized fraternities, colonies, and interest groups.

Section IV. Recruitment lists for each day of the week are to be turned in every day of recruitment in a sealed envelope to the Greek office.

Section V. No chapter shall have any form of outside entertainment at a recruitment function. Recruitment functions are defined as any activity designed to accumulate names for recruitment.

Section VI. There will be no sexist, racist, or otherwise discriminatory recruitment ads, publications, or promotional items. Any item pertaining to Recruitment week must be approved by the Interfraternity Council top six and one Greek advisor. All items must be approved one week before Recruitment week.

Section VII. There will be no events involving alcohol and non-Greeks between the date of fraternity forum and the date recruitment officially ends.

Section VIII. Women are prohibited from participation in any IFC official recruitment event. This includes but is not limited to their use as greeters, tour guides, or any other activity involved with a fraternity recruitment event. This does not apply to any women who are on the property where the event is located but who are in private areas and have no interaction with the potential members. This does in no way prohibit women from wearing recruitment shirts to support a particular chapter or giving a particular chapter names of potential members as recommendations. Violations of this bylaw will be referred to the Greek Judicial Board for review and possible sanctions.

Section IX. All new member programs/period must end 10 days before final week. This includes any and all required activities e.g. study hours and house clean-up.

MEMBERSHIP

Section I. Membership in the Interfraternity Council shall include undergraduate chapters of inter/national social and social/professional fraternities.

- A. A fraternity shall be defined as a Greek-letter organization consisting of male membership recognized by the IFC.
- B. A fraternity must be a recognized student organization of Western Illinois University.
- C. A fraternity must be in good standing with IFC membership dues before any events before, during, and/or after Recruitment Week will be allowed.
- D. Any potential member must have a 2.5 GPA and be in good judicial standing with Western Illinois University.
- E. Any infractions to these rules concerning recruitment will result in a review by the IFC/PHC/UGC Risk Management Chair, Greek Advisors, and/or the University Judicial Board.
- F. An accurate roster must be turned into IFC Secretary by the second regularly scheduled IFC meeting.

RECRUITMENT RULES

Section I. Membership is available to any full-time undergraduate student attending Western Illinois University with good academic and judicial standing.

- A. Sandwich boards for Recruitment Week must be registered with the Scheduling Office in the Union through the IFC recruitment chair. Sandwich boards must be taken down one week after Recruitment Week. B. Formal recruitment will be for one week during Fall and Spring called Recruitment Week.
 - 1. Recruitment events must conclude by 10:00 pm.
 - 2. Any events occurring after 10:00 pm must be registered with the Office of Student Activities.
 - 3. No green sheet bids will be given out until the 3rd day of Recruitment Week. Turn them into IFC Executive Board or the Office of Student Activities.
 - 4. Alcohol is not allowed during Recruitment Week events with or without potential new members in attendance.
 - 5. No females are allowed during Recruitment Week events.
 - 6. Scheduled events during Recruitment Week will be monitored by IFC Executive Board through unannounced visits.
- C. Any pre-recruitment or interest parties before or after formal recruitment must be registered with IFC recruitment chair one week before the event.
 - 1. Events should be structured around informational meetings, house tours, and leisure activities.
 - 2. Alcohol is not allowed during pre-recruitment or interest parties with or without potential new members in attendance.
 - 3. These scheduled events will be monitored by IFC Executive Board through unannounced visits.
- D. Informal recruitment will occur anytime after Recruitment Week and will abide by the social functions policy.
- E. Any and all campus advertisements have to abide by the most recently updated Western Illinois University Policy manual including rules on posters, banners, and chalking.
<http://www.student.services.wiu.edu/uu/pdf/uupolicymanual.pdf>

ARTICLE II EDUCATION

Section I. All member fraternities shall sponsor three educational programs per semester for the benefit of their membership to satisfy the requirement by the Gold Chapter Program. An evaluation of these programs must be submitted to the Greek Advisor within one week following each program and not later than two weeks prior to finals week of each semester.

Section II. All member fraternities shall sponsor two educational programs per semester for the benefit of their new members, in addition to the three educationals required by the Gold Chapter Program. The topics of these educational programs shall be; time management/ study skills and Alcohol/ Drug and Substance abuse. An evaluation of these programs must be submitted to the Greek Advisor within one week following each program and not later than two weeks prior to finals week of each semester.

Section III. All member, fraternities, colonies, and interest groups will be required to have their members attend each semester's anti-hazing educational.

Section IV. Failure to comply with the above requirements will result in official action by the Greek Affairs Staff and/ or IFC executive board against recognized fraternities, colonies, and interest groups.

ARTICLE III FACULTY/ CHAPTER ADVISOR

Section I. Each member fraternity of the IFC shall have a designated, active faculty/ chapter advisor. This person's name address, and phone number must be on file with the Interfraternity Council President and the Greek Affairs.

ARTICLE IV GOLD CHAPTER PROGRAM

Section I. Each member fraternity of the IFC must submit and be evaluated on the Gold Chapter criteria. Failure to submit Five Star documentation by the last IFC meeting of spring and fall semesters and/ or failure to receive a ranking of 3 or above will result in action taken by IFC, the Office of Student Activities and the office of the Vice President for Student Services.

Section II. Failure to comply with the aforementioned document will result in official action by the Greek Affairs Staff and/ or IFC executive board against recognized fraternities, colonies, and interest groups.

ARTICLE V IFC REPRESENTATIVES

Section I. The responsibilities of IFC representatives are as follows:

1. Must attend all the IFC meetings.
2. Be responsible for voting on issues brought before the IFC.
3. Attend workshops organized by the IFC Representatives.
4. Remain in good academic and judicial standing with the University.
5. Bring the concerns of their chapters to the attention of the IFC.
6. Keep their chapters informed of all programs, business, and action of the IFC.
7. Present issues to their chapter and inform their chapters on how the decision will affect all chapters on campus.

**ARTICLE VI
AUXILIARY FRATERNITY GROUPS**

Section I. All member fraternities shall not sponsor, coordinate, or affiliate with any auxiliary fraternity groups, commonly referred to, but not limited to, “little sister” groups.

Section II. Failure to comply with the above requirement will result in official action by the Greek Affairs Staff and/ or IFC executive board against recognized fraternities, colonies, and interest groups.

**ARTICLE VII
CHARITABLE PHILANTHROPIC ACTIVITIES**

Section I. All member fraternities participating in or sponsoring a philanthropic activity where money is to be donated to a beneficiary must complete and file a “Western Illinois University Fraternity/ Sorority Agreement of Charitable Philanthropic Activity” form.

Section II. Failure to comply with the above requirement will result in official action by the Greek Affairs Staff and/ or IFC executive board against recognized fraternities, colonies, and interest groups.

**ARTICLE VIII
DISCRIMINATION**

Section I. The Interfraternity Council and all member fraternities shall not discriminate on the basis of race, color, sexual orientation, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but is not limited to, recruiting, membership, organization activities, or opportunities to hold office.

Section II. Failure to comply with the above requirements will result in official action by the Greek Affairs Staff and/ or WIU Judicial Programs against recognized fraternities, colonies, and interest groups.

**ARTICLE IX
STATEMENT OF NON-HAZING**

Section I. The Interfraternity Council will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

**ARTICLE X
STATEMENT OF NOT FOR PROFIT**

Section I. The Interfraternity Council is a not for profit organization.

**ARTICLE XI
STATEMENT OF COMPLIANCE WITH CAMPUS REGULATIONS**

Section I. The Interfraternity Council shall comply with all university and campus policies and regulations and local, state, and federal laws.

Appendix D
Panhellenic Council Constitution

**Western Illinois University
The Panhellenic Council Constitution**

Article I. Name

The name of this organization shall be known as the Western Illinois University Panhellenic Council

Article II. Objectives

The purpose of the Western Illinois University Panhellenic Council shall be:

- a) To maintain quality fraternity life and inter-fraternity relations within the university.
- b) To further fine intellectual accomplishment and sound scholarship.
- c) To cooperate with the university administration in the maintenance of high personal and organizational standards.
- d) To be a forum for the discussion of questions of interest in the university and Greek community.
- e) To promote membership recruitment and also develop and enforce rules governing recruitment.
- f) Follow the National Panhellenic Conference Unanimous Agreements.
- g) To consider the ideals of individual member chapters when establishing rules.

Article III. Membership

There shall be two classes of membership: Regular and Associate

- a) The REGULAR membership of the Western Illinois University Panhellenic Council shall be composed of all chapter members in good standing of the National Panhellenic Conference Fraternities at Western Illinois University.
- b) The ASSOCIATE membership of the Western Illinois University Panhellenic Council shall be composed of all members in good standing of National Panhellenic Conference colonies or pledged chapters.

Article IV. Officers

- a) The officers of the Western Illinois University Panhellenic Council shall be President, **Vice President of Recruitment, Vice President of Finance, Vice President of Risk Management and Judicial, and Vice President of Internal Affairs.**
- b) The officers shall be members from fraternities holding regular membership in the Western Illinois University Panhellenic Council. Members from fraternities holding associate membership shall not be eligible to hold office.
- c) All officers shall serve for a term of one year. This term runs from mid-November to the following mid-November, except for Greek Week Chair and SGA Senator.
- d) Any officer failing to perform her duties as outlined shall resign and a successor be designated by election or as provided in Article X.
- e) Officers are required to attend each Council meeting, weekly executive board meetings, two office hours a week and any additional scheduled meetings. In the event of an absence, an executive board member must fill out an excuse form stating the event and date of the event to be missed, along with the reason for the absence. This should be submitted to the **Vice President of Internal Affairs'** mailbox 48 hours prior to the absence. If the secretary will be absent, her excuse should be submitted to the President 48 hours in advance. The first unexcused absence will result in a review of the position by top five and the advisor. A second unexcused absence will result in automatic release from the position.

Article V. Council Meetings

- 1) Regular. The Western Illinois University Panhellenic Council shall hold at least one regular meeting weekly.
- 2) Executive board meetings: The President, **Vice President of Recruitment, Vice President of Finance, Vice President of Risk Management and Judicial, and Vice President of Internal Affairs**, and all chair positions are required to attend all executive board meetings.
- 3) Special. A special meeting of the Western Illinois University Panhellenic Council may be called by the President when necessary and shall be called by her upon the written request of any regular or associate member fraternity at Western Illinois University.
- 4) The delegate from each regular and associate member fraternity shall be responsible for notifying her chapter members of all regular and special meetings of the Western Illinois University Panhellenic Council
- 5) Voting:
 - a) The voting body of the Western Illinois University Panhellenic Council shall be Panhellenic Council.
 - b) The voting members of Panhellenic Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, its alternate shall cast the vote of her fraternity. If both delegate and alternate are absent, the vote may be cast by a member of the fraternity, providing her credentials have been presented in writing to the Council President 24 hours prior to the meeting.
 - c) Two-Thirds of the voting members of Panhellenic Council shall be required to establish recruitment rules, to establish Total Chapter Size, to add a chapter, to pass the Panhellenic budget, and to pass the Greek Week budget.
- h) Quorum. Two-thirds of the member fraternities shall constitute a quorum for the transaction of business.
- i) Voice. The alternate delegates to Panhellenic Council shall have voice but no vote except in the case that the primary delegate is absent.

Article VI. Panhellenic Advisor

- 1) The Panhellenic Advisor shall be appointed by The Western Illinois University administration.
- 2) The advisor shall serve in advisory capacity to the Western Illinois University Panhellenic Council.

Article VII. Chairpersons

The Chairpersons are as follows:

Assistant Vice President of Recruitment, Sorority Education, Greek Week, Scholarship, and Special Events, SGA Senator, IFC/UGC (Both NPHC and MGC) Liaison, and Community Service

Article VIII. Unanimous Agreements and Policies

- 1) All members of the Western Illinois University Panhellenic Council shall act in accordance with fundamental Panhellenic policies established by National Panhellenic Conference in the UNANIMOUS AGREEMENTS section of the current edition of the National Panhellenic Conference Manual of Information.

Article IX. Removal of Officers and Chairpersons

- 1) If any member of the council feels that one of the officers or chairpersons aren't properly fulfilling their duties action will be taken.
 - a) All members of the council are required to first speak to the executive board officer/chairpersons if they feel someone isn't performing their assigned responsibilities. The Panhellenic Advisor will then be notified of the issue.
 - b) If two-thirds of the delegates and/or a majority of the executive board feel that after being confronted the officer/chairpersons hasn't changed, then their position will be up for review under the advisement of the Panhellenic Advisor.
 - c) The review will be a standards hearing with the PHC President and in attendance along with the Panhellenic Advisor and the Assistant Director of Student Activities for Greek Life Programming.
 - d) The penalty will be decided at the hearing depending on the offense.
 - e) If an officer or chairmen miss two regularly scheduled general assembly meetings and/or executive board meetings without an excused absence the officer can be excused from her position.

Article X. Violations

- 1) Any reported recruitment violation will be addressed through mediation with chapter president, chapter recruitment liaison, chapter advisor, PHC President, PHC **Vice President of Recruitment**, PHC **Assistant Vice President of Recruitment**, PHC Advisor, and the Asst. Director of Greek Life Programs. If an agreement is not reached through a mediation process than it shall be appealed and discretions will be reviewed. The decisions should be compliable with the Unanimous Agreements.
- 2) If it is in the case of a non-recruiting violation and it pertains to violating a Western Illinois University Panhellenic Policy the offenders will be referred Asst. Director of Greek Life Programs.

Article XI. Support

The Western Illinois University Panhellenic Council supports Order of Omega and Rho Lambda. We notice, agree with their policies, and support them. However, Panhellenic Council is under no financial obligations to these organizations.

Article XII. Rules of Order

The Western Illinois University Panhellenic Council shall be governed by Roberts Rules of Order Newly Revised except in matters specifically provided for in the Constitution, Bylaws and Standing Rules.

Article XIII. Amending the Constitution

This constitution may be amended by a two-thirds vote of the voting members of Panhellenic Council, provided notice of the proposal amendment has been given in writing at the preceding regular meeting.

Article XIV. Expansion Policy

Section I. Voting

1. The Panhellenic Council of Western Illinois University supports expansion when campus conditions are favorable. This will be determined each semester by the Executive Board of the Panhellenic Council and voted on by the full council with approval being granted by a two-third (2/3) vote of voting body present at the PHC meeting.
2. This review of conditions for expansion will be conducted by the PHC Executive Board. If the PHC Executive Board determines that conditions are favorable for expansion and the vote is passed by the full council, a recommendation for expansion will be made from PHC to the Office of Student Activities for approval. Once approval from the OSA has been granted, approval from the Vice President of Student Services must also be granted. Once these permissions have been obtained, the PHC Executive Board will enterain applications for membership from all PHC recognized interest groups, after NPC grants expansion permission.

Section II. Eligibility

In the case that there are multiple interest groups, the following procedure would be followed:

1. The PHC Executive Board will make a recommendation to the PHC general body regarding the maximum number of interest groups that will be allowed for expansion that semester. Approval shall be granted by a two-thirds (2/3) vote of the voting body present at the PHC meeting.
2. The PHC will review and rank in preferential order all such groups. Invitations for expansion will extend to the maximum number of groups determined prior to expansion proceedings.

Section III. Requirements

Those interest groups applying for membership must meet the following criteria and submit it in the form of a petition/application to the Greek Advisor and IFC President:

- A. Interest group status must have already been approved by the PHC Executive Board, PHC as a whole council, the Office of Student Activities, and the Vice President of Student Services.
 1. Must possess an active membership of at least 50% of the PHC average chapter size of National Panhellenic Conference fraternities at the time of application.
 2. Must present a copy of their constitution and bylaws, membership list, grade release cards, addresses, officer and advisor listings.
 3. Must have a regularly scheduled meeting time and place.
 4. Must submit a letter of intent for chartering at Western Illinois University. This letter should be endorsed by the inter/national organization and should include a time line for colony progress toward chartering.
 5. Must have approved and support from the inter/national organization. This shall include at least two (2) scheduled visits from inter/national representatives per semester during the colony period.
 6. Must submit the names, addresses, and telephone numbers of at least three (3) active alumni or designated acting in an advisory capacity in the area.
 7. Must present a written new member education program.
 8. Must present themselves to IFC for a favorable two-thirds(2/3) vote of the voting body present at the IFC meeting.
 9. The interest group can be voted on by the PHC no more than two times a semester.
 - a. A hand vote will determine the outcome unless objected to in which case a secret ballot will be used. The interest group has the option to make a presentation followed by a question/answer period to the council. The interest group shall then be dismissed for discussion and vote.

Section III. Final review and vote

1. The Assistant Director of Student Activities for Greek Life will present all information to the Vice President of Student Services for consideration and/or continuation in their expansion and recognition procedures.
2. All expansion materials will be turned over to the Greek Expansion Committee and appropriate governing council. The Greek Expansion Committee will review expansion applications and extend invitations for a campus presentation.
3. The Greek Expansion Committee will make a recommendation to the appropriate governing council on who should expand to WIU. The appropriate governing council will take a final vote on who will be invited to expand to WIU.
4. Invitations to colonize at WIU will be extended by the Vice President of Student Services.
5. Unauthorized Expansion/Intake/New Member Activities can be sanctioned.
6. View Expansion/Recognition Procedures for Fraternity/Sorority Organizations at WIU for more information.

Article XV. Colonies

Section I. Membership

1. Any colony of an NPC fraternity shall become a provisional member of the Panhellenic Council and shall conform to the association's established rules, regulations and policies.
2. When an NPC fraternity has installed a chapter, that chapter shall become a regular member of the Panhellenic Council.
3. Until it is officially installed as a chapter, the colony is a nonvoting member of the Panhellenic Council. After it has been chartered by its national organization, the new chapter becomes a voting member of the Panhellenic Council.

Section II. Alpha Sigma Alpha

1. To accommodate the colonization of Alpha Sigma Alpha Sorority and to allow them to build its membership to, or very near total, the Panhellenic Council will suspend Continuous Open Bidding for a period of two weeks after the formal recruitment period of September 5-8, 2013.

Article XVI. Non-for-profit Organization

1. This is not-for-profit organization

Article XVII. Statement of Non-discrimination

1. This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy will include, but not limited to recruiting, membership, organization activities, or opportunities to hold office.

Article XVIII. Statement of Compliance with Campus Regulation

1. This organization shall comply with all university and campus policies and regulations and local, state, and federal laws.

Article XIV. – Statement of Non-Hazing

This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

Reviewed Spring 2004

Reviewed November 18, 2010

Reviewed September 2011

Reviewed October 2012, changes to take effect on December 2012

Purple Post Edit April 2014

Appendix E
United Greek Council Constitution

United Greek Council
At Western Illinois University
Constitution

Article I. Name

Section 1. The name of the organization shall be the United Greek Council (UGC).

Article II. Membership

Section 1. The membership of the UGC shall be made up of the organizations approved for membership in the UGC.

Section 2. Members and officers of the UGC must be enrolled students at Western Illinois University (WIU).

Article III. Purpose and Goals

Section 1. The primary purpose of the UGC is to unite its member organizations in order to share ideas and resources, promote mutual respect and equality, and provide a support network for involved students.

Section 2. The goals of the UGC are:

- a. Serve as the governing body of organization approved for membership in the UGC at WIU;
- b. Organize and implement activities and events that will build and support member organizations and relations between them and the campus and local community. This includes working cooperatively with the Interfraternity Council, Panhellenic Council, Office of Student Activities/Greek Life Programs, and other existing campus programming groups and organizations (e.g., Black Student Association, Latin American Student Organization, University Union Board, Bureau of Cultural Affairs, and InterHall Council);
- c. Serve as a forum for discussion and debate on issues and concerns important to the University in general, and the UGC chapters in particular;
- d. Follow rules and guidelines set forth by the Greek Council and the administration of WIU;
- e. Improve the academic environment of the member organizations, and the entire Greek community through the sponsorship of relevant programs and activities;
- f. Serve as a mediator of disputes and conflict between UGC organizations or between member organizations and external entities;
- g. Promote the understanding and appreciation of diversity among fraternities and sororities as well as the entire WIU community, through the sponsorship of relevant programs and activities;
- h. Serve as a liaison between its member organizations other Greek organizations, student organizations, the student body, the university administration and faculty, and the local community.
- i. to consult with the Greek Life Programs staff regarding official party dates, educational programs, and major philanthropic efforts (purposes to reduce conflicts over scheduled of events and ensure the appropriateness of planned events);
- j. Create and maintain high standards in the lives of local and national historically African American and Latino fraternities and sororities on the Western Illinois University capes.
- k. Promote Unity among all Greek organizations;
- l. Promote and appreciation of the diversity of cultural and ethnic backgrounds that exist on the Western Illinois University campus;
- m. promote educational and leadership opportunities for all students belonging to its members organizations.

Article IV. Not-for-Profit Statement

Section 1. This is a not-for-profit organization

Article V. Statement of Non-Discrimination

Section 1. This organization shall not discriminate on the basis of sex, race, color, sexual orientation, gender identity and gender expression, religion, age, marital status, national origin, disability, or veteran status. This policy includes, but is not limited to: recruitment membership, organization activities, or opportunities to hold office.

Article VI. Statement of Compliance with Campus Regulations

Section 1. This organization shall comply with all University and campus policies and regulations as well as local, state, and federal laws.

Article VII. Statement of Non-Hazing

Section 1. This organization will not conspire to engage in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or persona attending the institution.

Section 2. The UGC is in accordance with all WIU policies regarding hazing.

Article VIII. Council Structure

Section 1. The Executive Board

- a. The UGC Executive Board shall consist of elected officials that include a President, Vice President, Risk Management Chair, Treasurer, Secretary, Greek Week, and Programming Chair.
- b. Members of the Executive Board shall serve a one-year term to being the last meeting of the spring semester and to end the second to least meeting of the following spring semester.
 - i. No member may be elected to office with advance knowledge that they will not be able to complete their term of office.
 - ii. No member shall be elected to the same Executive Board position for more than two consecutive terms.
- c. No member of the Executive Board shall serve as their organization’s delegate or vote for their organization.
- d. Any member of the Executive Board may be impeached for dereliction of duty or violations of the UGC Constitution and Bylaws, WIU Code of Conduct, or local, state, or federal law.
- e. Procedures for election and impeachment of officers are provided for in Article IX of the UGC constitution.

Section 2. The General Assembly

- a. The General Assembly shall consist of all member fraternities and sorority admitted to the UGC.
- b. Each member fraternity or sorority shall send one delegate per five active members.
 - i. Only one delegate per chapter shall vote. The voting delegate shall be the voice of the organization. Therefore, all council business must be conducted through the delegate.
 - ii. The voting delegates must attend a Parliamentary Procedure Workshop before being admitted as delegates.
 - iii. Each member organization shall have one general body vote so long as they are in good standing with the UGC and WIU.
 - iv. Organizations that have less than four active members shall only be required to send one delegate to general body meetings.
- c. The following powers are reserved to the delegates of the members of the General Assembly
 - i. To vote on all council business;
 - ii. to elect and impeach members of the Executive Board;
 - iii. To offer amendments to the Constitution and Bylaws of the UGC;
 - 1. The Vice President shall also be able to offer amendments to the Constitution and Bylaws of the UGC.
 - iv. Each official delegate or recognized alternate shall information their chapter of all programs, business, and actions of the UGC.

Article IX. Elections and Impeachment

Section 1.

Election Guidelines

- a. The UGC Advisor shall preside over elections, to maintain the integrity of the election process.
- b. Elections will be held no later than the last week of April.
- c. Each member organization may cast one ballot per position
- d. Any candidate running for an Executive Board position must possess and maintain a 2.500 cumulative GPA and be in good standing with the University and their respective chapter.

Section 2.

Election Procedures

- a. Applications
 - i. Applications will be released no later than one week prior to the day of speeches and popular vote.
 1. The President shall provide notice either in writing or by electronic means to each member organization that nominations will take place at least two weeks before the meeting.
 - ii. The President will read the responsibilities for each office and then accept nominations for that office in the following order: President, Vice President, Risk Management Chair, Treasurer, Secretary, Programming Chair, Greek Week Chair, and Scholarship Chair
 1. All members considering a position must turn in an application for their name to be put on the ballot for a position.
 - iii. Any candidate found not to meet the qualification of the office of which they were dominated shall be removed from consideration.
- b. Debate
 - i. Debate shall occur following the closing of nominations.
 - ii. Starting with the office of the President, each candidate shall make a two-three minute speech addressing how they would execute the office and their plans for the UGC. Following their presentation, the general body shall have the opportunity to ask the candidate up to five questions.
 1. Candidates will be excused from the meeting during other candidates' presentations.
 - iii. Members will then be provided the opportunity for pro/con debate on the candidates.
 - iv. This process will be repeated for every office until all candidates have been heard.
- c. Voting
 - i. Each member organization shall cast one vote per position.
 - ii. Voting shall occur at the first general body meeting after applications are turned in, but in not event will this be after the last week of April.
 - iii. Voting can be conducted by secret ballot
 - iv. A majority vote shall be held and each candidate will receive points for each vote received from the voting chapter.
 - v. In the event of a tie, the president UGC Executive Board shall decide the winner by a popular vote; however, no member of the Executive Board who is a candidate for the contested offices shall participate in breaking the tie.
 - vi. The Advisor will tabulate the results following the vote in the presence of the UGC, but will not let the general assembly or Executive Board know until the Executive Board has had the chance to make their decision as well.
 - vii. Each chapter or entity regardless of standing with the UGC, but must be a recognized student organization, will be able to vote in new officer elections and ratifications of constitutional amendments.

Section 3.

Vacancies

- a. If a vacancy shall occur in the Presidency of the UGC, the Vice President shall be appointed President by majority vote of the remaining Executive Board to be approved by majority vote of the general Assembly.
 - i. If the Vice President is unable to full the position for any reason, then the Secretary shall full the position, If the Secretary is unable to full the President's position, then the following succession for Presidency shall occur: Treasurer, Risk Management, Greek Week, Programming.
- b. For all other vacancies occurring during the fall or spring semester, the Executive Board shall notify of the general assembly at the next regular scheduled meeting.
 - i. A special election shall then occur with nominations and debate to be heard at an emergency meeting to take place no more than one week following the announcement of the vacancy. The vote shall then take place at the next regularly scheduled general body meeting.
 - ii. The Executive Boart may appoint, at its discretion, a member to temporarily fulfill the duties of the office until a replacement is elected.
 - iii. Procedures for nominations, debate, and voting shall follow the procedures prescribed in Article IX, Section 2.
- c. Should a vacancy occur on the Executive Board during the summer semester or during intersession, the Executive Board shall appoint a replacement until a special election may be held.

Section 4.

Impeachment Procedures

- a. Officers of the United Greek Council may be impeached for the following reasons:
 - i. Dereliction of duty;
 - ii. Inappropriate conduct and/or behavior;
 - iii. Failure to meet requirements of office;
 - iv. Mismanagement or misuse of United Greek Council funds;
 - v. Violation of the United Greek Council Constitution and Bylaws;
 - vi. Violation of the WIU Code of Conduct or Policies;
 - vii. Or violation of local, state or federal laws.
- b. Impeachment proceedings shall occur as follows:
 - i. The alleged violations must be presented in writing to the council advisor via e-mail to be brought to the attention of the council Executive Boar.
 - ii. The President and Vice President shall co-chair the Internal Judicial Committee for review and investigation.
 1. The internal Judicial Committee will be compromised of two representative from an MGC organization and two representatives from an NPHC organization.
 2. The UGC Advisor will make a recommendation of representatives for the Internal Judicial Committee. The President and Vice President will affirm or deny recommendations.
 3. Appointment to the Internal Judicial Committee will remain confidential between the Advisor, President, and Vice President.
 - iii. The President and Vice President shall schedule a hearing between the Internal Judicial Committee and the accused officer to occur within two weeks of the violation notification.
 - iv. The Internal Judicial Committee will make its recommendation regarding impeachment to the General Assembly based on its investigation.
 - v. The General Assembly will vote to accept or reject the Internal Judicial Committee's recommendation
 1. A 2/3 majority of voting delegates present shall be required to remove the officer from office.

Article X. Meetings

- Section 1. The Executive Board and General Assembly shall meet weekly to conduct all regular business. The decision of date and time shall be made at the beginning of each semester.
- Section 2. Each chapter shall be responsible for having a delegate at all UGC meetings.
- Section 3. The UGC Executive Board meetings shall be scheduled weekly. Quorum of the Executive Board shall be for of the six voting members.
- Section 4. Quorum shall be necessary to conduct all UGC business meetings. Quorum shall consist of 2/3 of the voting delegates.
- Section 5. All sessions, meetings, elections, etc., shall be conducted according to Robert's Rules of Order.
- Section 6. Special meetings shall be called into session by the UGC President or by a 2/3 vote of the voting body membership.

Article XI. Finance

- Section 1. The appropriation of all finances shall be determined by the Executive Board with the approval of the general body and handled in accordance with all University and council regulations.
- Section 2. The President, Treasurer, shall authorize all expenditures and Advisor for amounts under \$300. Expenditures of \$300 or more, not previously itemized in the budget, must be approved by a majority vote of the voting body present at the general assembly meeting.
- Section 3. The Treasurer shall submit an estimated budget for the ensuing year by the fourth regular meeting of each semester. Approval of the budget shall require a 2.3 vote of the voting body present at the general assembly meeting when the budget is considered.
- Section 4. The Treasurer shall have the power to levy dues and other financial assessments. Initial organizational dues shall be assessed at a rate of \$10 per active chapter member and a \$25 per new member rate per chapter each semester. The number of individuals assessed dues per chapter will be based on the final membership roster list submitted to the Assistant Director of Student Activities for Greek Life Programs. The full amount of assessed dues must be paid by the date set forth by the Treasurer and will typically fall in September for the Fall semester and February for the Spring semester. Any chapter that fails to pay dues to UGC by the assigned date shall be charged a \$10 per week late fee until the entire balance is paid. Each chapter shall also be responsible for paying the Greek Week fee of \$5.00 per member, only if participating, to the United Greek Council.

Article XII. Bylaws

- Section 1. The UGC at WIU shall establish Bylaws to this Constitution, provided that such Bylaws do not conflict with the provisions herein, by a 2/3 vote of the member delegates.
- Section 2. Proposed Bylaws must be read and voted on at separate General Assembly meetings and must be given to the general body in writing at the meeting at which they are proposed.
- Section 3. Bylaws can only be proposed by organization holding membership in the UGC or by the Executive Board members.

Article XIII. Amendments

- Section 1. The Constitution shall be amended by 2.3 vote of the voting membership present at a General Assembly meeting of the UGC.
- Section 2. Amendments to this Constitution shall be presented in writing to all voting delegates at least one week prior to the vote.
- Section 3. Amendments shall become effective upon approval by the organization and the Assistant Director of Student Activities for Greek Life Programs.

Article XIV. Ratification

- Section 1. Ratification of this Constitution or any subsequent Constitution shall be complete upon the approval of a majority of the voting members of the UGC and the approval of the Assistant Director of Student Activities for Greek Life Programs.

United Greek Council
At Western Illinois University

Bylaws

Article I. Duties of the Executive Board

Section 1. The following shall be the duties of the Executive Board of the United Greek Council (UGC).

- a. Work collaboratively to meet the purpose and goals of the council;
- b. Attend all meetings, extraordinary sessions, and events of the UGC;
- c. Support member chapters.

Section 2. The following shall be the individual duties of the members of the Executive Board of the UGC:

- a. President
 - i. Preside over all General Assembly meetings.
 - ii. Preside over all Executive Board Meetings.
 - iii. Preside over elections.
 - iv. Call and conduct emergency meetings
 - v. Veto, within 24 hours, any business approved through the general body which is deemed inappropriate or harmful to the reputation of UGC and its membership.
 - vi. Serve as an official representative of the UGC, when appropriate and not in conflict with other Executive Board or standing position responsibilities.
 - vii. If needed, create and assign members of the general body to standing committees.
 - viii. Meet with the UGC Advisor on a weekly basis.
 - ix. Serve as a non-voting member of the general body and a voting member of the Executive Board.
- b. Vice President
 - i. Serve as acting President in their absence
 - ii. Attend all Executive Board and General Assembly meetings.
 - iii. Meet with the Council Advisor on at least a bi-weekly basis.
 - iv. Maintain and update the bylaws, and consult with the Executive Board on proposed changes.
 - v. Preside over the impeachment process.
 - vi. Serve as co-chair of the Programming Committee.
 - vii. Serve as parliamentarian for all General Assembly meetings.
 - viii. Present a parliamentary procedures workshop to the General Assembly at least one per semester.
 - ix. Serve as a non-voting member of the General Assembly and a voting member of the Executive Board.
- c. Risk Management Chair
 - i. Serve as the UGC representative on the Greek Life Risk management Committee by attending Risk Management Committee meetings, one office hour per week, and Greek Review Board meetings.
 - ii. Attend all UGC General Assembly and Executive Board meetings.
 - iii. Keep affiliate member organizations up to date on the Social Event Management Policy and update them on any changes.
 - iv. Serve as a non-voting member of the General Assembly and voting member of the Executive Board.

- d. Treasurer
 - i. Attend all UGC General Assembly and Executive Board meetings.
 - ii. Account for all expenditures concerning transactions through UGC.
 - iii. A council budget must be presented at the fourth General Assembly meeting.
 - iv. Present council bank account balance at every UGC general body meeting.
 - v. Serve as UGC fiscal officer and levy dues accordingly, and provide all chapters with invoices.
 - vi. Enforce dues and any financial penalties.
 - vii. Serve as a non-voting member of the General Assembly and a voting member of the Executive Board.
 - viii. Must apply to serve on the Greek Review Board.
- e. Secretary
 - i. Record all minutes and attendance of UGC General Assembly and Executive Board meetings.
 - ii. Make General Assembly minutes accessible to the public within 72 hours of all General Assembly meetings.
 - iii. Maintain contact information of all Presidents and Delegates.
 - iv. Attend all UGC Executive Board and General Assembly meetings.
 - v. Maintain and update the programming calendar of UGC.
 - vi. Serve as a non-voting member of the General Assembly and a voting member of the Executive Board.
- f. Programming Chair
 - i. Oversee all of the programming efforts of the UGC.
 - ii. May form a committee comprised of UGC members to help plan events as needed.
 - iii. Implement at least one educational program, one social event, and one philanthropic or community service program per semester.
 - iv. Attend all UGC Executive Board and General Assembly meetings.
 - v. Serve as a non-voting member of the General Assembly and voting member of the Executive Board.
- g. Greek Week Chair
 - i. Work closely with the IFC and PHC Co-Chairs
 - ii. Help choose the Greek Week committee members.
 - iii. Play an integral role in the planning and implementation of Greek Week.
 - iv. Attend all Greek Week committee meetings and co-chair meetings.
 - v. Attend all UGC Executive Board and General Assembly meetings.
 - vi. Serve as a non-voting member of the General Assembly and a voting member of the Executive Board.
- h. Scholarship Chair
 - i. Must maintain a cumulative GPA of a 3.000 or higher.
 - ii. Create ideas or incentives to encourage council to maintain a high GPA.
 - iii. Must attend ALL Student Government Association (SGA) meetings.
 - iv. Attend all UGC Executive Board and General Assembly meetings
 - v. Serve as a non-voting member of the General Assembly and voting member of the Executive Board.

Article II. Delegates

Section 1.

The Delegates

- a. Delegates must be a member of a recognized UGC organization.
- b. Delegates shall speak on behalf of and make decisions, through voting, for their respective organizations and should be able to do so without adjournment or consultation with other chapter officers.
- c. Organizations are responsible for the actions, conduct, and fulfillment of the duties and responsibilities of their delegates.
- d. Delegates are responsible for reporting the minutes of all General Assembly meetings to their respective organization.

Article III. Council Advisor

Section 1.

The Advisor

- a. The advisor to the UGC shall be appointed by the Office of Student Activities/Greek Life Programs unit at Western Illinois University (WIU)
- b. The Council Advisor will have the following duties:
 - i. Advise the General Assembly and the Executive Board in all matters pertaining to the operation and activities of the UGC;
 - ii. To attend all General Assembly and Executive Board meetings;
 - iii. To supervise the count of all ballot votes;
 - iv. To complete any other such duties as provided by the Greek Life Programs unit.

Article IV. Fines

Section 1.

The UGC is charged with issuing fines and sanctions to chapters that violate policies stated within the University Code of Conduct, UGC Constitution, bylaws, rules, statues or precedents set by the council or Greek Life Programs unit. Sanctions will be issued according to the following violations policy.

Section 2.

General Assembly Meetings

- a. An organization will be fined \$25 if absent at any General Assembly meeting unless excused;
- b. Two mandatory attendance roll calls will be taken per meeting. One shall be taken after the meeting has been called to order and another before the meeting is adjourned. If the organization misses one roll call, they shall be fined \$10, but if the organization misses both roll calls, they shall be fined \$25.

Section 3.

Programming Violations

- a. Any chapter that programs social or non-socially on another chapter's programming week will be issued sanction(s) and/or fines. This applied only if the organizations are from the same sub-council (MGC or NPHC).
 - i. First Offense: \$25 fine and loss of 1 programming day during week (e.g. 7 day week will turn into a 6 day week).
 - ii. Second Offense: \$50 fine and placed on a council programming probation.
 - iii. Third Offense: Scheduled meeting with council Executive Board and Council Advisor to take further action at their discretion.
- b. Chapters may coordinate agreements to programming on same day or week. An official agreement confirmation must be sent, from each organization, to the UGC Advisor at least 48 hours in advance of the programming day or week.
- c. During one (1) programming day of a chapter's week, the chapter must program with an organization from the other sub-council.

Section 4.

Notices and Policies

- a. All notices of violations will be given in writing, with copies and dates of roll call verifications to the President or Delegate of each organization in question no later than the General Assembly meeting following the offense. Fine must be paid no later than the second General Assembly meeting after the offense;

- b. Delinquent fines will result in the immediate revocation of chapter voting rights and good-standing status with the council and Greek Life Programs. Fines become delinquent if not paid within to weeks of being issued to chapter representative.

Article V. Mandatory Events

Section 1. Council Events

- a. Mandatory events are events/activities/session which require chapter representation based on its relevance to the Fraternity and Sorority Community and the following guidelines:
 - i. Warrants the participation of all member chapters.
 - ii. Provides knowledge pertaining to the Fraternity and Sorority Community.
 - iii. Provides a service to the Greater Western Illinois University community.
- b. No event which charges money will be deemed mandatory.
- c. Events can be made mandatory by a 2.3 vote of the chapter delegates or by a majority vote (50% +1) of the UGC Executive Board.
- d. Any delegate can motion to make an event mandatory and must do so with a suggested percentage of participation per chapter.
- e. A mandatory event must be announced at a General Assembly meeting at least two (2) weeks in advance of the event.
- f. All actions taken on behalf of the UGC involving a chapter's negligence in attendance of a mandatory event shall be counted starting from the first UGC General Assembly meeting after the event.
 - i. Notice of negligence will be provided to chapters at the first UGC General Assembly meeting after the event.
- g. Mandatory obligations can be altered by a two-thirds (2.3) vote of delegates up to one (1) week prior to the event, however, obligations can only be made less stringent.

Section 2. Attendance

- a. The amount of member required to attend the mandatory event will be based on the nature of the event and will be determined prior to voting.
- b. Representation requirements will be derived by a percentage of members on the roster on file with Greek Life Programs for each chapter.
 - i. Members of the UGC Executive Board will not be considered in a chapter representation requirement. Executive board members will not count toward filling their chapter quota for the mandatory event.
- c. Any chapter with a valid excuse to miss a mandatory event must give the UGC Advisor written notice at least forty-eight (48) hours prior to the event.
- d. If a chapter is excused from a mandatory event no fines will be imposed.
- e. Any chapter number four (4) active members or less will only be asked for half the representation of all other chapters for mandatory events assessed by active member percentage.

Section 3. Unexcused Absences

- a. If a chapter does not meet its representation requirements at the mandatory event or fails to give notice within the allowed time period, a fine of twenty-five (\$25) dollars, plus five (\$5) dollars for each member beneath the requirement.
- b. If the chapter does not wish to pay a fine they may choose to perform an absence alternative.
- c. Absence alternative proposals should be submitted in writing to the UGC Advisor within a two (2) week period after the occurrence of the event.
- d. If more time is required to finalize details for a proposal, chapters must submit a written appeal to the UGC Advisor for an extension of time.
- e. If neither proposal nor time extension appeal had been submitted within the two (2) week period, chapters must pay the fine.
- f. The proposal should be a detailed explanation of an event or project that fulfills the criteria which made the mandatory event important to the Fraternity and Sorority Community.
- g. Proposals will be reviewed and approved/denied by the UGC Advisor and Executive Board.

Article VI. Amendments

- Section 1. The Bylaws shall be amended by two-thirds (2.3) vote of the voting membership present at a general body meeting of the UGC.
- Section 2. Amendments to the bylaws shall be presented in writing to all voting delegates at least one week prior to the scheduled vote.
- Section 3. Amendments shall become effective upon approval by the organizations and the Assistant Director of Student Activities for Greek Life Programs.