Article I: NAME

A. The name of this organization shall be the Interfraternity Council of Otterbein University.

Article II: PURPOSE

A. To represent the fraternities recognized by Otterbein University.
B. To promote the intellectual, moral, and social development of the fraternity men and fraternity chapters.
C. To foster positive relations among the Greek organizations, university faculty and staff, and the outside community.
D. To organize the fraternities’ membership recruitment efforts and encourage a pledging and initiation process that serves to support the development of the individual fraternities and their prospective members.
E. To promote civil conduct and discretion among sorority women that is in accordance with the charters of each sorority at Otterbein University, which specifically state that all fraternities are expected to abide by Otterbein University rules and regulations.
F. To regulate, legislate and self-govern the fraternities in accordance with the Interfraternity Council Constitution, the Interfraternity Council Standards procedures, the Campus Life Handbook and local, state and federal laws.
G. To be a forum for the discussion of questions of interest in the university and sorority world.
H. To do all things reasonably, in furtherance of, or incidental to, the above.
I. To mediate disputes between Greek chapters.

Article III: MEMBERSHIP

A. Regular. Regular membership shall be those fraternities that are in good standing and fully recognized by the Interfraternity Council and Otterbein University as a chapter with campus status.
B. Associate. Associate membership shall be those students Greek groups that have been granted administrative approval through the Office of Student Affairs and recognized as a colony/interest group by the Interfraternity Council.
C. Membership in this organization is open to all students without regard to race, religion, ancestry, ethnicity, age, sexual orientation, political affiliation, disabling condition, veteran status, or marital status (sex is excluded for social fraternities and fraternities).

Article IV: FINANCES

A. The Interfraternity Council shall be financed mainly through dues collected each semester from each chapter. The dues are as follows: $5.00 per active member and $1.00 per pledge/inactive and plactive.
B. The Executive Board, with the approval of the Interfraternity Council, will set the amount of all fees and discounts as deemed necessary.
C. All fraternities shall have their dues paid in full on, by or before the fifth (5) Interfraternity Council meeting of each term. All pledges will in turn, have their dues paid in full by or before the fifth (5) week of pledging. For each week past due date the fraternity will be assessed a late fee of $5.00. The Executive Council may elect to postpone the due date of dues during any term with the approval of the Executive Council.
D. Refusal to pay quarterly membership dues by the 10th week of the quarter will result in the suspension of a chapter’s membership privileges until dues are paid in full, along with any outstanding fines assessed by the Treasurer. Suspension of privileges includes, but is not limited to, off campus theme parties, participation in Greek Week, voting privileges at Interfraternity Council meetings, and the eligibility of a chapter’s active members to run for an office on the Interfraternity Council Executive Board. This does not include the loss of an incoming recruitment class.

Article V: EXECUTIVE BRANCH

A. The name of the executive branch of the Interfraternity Council shall be the Interfraternity Executive Board.
B. Membership of the Executive Board shall consist of the President, Vice President, Secretary, Treasurer, Recruitment Chair, Assistant Recruitment Chair, Social Chair, Public Relations Chair and Community Service Chair. Other board members (Member-at-Large) may be appointed by the unrepresented chapter(s), providing approval by the Interfraternity Council executives.
C. The Executive Board shall be responsible for carrying out all policies and regulations duly established by the Interfraternity Council.
D. The Officers of the Interfraternity Council shall make an oral report concerning the business of their office if present at the meeting, or distribute a written memorandum of the business of their office if not.
E. The officers of the Interfraternity Council are required to attend all Executive Board and Council meetings.
F. All subsidiary organizations and committees created by the Interfraternity Council and Executive Board shall be responsible to the Executive Board. The Chair of such committees shall report to the Council via the Executive Board.

Article VI: OFFICERS

A. Eligibility - Interfraternity Council officers shall meet the following qualifications and requirements:
   1. President and Vice President shall have served one year on the Interfraternity Executive Board. If there are no Executive Board members interested, a member of the Interfraternity Council who has served the Council for one year would then be eligible for the position of President or Vice President.
   2. Secretary, Treasurer, Recruitment/Asst. Recruitment Chair, Social Chair, Public Relations Chair, and Community Service Chair need not have prior experience with the Interfraternity Executive Board or the Council, but must be an active member of an Otterbein fraternity.
   3. A person may hold only one Interfraternity Council position at one time.
   4. Officers must be willing to commit one year to the position, which includes the last five (5) weeks of Spring semester through the first ten (10) weeks of the forthcoming Spring semester. Exceptions may be approved by the Interfraternity Executive Council.
   5. The President and Vice President of IFC may not concurrently act as President of his chapter.

B. Duties - The officers of the Interfraternity Council shall be responsible for the following duties:
   1. President
      a. The president is ultimately responsible for all matters dealing with the Interfraternity Council. He may expedite matters by assigning any task to any member of the Council.
      b. He shall preside over all meetings of the Interfraternity Council and the Executive Board.
      c. He shall have the power to appoint such special committees as deemed necessary for the efficient conduct of business relevant to the Interfraternity Council.
      d. He shall provide assistance to Campus Police and the Assistant Director of the Center of Student Involvement in the investigation of charges brought against a sorority for violations of the Constitution and Bylaws of the Interfraternity Council and University policy.
   2. Vice President
      a. The Vice President shall preside at the meeting of the Interfraternity Council in the absence of the president.
      b. He shall preside on all special committees established by the Executive Board.
      c. He shall serve as parliamentarian at all Interfraternity Council and Executive Board meetings.
      d. He shall reside as the Co-Chairperson of the United Greek Governing Board.
      e. He shall be responsible for the revision of the Interfraternity Council Constitution.
   3. Bookkeeper
      a. He shall serve as secretary at all meetings of the Interfraternity Council and the Executive Board.
      b. He shall make arrangements for all meetings of the Interfraternity Council and the Executive Board.
      c. He shall make arrangements for the distribution of all materials at the Interfraternity Council meetings.
      d. He shall be responsible for all correspondence from the Interfraternity Council.
      e. He shall maintain a file of all the official records, reports, and minutes of the Interfraternity Council.
      f. He shall distribute the minutes of the Interfraternity Council meeting to members and to the advisor, no later than the next regularly scheduled meeting.
      g. He shall serve as coordinator of the Interfraternity Council’s financial records and any special funds affiliated with the Council.
      h. He shall approve final funding allocations after a two thirds vote has been passed in favor of the expenditures.
      i. He shall assess and collect fines as stated in Article IV, C
      j. He shall, in addition to the President, have the ability to excuse absences for a fraternity if ample notification has been received.
   4. Recruitment Chair
      a. He shall co-coordinate all the Interfraternity Council recruitment activities.
      b. He shall recommend and coordinate programs to the Executive Board which may be beneficial to the Interfraternity Council recruitment efforts.
      c. He shall be available to assist the individual fraternities with their recruitment programs.
d. He shall maintain files on recruitment operations and ideas of her committee during her term in office.

5. Assistant Recruitment Chair  
   a. He shall assist the Recruitment Chairman in any duties necessary to the Recruitment Process.  
   b. He shall co-coordinate all the Interfraternity Council recruitment activities.  
   c. He shall be responsible for the coordinating of sign-up tables and finding volunteers to work the sign-up tables.

6. Social Chair  
   a. He shall be responsible for coordinating all Interfraternity Council sponsored social activities.  
   b. He shall co-coordinate Greek Week activities with the Panhellenic Social Chairperson.  
   c. He shall read and be able to relay the Interfraternity Council Risk Management Policies.  
   d. He shall work with the Interfraternity Council Treasurer and Interfraternity Council Treasurer to coordinate the budget for Greek Week, and all other co-sponsored activities.  
   e. He shall be disaffiliated during Greek Week activities.

7. Coordinator of Public Relations  
   a. He shall create, maintain and update promotional items pertaining to Greek Life.  
   b. He shall serve as co-editor, with the Panhellenic Public Relations Chair, the Greek newsletter.  
   c. He shall generate press releases relevant to newsworthy Greek sponsored functions or events.

8. Community Service Chair  
   a. He shall distribute information to all fraternity Community Service representatives regarding possible service projects.  
   b. He shall collect community service hours from chapters.  
   c. He shall co-chair Interfraternity/Panhellenic Service projects.  
   d. He shall coordinate and run one Interfraternity service project per semester.

C. Elections - The election of officers shall transpire according to the following guidelines:  
   1. Nominations for all officers of the Executive Branch are to be made the eighth and ninth week of Spring semester.  
   2. Nominees shall orally accept their nomination by the tenth week of Spring semester, certifying their eligibility as stated in Article VI, A.  
   3. All executive officers shall be elected by a majority ballot of the Interfraternity Council at the tenth regularly scheduled meeting of spring semester.  
   4. Term of Office - Newly elected Interfraternity Council officers shall serve the last five (5) weeks of Spring semester through the first ten (10) weeks of the forthcoming Spring semester. Exceptions may be approved by the Interfraternity Executive Council. Or immediately following annual election meeting through the next annual election meeting.

D. Removal - An officer may be removed from office for any of the following reasons including but not limited to:  
   1. Non-performance of duties including unexcused absences from more than three of the Interfraternity Council or Executive Board meetings in his term of office.  
   2. No longer meets eligibility requirements as stated in Article VI, A.  

E. Any representative or member of a Interfraternity Council fraternity may initiate the removal procedures by submitting a written notice of a motion to impeach to the Interfraternity Executive Board and the Assistant Director of the Center for Student Involvement.

F. Once a written notice of impeachment is received the Interfraternity Executive Board shall notify the officers in question.

G. If an elected member of the Executive Council is unable to perform his duties, a majority vote shall be sufficient to appoint a replacement.

Article VII: LEGISLATIVE BRANCH  
A. The legislative branch of this organization shall be the Interfraternity Council.  
B. Each membership fraternity shall have two (2) representatives on the Interfraternity Council. These representatives shall be active members of their respective fraternities.
Article VIII: MEETINGS

A. The council shall meet weekly during the academic year except when extenuating circumstances make this impossible.
B. A special meeting may be called by the President or at the request of at least six council representatives.
C. All meetings shall be conducted in accordance to parliamentary procedure.
D. All representatives are required to attend all meetings of this organization. If they cannot, they shall have the right to appoint a proxy. A $5.00 fine will be imposed for each representative or proxy not in attendance. The President of the Executive Council, with a majority council vote, may increase the fee for meeting non-attendance.

Article IX: VOTING

A. Each Fraternity shall have two (2) votes. Each Interfraternity Council Executive Officer shall have half a vote.
B. A quorum must be held in order to vote on any motion on the floor. A quorum shall consist of a majority of the Chapter representatives.
C. If a fraternity is not present more than two (2) times in one term, the fraternity shall lost its voting privileges for the next academic semester.

Article X: ACTIVITIES

A. All fraternity activities must follow the guidelines of the Interfraternity Council Risk Management Policy Guidelines or the fraternity can be brought before the United Greek Governing Board or other hearing body if applicable.
B. If a fraternity activity conflicts with the Interfraternity Council Constitution or its Bylaws, permission to hold such an activity must be obtained from the Interfraternity Council and the Assistant Director of the Center of Student Involvement.
C. All fraternity activities shall be scheduled in the Student Affairs Office and/or appeals can be made to the Calendar Committee and/or Student Life Committee.

Article XI: JUDICIAL BRANCH

A. The name of the judicial branch shall be called the United Greek Governing Board (UGGB).
B. UGGB shall follow the policies stated in the Interfraternity Council Constitution and Bylaws and the Otterbein University Campus Life Handbook.
C. The Vice President of the Interfraternity Council shall serve as the Co-Chair to UGGB.
D. UGGB members cannot be a Chapter President or an Executive Officer of the Interfraternity Council.
E. UGGB members will be required to attend a mandatory training seminar, and meet as a board as needed to monitor and discuss any judicial concerns.

Article XII: ADVISOR

A. The name of the advisor to the Interfraternity Council shall be the Assistant Director of the Center for Student Involvement.
B. The Advisor shall act as an appointed official of the University; this person shall be permitted to be present at any and all functions of the Interfraternity Council and membership fraternities.
C. Shall act as financial advisor.
D. Shall maintain contact and communications with the Interfraternity Council in order to ensure the success of the system and act as the liaison for the university.

Article XIII: AMENDMENTS

A. Amendments - Any member of the Interfraternity Council may propose amendments to this Constitution. Such proposed amendments shall be filed with the Bookkeeper for submission to all fraternity members. These proposed amendments shall be posted in each member chapter house for no less than seven (7) days prior to the Interfraternity Council vote. During this time, each representative shall obtain an opinion of her chapter members and they shall be vested with the right to cast the official votes for their respective chapters. After following this procedure, such amendments shall become part of the Constitution when approved by 2/3 vote of the full membership of the Interfraternity Council.
Article XIV: RATIFICATION

A. This Constitution and form of government shall be ratified by a referendum of all Interfraternity Council member chapters. Passage shall be by 2/3 vote of the full membership of the Interfraternity Council. This Constitution shall supersede any previous Constitution.

Revised: November 2011
The Otterbein University
Interfraternity Council Bylaws

Section 1: RISK MANAGEMENT

A. The purpose of Risk Management is to bring to chapter administration a consistent approach concerning injury and property loss prevention. Litigation or the tendency of someone to sue in the event of an accident or injury has, unfortunately, become commonplace. Fraternity chapters, their administration and alumni boards are all vulnerable. In this litigious environment, chapters must be realistic about safety and loss prevention practices and be aware of the aspects of their activities and inherent exposure that may give rise to personal injury, property damage, or a lawsuit.

The Risk Management identifies some general liability exposure that is inherent to fraternities and projects some controls that should be implemented to reduce the potential for accidents and injuries to guests and members. The essence of Risk Management is a demonstration of a “standard of care” that is not only a written guideline, but should be a set of practiced guidelines.

The objective of the Risk Management Guidelines is to aid chapters to control their liability exposures and to develop the system necessary to promote social responsibility.

1. Alcohol and Drugs

Otterbein University’s Risk Management Policy has been created to assist Otterbein University’s Social Fraternities and Sororities in the development of responsible off-campus social programs and events that have alcohol available at them. It should be noted that: “The University believes that the consumption of alcoholic beverages enhances neither the educational process nor the quality of life. The Otterbein community functions on the basis of mutual trust and responsibility, and the consumption of alcoholic beverage is potentially disruptive of this educational environment. Otterbein recognizes the right of choice of individuals to use or refrain from the use of alcoholic beverages while off campus taken from the Campus Life Handbook, page 56. Otterbein University recognizes that college students are adults who must be responsible for their own behavior, therefore the university places the burden of compliance with these polices on the individual and the student organization themselves.

a. The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises or anywhere on campus grounds, is at all times strictly prohibited.
b. No alcoholic beverage may be purchased through chapter funds nor may the purchase of it for members or guests be undertaken or coordinated by any members in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of alcoholic beverage, e.g. kegs or cases, is prohibited.
c. HOST FUNCTIONS, meaning chapter functions with access to students and invited guests who are not members of the chapter where alcohol is present can only occur if they are in compliance with this policy and the function is operated in compliance with the attached “Host Guidelines”.
d. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor/person under the age of twenty-one.
e. The possession, sale or use of any ILLEGAL DRUGS or CONTROLLED SUBSTANCES while on chapter premises or during a HOST FUNCTION or chapter event or at any event that an observer would associate with the fraternity is strictly forbidden.
f. No chapter may financially co-sponsor an event with an alcohol distributor, charitable organization or tavern where alcohol is given away, sold, discounted, or otherwise provided to those present.
g. All recruitment activities associated with any chapter will be DRY recruitment functions.
h. No member shall permit, tolerate, encourage, or participate in “drinking games.”
i. No alcohol shall be present at any pledge/associate member/novice program, activity, or ritual of the chapter.
j. All participants shall adhere to all rules and regulations at the given establishment.
Host Guidelines

HOST FUNCTIONS shall be Off-Campus and Utilize a Third-party Caterer

1) Facility and/or caterer must be properly licensed by state and local authorities.
2) Facility must have alternative activities available such as dancing or pool tables.
3) The caterer and/or facility must agree to participate in cash sales only, to be collected by the caterer or facility during the function.
4) The caterer must agree to assume all responsibilities that any other purveyor of alcoholic beverages would assume in the normal course of business, including but not limited to:
   a) Checking ALL ID’s upon entry – creating obvious differences between minors and persons of age to consume alcohol
   b) Not serving to minors
   c) Not serving to individuals who appear intoxicated
   d) Maintaining controls of all liquor containers
   e) Collecting & removing all alcohol remaining at the end of the function
   f) Removing individuals serving, giving, or purchasing alcohol for minors from the function.
5) The Chapter Shall Examine and Make Sure the Function is Held at a Safe Place
   a) The facility should be free of all fire hazards and unsafe conditions.
   b) The exits and fire extinguishers should be easily accessible.
   c) The parking lot should be accessible to ambulance, police, and/or fire trucks.
   d) Medical, fire, and police help should be able to be reached quickly.
6) The Chapter Shall Set a Theme or an Activity
   a) Themes and activities should be in good taste and should not be related to drinking or alcohol.
   b) Food and decorations may relate to the theme or activity. The serving of salty foods is highly discouraged. Foods high in protein such as cheese and vegetables are encouraged. Non-alcoholic alternative beverages should be made available and shall be kept separate from alcohol mixers.
   c) Drinking games will not be permitted, tolerated or participate in.
   d) All advertisements, i.e. posters, flyers, T-shirts and so forth, shall not Advertise nor contain messages related to alcohol or drinking.
7) The Chapter Shall Plan and Organize the Function Well in Advance
   a) The organization’s President must assume responsibility for enforcement of all University policies and state regulations during the event.
   b) The serving of alcohol shall end by 1:00AM at the latest and the function itself must end by 2:00AM at the latest.
   c) Appoint persons responsible for set up and clean up.
   d) Each chapter will have at least one non-drinking monitor in addition to the chapter president for every twenty guests present.
   e) All participants must be an Otterbein student or the guest of an Otterbein student.
   f) All advertising for the HOST FUNCTION shall be free of reference of drinking and alcohol.
8) Transportation (for off-campus functions)
   a) Transportation for all attendees at functions with over fifty people in attendance shall take one of the two forms:
      1. Provide transportation for all guests by independent licensed bus or taxi company
      2. Arrange to have a non-drinking designated driver, key check-in system utilized by all guests.
         This system must be maintained by hired third party security
   b) For all host functions with less than 50 guests, taxi service numbers must be made available to all persons leaving the function.
   c) No intoxicated or disorderly person shall be permitted to board a bust to attend a HOST FUNCTION.
   d) Neither closed nor open containers of alcohol shall be permitted on the transportation vehicles or while waiting in line for the vehicles.
9) Ticket Sales
   a) Ticket sales shall not be used to sell alcohol, or to cover the advanced sale of alcohol.
   b) Ticket sales shall only cover the cost of renting the facility, paying for the band, and transportation. No part of the ticket price shall cover ANY cost for the sale or distribution of alcoholic beverages.
c) No kegs, pony kegs, party balls, or bulk quantities of any kind, even if supplied by individuals, shall be permitted. Additionally open and/or free access to any cans, bottles, or mixed drinks of any kind are prohibited.

10) Chapter Must Provide for Monitoring at Function
   a) A team of non-drinking monitors will patrol the function.
   b) Third party security shall be hired by the chapter for functions of over 50 people.
   c) Security shall be instructed by the chapter to assist the caterer in any of the previously mentioned functions.

11) If a Person Becomes Intoxicated Despite of your Efforts, the Chapter Shall Provide for Monitoring of Intoxicated Persons
   a) Do not allow any intoxicated persons to be alone.
   b) Do not hesitate to call for medical assistance.
   c) Provide a professional taxi service for members and guests.

2. Hazing
   a. No chapter shall conduct hazing activities. Hazing is defined as:

   “Any mental or physical requirements, requests, or obligations placed upon any person which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading or violates any federal, state, local laws, or university policy. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, morally degrading or humiliating games and activities, unsupervised scavenger hunts, kidnapping, and late night sessions which interfere with scholastic activities.”

3. Sexual Abuse
   a. The fraternity or sorority 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 that are demeaning of women and men, including but not limited to date rape, gang rape or verbal harassment.

4. Fire, Health, and Safety
   a. All chapter houses shall, prior to, during, and following occupancy, meet all local fire and health codes and standards.
   b. All chapters must have posted by common phones emergency numbers for fire, police, and ambulance and must have posted evacuation routes from the chapter house common areas, as well as on the back of the door of each sleeping room.
   c. All chapters shall comply with House Inspections conducted by the Westerville Fire Department, University officials, Representatives of Property, and the chapter alumnus. Recommendations developed as a result of the inspection will be taken under consideration and a written response given within 90 days of receipt of the inspection report.

5. Education
   a. Each student member and pledge shall be instructed annually on the Risk Management of the Interfraternity and Interfraternity Councils.
   b. All fraternities must complete the Hazing Consent Form, which will be filed in the Greek Life Office. This form must be completed and received annually from each sorority.

Section 2: RECRUITMENT

A. Honor Code
   1. In the spirit of fraternity recruitment, we must never be content with the basic expectations perceived in the bylaws but adhere to a greater code that encourages a lighter degree of human relationships. It is in accordance with dignity and good manners of fraternity men to:
      a. Avoid degrading or belittling remarks about any organization or university student.
      b. Create friendly relations between Greek, Independent, and Non-Greek students.
      c. Avoid publicity on Inter-Greek matters that are not properly the concern of Independent or Non-Greek students.
      d. Promote Greek Life as a beneficial asset to the campus community, but to understand the freedom of choice that all students are entitled.
e. Celebrate the differences of each fraternity and challenge all chapter members to discourage stereotyping which discredits the reputation of another organization or its members.

B. Scheduling Formal Recruitment Dates
   1. All formal recruitment dates set for recruitment parities and final dinners are to be determined during the spring semester.
   2. Fraternity formal recruitment party assignments shall be determined following the confirmation of the formal recruitment dates.

C. Formal Recruitment begins the fifth week of fall semester and continues through Bid Night.

D. A “rush party” shall take place between the hours of 7:00 p.m. and 1:00 a.m.; and during those hours up until 7:00 a.m., no freshman males or registered potential new members may be at another fraternity’s or active member of another fraternity place of residency. Including but not limited to fraternity houses or residence hall rooms.

E. Any action taken by the designated fraternity must coincide with the federal and state laws, and also Otterbein University and the Interfraternity Council’s Rules and Regulations.

F. Fraternity recruitment is a “DRY” process; therefore there shall be absolutely no alcoholic beverages present at any recruitment function.

G. Final Dinners – Once the last “rush party” has taken place, final dinners will begin per the established schedule in Section 2, B, 1.

H. Spring Recruitment
   1) Any organization wishing to pursue a spring pledge class must submit a written notification to the Interfraternity Council or the Assistant Director of the Center for Student Involvement before bids can be handed out.
   2) All Otterbein students are eligible to pledge spring semester as long as they have above a 2.3 Otterbein GPA.

I. Preference Signing
   1) The Interfraternity Council shall decide during the spring semester the dates when preference signing will take place.
   2) The Interfraternity Recruitment and Asst. Recruitment Chairs shall be the only Greeks at preference signing.
   3) Immediately following the last fraternity final dinner through the conclusion of preference signing, there shall be a respectful silent period where fraternity men will not have contact with potential new members.

Section 3: PLEDGING
A. Pledging may start any time after preference signing. The pledging period for each sorority may last from 4-8 weeks according to each fraternities preference. **Pledging may not occur the last week of the semester or during exams.**

B. All fraternities must complete and submit the Hazing Compliance Form to the Greek Life Office before any pledging period begins.

C. All new member education programs, calendars, and pledge books must be submitted to the Greek Life Office for approval before any pledging may begin.

D. All fraternities are required to have a copy of the following items in all pledge books:
   a. Hazing Policies and Regulations
   b. Risk Management Policies
   c. The Basic Expectations of Greek Membership
   d. Rights and Responsibilities of Sorority Membership

E. New Member Education Programs Shall be designed to fulfill the following objectives:
   a. Acquaint new members with active members and alumnus.
   b. Bring together in the spirit of collaboration the members of the pledge class.
   c. Encourage individual development; academically, socially, physically, spiritually, vocationally and emotionally.
   d. Emphasize the “Basic Expectations of Greek Membership,” as well as the “Rights and Responsibilities of Sorority Membership.”
   e. Learn the chapter history and become familiar with the operations of the organization.
F. Calendaring/Pledge Related
   a. Fraternities must provide pledges with two (2) 24 hour free periods each week during pledging.
   b. Students are not to engage in a calendared social event or chapter function between 1:00 A.M. and 7:00 A.M. per the request of the Vice President for Student Affairs and the Bylaws, Section 4, C.11.
   c. Spontaneous activities within your own chapter and involving only chapter members do not necessarily need to be calendared.
   d. Any social event with another organization or an event that requires chapter funds to be spent must be calendared in the Student Affairs Office.

G. No pledge duties or activities are to be planned that will interfere with the academic performance of pledges.

H. Pledge duties during pledge period shall consist of constructive activities which reflect the stated purposes of pledging.

I. Sleepovers are allowed on weekends only, as long as you honor the request per the Vice President for Student Affairs, and the Bylaws, Section 4, C.11, that pledges are not to participate in activities from 1:00 A.M. to 7:00 A.M.

J. If a student has an Otterbein GPA, it must be above a 2.0 in order to pledge.

K. Anyone who has depledged or disaffiliated will be eligible to join another fraternity during the next academic quarter.

Section 4: HAZING
   A. The definition of hazing is stated in the Bylaws, Section 1, B., 2a.
   B. Any person suffering or witnessing hazing abuse is encouraged to report the incident to the President of the Interfraternity Council, the Coordinator of Greek Life or the Vice President for Student Affairs. Appropriate Interfraternity Council and college regulations as well as municipal and state statutes are applicable, including 2307.44 and 2903.31 of the Ohio Revised Code.
   C. Actions and activities which are explicitly prohibited include but are not limited to the following:
      1. Forcing, requiring or endorsing pledges to drink alcohol or any other substance.
      2. Requiring pledges to eat spoiled foods, raw onions, goldfish, or anything an individual refuses to eat (including foods such as eggs, grapes, etc. dropped into mouths) or eat like animals or other animated objects in public.
      3. Extensive calisthenics, calisthenics is limited to chapter experience, members must voluntarily engage, and the activity must be approved by the chapter advisors.
      5. Blindfolding pledges.
      6. Physically assaulting, paddling, pushing, shoving or tackling an individual.
      7. Walking individuals time and again during the night; blindfolded and/or unattended pledge walks.
      8. Throwing anything (whipped cream, garbage, water, paint, etc.) at an individual.
      9. Theft, stealing or borrowing of any property, without permission, under any circumstances (including assigning or endorsing "pranks" such as stealing from and harassing another organization’s property).
     10. Defacing trees, grounds, buildings, public and private property.
     11. Conducting new member/member related activities between the hours of 1:00 A.M. and 7:00 A.M. (permitting less than six hours of continuous sleep for any member.)
     12. Engaging in an activity which involves compelling an individual or group to remain at a certain place, transporting anyone without knowledgeable consent (road trips, kidnapping).
     13. Conducting activities which do not allow adequate time for study during Inspiration Week or initiation periods.
     14. Expecting participation in any activity that members will not do.
     15. Wearing apparel in public which is conspicuous or not normally in good taste.
     16. Deceiving new members prior to initiation, convincing a pledge that He will not be initiated or will be hurt.
     17. Yelling and screaming at pledges to talk for extended periods of time.
     18. Not permitting pledges to talk for extended periods of time.
     20. Running personal errands (servitude).
     21. Blasting, or any other activity in which an abduction or capturing of a member/pledge occurs.
   D. Fraternities may be held responsible for the hazing violations of their collective organization and the actions of an individual member or pledge of the chapter. Violations of the hazing policy of Otterbein University or the Interfraternity Council will result in disciplinary action against the responsible individuals and/or the entire organization.
Section 5: FRATERNITY HOUSES
A. Fraternity houses are considered off-campus housing.
B. The house must meet fire and health standards of the City of Westerville.
C. Women are permitted at any hour deemed acceptable by the fraternity.
D. The houses will be locked weeknights from 12:00 A.M to 6:00 A.M.
E. Quiet hours and phone calls are left to the discretion of the house.
F. Fraternity presidents are to report the names of all house residents to the Office of Greek Life.
G. A man must be of sophomore, junior or senior status in order to live in the house during the academic year.
   - NOTE: the house cannot be more than half full of sophomores.
H. When the university owns the house, residents will pay room charges directly to the fraternity. The fraternity will then pay house rental to the university.
I. A house manager will be elected by the fraternity members.
J. The house manager must live in the house.
K. House regulations and regulations of the Otterbein University community will be enforced by the appropriate governing body and the Interfraternity Council. Infractions of rules will proceed to the proper disciplinary board.
L. Service requests for university owned houses should be processed through the Office of Greek Life.
M. Any fraternity house may keep its house open during vacation periods provided it meet the following criteria:
   a. Students living in the house must be enrolled at the present time, for the following fall, or are graduating during the year.
   b. Students need not be members of the sorority but must be approved by them.
   c. Students must have gone through formal recruitment or be of junior or senior status.
   d. Pets are allowed at the discretion of the house members and the sorority.
   e. University owned properties must abide by all university policies and regulations which pertain to their Lease Agreement and the Campus Life Handbook.

Section 6: NEW CHAPTER EXPANSION
A. Anyone wishing to form a new Fraternity at Otterbein University must first meet with the Director of Greek Life.
B. After meeting with the Director of Greek Life, approval must be sought from the Vice President for Student Affairs. This administrative approval is for no more than one year and entitles the group to become an interest group.
C. Once granted administrative approval, the interest group must meet with the Executive Council of the Interfraternity Council to discuss the process.
D. During the period of administrative approval and before an interest group can request to be an Associate Member of IFC, the new student organization must meet the following requirements:
   1. Develop the organization’s constitution and Bylaws, and submitted to the Director of Greek Life. The constitution and bylaws must include:
      i. http://www.otterbein.edu/studentlife/student_orgs/how-to.asp
   2. Obtain no less than 10 interest group members who are full-time students of Otterbein University
   3. Obtain a faculty advisor
   4. The organization must serve the best interests of Otterbein University, Greek Life and of the membership involved.
E. Upon completion of the aforementioned requirements, the new organization shall request Associate Membership in the Interfraternity Council. As an Associate Member to the Interfraternity Council the new organization is entitled to the right to participate in Recruitment, pledging, social functions, and Greek Week. The associate member is not entitled to voting privileges, nor will they be required to pay dues. Associate membership shall only be granted for a term of one year.
F. Once an organization has requested Associate Membership into the Interfraternity Council there must be two weeks of deliberation. After two weeks, the Interfraternity Council must vote and approve Associate Membership status for the group by a majority vote of the council.
G. As an Associate Member the new organization/colony must fulfill the following requirements:
   1. Obtain no less than 30 active members who are full-time students of Otterbein University.
   2. Establish a philanthropy and have it approved by the director of Greek life.
   3. Complete TWO chapter based service projects with at least one pertaining to the established philanthropy.
   4. Participate in at least ONE all Greek community service project
   5. Obtain a cumulative GPA average of 2.5 or above
   6. Have their constitution approved by the Student Life Committee and passed along to Senate (Senate approval pending IFC full membership approval)
   7. Obtain a non-University chapter advisor along with their already obtained faculty advisor
   8. Participate in all Greek events as appropriate (Homecoming, Greek Week, etc…)
   9. Participate in campus events as appropriate
   10. Host social functions with each fraternity on campus to build Greek unity
   11. Develop and submit a New Member Education Plan to the Director of Greek Life
   12. Fill out all appropriate paperwork with the Center for Student Involvement

H. Once the Associate Member organization has completed the necessary requirements, they shall become regular members of the Interfraternity Council.

I. Request consideration and approval of the Constitution Review Committee, the Student Life Committee, and the Board of Trustees to be recognized as a student organization.

Section 7: CHAPTER FUNDING
A. Any chapter in good standing may apply for financial assistance through the Interfraternity Council to use as capital towards fundraising or chapter beautification/awareness. Each fraternity may apply for funding once per academic year.

B. Fundraising
   1. Financial assistance for fundraising is a LOAN to be paid back once the fundraiser is complete. If the chapter fails to repay, the amount owed will be added to that chapters next quarter dues.
   2. Applications:
      i. Must include detailed plans of projected costs as well as projected revenue.
      ii. Must be submitted by the weekly IFC meeting to be heard at the next meeting. (ex. Applications turned in on a Monday will not be reviewed until the following Wednesday, 10 days)
         1. Considerations for approval:
            a. IFC Budget/Available funds
            b. Amount of funds currently on lend
            c. Upcoming expenditures
            d. Quality of proposal
            e. Funds requested
      iii. Will be reviewed by the IFC President or Vice President, Bookkeeper, and Greek Advisor.

C. Chapter Beautification/Awareness
   1. Financial assistance for chapter beautification/awareness is a gift from IFC to a chapter and does not need be repaid.
   2. Applications:
      i. Must include a detailed plan for the money and how it will benefit not just the chapter, but the Greek and Otterbein Communities.
      ii. Must be submitted by the weekly IFC meeting to be heard at the next meeting. (ex. Applications turned in on a Monday will not be reviewed until the following Wednesday, 10 days)
         1. Considerations for approval:
            a. IFC Budget/Available funds
            b. Amount of funds currently on lend
            c. Upcoming expenditures
            d. Quality of proposal
            e. Proposed benefit
            f. Funds requested
            g. Additional funding avenues being sought out
      iii. Will be reviewed by the IFC President or Vice President, Bookkeeper, and Greek Advisor.

D. If Otterbein University has access to resources/vendors at wholesale or reduced prices, those avenues should be pursued first.