

IFC President's Manual

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**Mission and Vision Statements
For the
Center for Student Involvement**

Vision:

Through interaction with the Center for Student Involvement, Clemson University students will be engaged global citizens who live and lead with integrity.

Mission:

The Center for Student Involvement will provide quality opportunities to intentionally challenge and develop students through involvement in organizations, leadership education, student events and community service. We will facilitate collaboration, leadership development and social responsibility to contribute to the development of the whole student.

Adopted May 1, 2007

Interfraternity Council

Constitution of the Interfraternity Council of Clemson University

Article I - Name

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

Article II - Purpose

Section A. The Interfraternity Council of Clemson University shall be the supervisory and governing body of all nationally recognized social fraternities at Clemson University.

Section B. The specific purpose of the Interfraternity Council of Clemson University shall be:

1. The establishment and administration of rules governing rushing, pledging, and initiation;
2. The establishment and administration of rules governing the general department of fraternities;
3. The encouragement of scholastic achievement;
4. The stimulation of greater cooperation and harmony among the members of the Interfraternity Council of Clemson University; and,
5. The promotion of the mission of Clemson University.

Article III - Membership

Section A. Membership in the Interfraternity Council of Clemson University shall consist of the chapters of the general fraternities herein named:

Beta Zeta Chapter of Alpha Gamma Rho
Delta Nu Chapter of Beta Theta Pi
Delta Theta Chapter of Chi Phi
Alpha Chi Delta Chapter of Chi Psi
Clemson Chapter of Delta Chi
The Clemson Chapter of FarmHouse

Delta Omicron Chapter of Kappa Alpha Order
Kappa Upsilon Chapter of Kappa Sigma
Delta Omicron Chapter of Lambda Chi Alpha
South Carolina Gamma Chapter of Phi Delta Theta
Epsilon Nu Chapter of Phi Kappa Tau
Zeta Alpha Chapter Pi Kappa Phi
Eta Psi Chapter of Sigma Chi
Theta Zeta Chapter of Sigma Nu
South Carolina Nu Chapter of Sigma Alpha Epsilon
South Carolina Beta Chapter of Sigma Phi Epsilon
Eta Psi Chapter of Sigma Pi
Sigma Psi Chapter of Tau Kappa Epsilon
Alpha Tau Omega
Phi Sigma Kappa
Pi Kappa Alpha

Section B. There shall be two classes of membership in the Interfraternity Council, full membership and associate membership.

1. Full Membership

- a. Full membership in the Interfraternity Council shall consist of the power to vote, to hold executive office, to deliberate issues, and to serve on committees.
- b. Each full member fraternity chapter, in order to maintain good standing in the Interfraternity Council, shall meet the following requirements:
 - (1) Membership of not less than twenty-five (25) active members;
 - (2) Maintain an overall average semester grade-point ratio (GPR) of not less than 2.5 each semester
 - (3) Maintain a sound financial condition, as determined by the Interfraternity Council in accordance with the treasurer.
 - (4) Maintain an alumni council consisting of not less than four members which meets no less than twice per year.
- c. Failure to meet these requirements for full membership for two consecutive semesters shall subject the full member fraternity to a hearing before the Interfraternity Council Honor Court.

2. Associate Member

- a. Associate membership to the Interfraternity Council shall be granted to a national fraternity chapter upon receiving one-half (1/2) affirmative vote of the membership of the Interfraternity Council.
- b. Associate membership shall consist of all rights, privileges, and responsibilities of full membership, except the right to vote or hold executive office. The Associate member shall be bound by the rules and decisions of the Interfraternity Council.
- c. An associate member may be eligible for full membership in the Interfraternity Council should the following requirements be met:
 - (1) Membership of not less than twenty-five (25) active members;
 - (2) Maintain an overall average cumulative grade-point ratio (GPR) of not less than 2.5 each semester
 - (3) Maintain a sound financial condition, as determined by the Interfraternity Council.
 - (4) Maintain an alumni council consisting of not less than four members
 - (5) Maintain Associate membership for a period of not less than one academic year
 - (6) Completing a presentation for full membership.
 - (7) Obtain one-half (1/2) affirmative vote of Interfraternity Council.

Section C. Membership in the Clemson University Interfraternity Council is at all times a privilege, a privilege which may be withdrawn by a three-fourths (3/4) affirmative vote of this Interfraternity Council.

Article IV - Representation

Section A. Each full member fraternity and each associate member fraternity shall be represented in the Interfraternity Council by the chapter president or his designee. The second delegate can be a member at large voted in by the fraternity.

Section B. The Representative of each member fraternity shall submit the full name of the representative of his fraternity to the Interfraternity Council Secretary at the first regular meeting of the IFC each spring semester.

Section C. The duties of the representative will be to attend each IFC meeting, serve on one and attend all designated committee meetings, receive and return all necessary report forms and information to the IFC Executive Council and the Office of Greek Affairs, and to serve as a voting delegate for his chapter.

ARTICLE V - EXECUTIVE COUNCIL

- Section A. The officers of the Executive Council shall be President, Vice President, Vice President-Recruitment, Secretary, and Treasurer (VP of Risk Management).
- Section B. No fraternity chapter shall have more than one (1) officer on the Executive Council.
- Section D. The officers of the Executive Council shall be elected from the voting membership on the third Interfraternity Council meeting in November of each year. To be elected to an office, an individual must have served on IFC for at least one (1) semester.
- Section E. A majority vote of all voting members shall be required to elect a member of the Interfraternity Council to an office.
- Section F. The term of office for officers of the Executive Council shall be from January 1 - December 31 of each year.
- Section G. The Executive Council shall be sworn into office at the last regular meeting of the fall semester and shall assume their duties at the first regular meeting of the Interfraternity Council of the Spring Semester.
- Section H. Any officer of the Executive Council may be removed from office by a two-thirds (2/3) affirmative vote of the voting membership in the Interfraternity Council, and the Interfraternity Council shall elect a member, by majority vote, to fill that office for the remainder of term.
- Section I. In the event that any fraternity chapter is suspended or expelled from full membership while one of its representatives is holding office on the Executive Council, such office shall be filled as prescribed in Section H.
- Section J. All executive officers of the Interfraternity Council must maintain a minimum 2.25 grade point ratio to serve on the Interfraternity Council.

ARTICLE VI - DUTIES OF EXECUTIVE COUNCIL

- Section A. The duties of the President of the Interfraternity Council shall be as follows:
1. To serve as Chairman of the Executive Interfraternity Council.

2. To preside over all regular meetings and special meetings.
3. To call special meetings.
4. To serve as an ex-officio member of all committees.
5. To prepare the agenda for each meeting.
6. To appoint representatives that serve as his designee.
7. To represent the Interfraternity Council in all student-faculty committees designed by the University and to other special agencies and meetings of which the Interfraternity Council is a part. His designee may represent when deemed appropriate or necessary by the President.
8. To serve as the general supervisory officer and to see that all Interfraternity Council projects and activities are efficiently carried out.
9. To break a tie vote.
10. To perform such other executive functions as may rise from time to time.
11. To maintain the dignity of his office.

Section B. The duties of the Vice President shall be as follows:

1. To fulfill the duties of the President in his absence.
2. To be directly responsible for the conduct of all committee work undertaken by the Interfraternity Council.
3. To perform any other executive functions, which may be delegated to him by the President.
4. To appoint all working committees and committee members.
5. To be directly responsible for the organization and activities of the Honor Court and the Appeals Court.
6. To serve as chairman of the Honor Court.
7. To maintain the dignity of his office.

Section C. The duties of the Vice President-Rush shall be as follows:

- Council.
1. Responsible for the planning of Rush for the Interfraternity
 2. To serve as Chairman of the Rush Committee.
 3. To see that Rush regulations are known and adhered to by the member fraternity chapters.
 4. To educate and help chapters with open recruitment.
 5. To maintain the dignity of his office.

Section D. The duties of the Vice President-Risk Management shall be as follows:

1. To serve as the Chairman of the Risk Management committee for the Interfraternity Council.
2. To serve as the Educational Programming Director.
3. To see that Risk Management regulations are known and adhered to by the member fraternity chapters.
4. To maintain the dignity of his office.

- Section E. The duties of the Secretary shall be as follows:
1. To accurately record and report the minutes of all Interfraternity Council meetings and Executive Committee meetings.
 2. To handle all correspondence of the Interfraternity Council.
 3. To keep an accurate and complete roll of all member fraternities and their authorized representatives in the Interfraternity Council.
 4. To check attendance and enforce all attendance policies at all meetings of the Interfraternity Council.
 5. To notify all members of the Interfraternity Council of all meetings, both regular and special.
 6. To maintain the dignity of his office.

- Section F. The duties of the treasurer shall be as follows:
- Council.
1. To handle all financial matters pertaining to the Interfraternity Council.
 2. To present a (bi-monthly) report of the Interfraternity Council's financial condition to the Interfraternity Council general assembly.
 3. To present an annual written financial report to the Interfraternity Council at the end of his term of office.
 4. To maintain the dignity of his office.

ARTICLE VII - MEETINGS AND PROCEDURES

Section A. There shall be one (1) regular meeting every other week, and the day, time, and location for this meeting shall be set by Executive Council at the first meeting of the Interfraternity Council each semester. At the discretion of the Executive Council, weekly meetings may be suspended.

Section B. Special meetings may be called at the discretion of the President or must be called by the President upon the request of two (2) full member fraternity chapters. Notification of the time, the place, and the purpose of the special meetings must be given to each Interfraternity Council member through notification by the Secretary of the Interfraternity Council.

Section C. A quorum for conducting business shall consist of a majority of the total voting membership of the Interfraternity Council.

Strike: Section D. The order of business for all meetings of the Interfraternity Council shall be as follows: a) call to order, b) roll call, c) acknowledgement and/or reports from the gallery (guests), e) reports of the Executive Officers, f) reports of committees, g) old business, h) new business, i) chapter announcements, j) adjournment.

ARTICLE VIII - VOTING

Section A. In all questions put before the Interfraternity Council, each fraternity chapter with full membership in the Interfraternity Council shall have one (1) vote per representative at the meeting. No fraternity chapter shall have more than two (2) votes.

Section B. Except when stipulated otherwise, a simple majority shall determine the action of the Interfraternity Council.

ARTICLE IX - COMMITTEES

Section A. The standing committees of the Interfraternity Council shall be:

3. **Educational Programming** - shall be responsible for pursuing the goals of IFC towards developing beneficial programs for new members of all chapters. These programs should address academic, risk management, university, or other important issues to new members, and this committee will be comprised of new member trainers of each IFC fraternity.
4. **Recruitment** - shall be responsible for all Rush procedures of the Interfraternity Council. It shall see that the Rush regulations are known and adhered to by the member fraternity chapters. This committee will be comprised of the rush chairmen of each IFC fraternity.
5. **Public Relations** - shall be responsible for gathering and supplying all necessary information for media coverage. Also, it shall be instrumental in producing a favorable image for us toward our surrounding community.
6. **Scholarship**- shall be responsible for the organization and distributions of annual IFC scholarships, as well as producing and assisting with awards for individual fraternities as awarded by IFC.
7. **IFC Cup Committee**

Section B. All Committee heads must give a committee update at the first meeting of every month pertaining to the status and/or standing of their committee.

ARTICLE X - INTERFRATERNITY COUNCIL ADVISOR

Section A. The advisor shall consult with the Executive Council on matters relating to University policy and regulations and shall be responsible to the University Union for the maintenance of a sound fraternity program consistent with the best interests of the University.

Section B. The advisor shall not cast a vote in any Interfraternity Council decision.

Section C. The advisor shall attend Interfraternity Council meetings and those activities, which are sponsored by the Interfraternity Council.

ARTICLE XI - CLEMSON UNIVERSITY INTERFRATERNITY COUNCIL HONOR COURT

JUDICIAL CODE (Revised: January 2006)

Mission Statement: In an effort to keep fraternities in compliance with Clemson University rules and regulation, the Interfraternity Council Honor Court hopes to provide a system of self governance within the fraternity system, help fraternities to resolve their own problem, and provide direction to fraternities through fair and impartial judgments. The board wishes to propose constructive solutions to the problems associated with fraternities at Clemson University.

Sub-Mission Statement: The judicial responsibility of the IFC shall be carried out by the IFC Honor Court.

Section A. The purpose of the IFC Honor Court shall be to:

1. Interpret and enforce IFC policies, guidelines, and Constitution;
2. Interpret and enforce other official decisions of the IFC officers or the IFC Council of Presidents as may be appropriate for the Court;
3. Hear and decide violations of this Constitution and other IFC policies or guidelines;
4. Enforce policies of Clemson University as may be delegated to the IFC by the Clemson University Office of Fraternity and Sorority Life.

Section B. Membership on the IFC Honor Court shall include five judges who are serving as Chapter Presidents, as well as the Vice-President of IFC. Each member shall have an equal vote. The five judges will be chosen after each chapter infraction of the IFC Constitution. The five judges will be selected randomly, through a lottery. The chapter president whose chapter is being charged by IFC Honor Court will not be allowed to serve as a justice for that case. Once those four members have served for a case, they will be excused from the drawing until all other chapter presidents have served. The Assistant Director of Fraternity and Sorority Life shall serve as advisor and does not have a vote on the Court. The Vice-President of IFC shall serve as Chairman of the IFC Court. The Vice President of Risk Management shall serve as Referral Committee liaison to the Court.

Section C. Decision of the IFC Honor Court shall be rendered in writing and shall be made public at the next regular IFC meeting. Summer incidents will be handled at the first scheduled meeting of the IFC.

Section D. A matter of dispute or a charge of misconduct must first be referred to the IFC Referral Committee by any person or organization before it can be heard by the IFC Honor Court.

Section E. The IFC Referral Committee shall be composed of the Vice-President of Risk Management, IFC President, and the Assistant Director of Fraternity and Sorority Life.

Section H. A quorum of the Court shall be four (4) of the students on the IFC Honor Court.

Section I. All correspondence between the IFC Honor Court and prospective accused fraternities shall be delivered through mail or the Clemson University Office of Fraternity and Sorority Life.

JUDICIAL PROCESS

Section A: *Initial Report*

1. The judicial process will begin when the IFC Referral Committee receives a written report. This report will take one of three forms:
 - a. A Police Departmental Report
 - b. An Administrative Report
 - c. An IFC Incident Report available in the Office of Fraternity and Sorority Life
2. The IFC Referral Committee will next determine:
 - a. Whether or not the incident will be considered a fraternity or individual action. The following list represents some, but not all, of the criteria used in this determination:
 - i. IFC Judicial Code
 - ii. Officers Present
 - iii. Official chapter function
 - iv. Quantity of members involved
 - v. Classification of members (Actives/Associate Members)
 - vi. Whether or not IFC or the Committee on Student Organizations will have jurisdiction over the matter

Section B: *Jurisdiction: The Interfraternity Council shall have jurisdiction over, but not limited to, the following areas:*

1. Alcohol/drug violations (i.e. common supply)
2. Lewd conduct (i.e. public drunkenness, abusive language/behavior)
3. Theft of any and all property
4. Vandalism, or willful destruction of property
5. Recruitment violations
6. Hazing violations (personal servitude, work party infractions)
7. Harassment of any University official or Clemson University student

8. Social violations (late nights, noise violations, lack of proper risk reduction at parties)
9. Exterior house maintenance (cut grass, excessive trash in the yards)
10. Violence between fraternities

Section C: *Sanctions include but are not limited to:*

1. Social penalties: loss of social event(s), social probation that stems to off campus activity. It is at the discretion of the IFC Honor Court as to what encompasses the social probation.
2. Administrative probation: probationary status for fraternity, this will place the fraternity in a closely monitored position so that if the situation does not improve or terms of probation are not met the fraternity in question will have further action taken against them by the Judicial Board.
3. Community Service: may be levied to individual chapter members or to chapter as a whole.
4. Fines.
5. Programming: speakers on hazing, alcohol abuse, etc.
6. Warning letter sent to national organization.
7. Removal of recognition by the IFC.

Section D: *Determination of Hearing*

1. At the Honor Court hearings, the board will discuss any reports submitted to them by the IFC Referral Committee. They will then determine if the action warrants a hearing. Preliminary information such as time sequence of events, parties that are involved, and background material will be discussed. Major areas of questioning, a general idea of the order of questions, and who asks specific questions in the upcoming Judicial Hearing will be established.
2. The Board will vote by simple majority whether or not to hold a hearing. If the vote for a hearing is in the affirmative, a date will be set for a Judicial Hearing, and a letter will be sent to the fraternity president(s) within one week. This Notification Letter provides a notice of the hearing, when to be there, who to bring, and a brief written explanation of the complaint and the incident behind the hearing.

Section E: *The Hearing*

1. At the IFC Honor Court hearing, four student board members must be present, including the IFC Vice-President.
2. The fraternity in questions must also have a student representative present.
3. The fraternity representative must be granted at least five minutes to speak; however, no longer than 20 minutes.

Section F: *Post Hearing Deliberation*

1. Following the hearing, all parties are dismissed and a post hearing deliberation will begin. The board will first determine what information is clear and will go on to compare and contrast the information given by both sides in the hearing. A decision will then be made regarding the guilt or innocence of the referred

fraternity through thoughts and reactions from each board member. The discussion will next focus on how serious the infraction/violation that has occurred is and consider the precedent if a precedent has been set.

Section G: *Decision*

1. Within 24 hours of the hearing, a decision letter will be sent to the referred fraternity's president. This will notify the fraternity of the board's decision and the sanction(s) to be completed.

Section H: *Appeals Procedure*

1. The final decision of appeal rests with the IFC Council of Presidents, excluding those who served on the IFC Honor Court.
2. Appeals must be filed within one week, after the first Honor Court decision is delivered. If not filed during this one week period, the first decision is final.
 - a. The IFC Honor Court will be allotted a maximum of 10 minutes to present the decision they made.
 - b. The fraternity's representative will be allotted a maximum of 10 minutes to state their concern.
 - c. Appeal decisions must be mailed to the appealing fraternity as well as the Office of Fraternity and Sorority Life, 48 hours after the IFC Council of President's decision is made.
 - d. This appeal decision is final.

Section I: *Enforcement*

1. IFC and the Office of Fraternity and Sorority Life will complete the enforcement of sanctions jointly. The IFC Vice-President must discuss and follow up on sanctions imposed at their regular IFC meetings.

ARTICLE XII - BYLAWS

Section A. The Bylaws of this Constitution shall consist of rules governing expansion, rush and all other regulations enacted by the Interfraternity Council.

Section B. It shall require a two-thirds affirmative vote of the voting membership of the Interfraternity Council to pass a Bylaw to this constitution.

ARTICLE XIII - AMENDMENTS

Section A. Amendments to the Constitution may be proposed at any regular or special meeting of the Interfraternity Council, provided two-thirds of the members are present.

Section B. Proposed amendments must be submitted in writing to the Interfraternity Council.

Section C. It shall require a two-thirds affirmative vote of the total voting membership to pass an amendment to this Constitution.

ARTICLE XVII - ADOPTION

Section A. This constitution will take effect upon the day of adoption and will supersede all previous constitutions of the Interfraternity Council of Clemson University.

ADOPTED: 1 May 1961
REVISED: 12 February 1968
REVISED: 23 April 1978
REVISED: 20 February 1988
REVISED: 8 April 1991
REVISED: 6 April 1994
REVISED: 1 February 1997
REVISED: 16 February 2004

REVISED: 30 April 1963
REVISED: 16 April 1973
REVISED: 16 January 1986
REVISED: 12 September 1989
REVISED: 9 March 1992
REVISED: 23 October 1995
REVISED: 19 April 1999
REVISED: 12 February 2007

BY-LAWS
Interfraternity Council of Clemson University

ARTICLE 1 - ATTENDANCE

- Section A. An executive council member or representative to the Interfraternity Council is allowed two (2) absences each semester from regularly scheduled meetings. In the event of an absence of a representative, a qualified substitute must be sent for the chapter representative. Every substitute thereafter will be treated as an absence. The substitute must be the same substitute used for both representatives. For the violation of this rule, there shall be a mandatory fifty-dollar (\$50) fine levied to the fraternity of the representative.
- Section B. Absences in excess of two (2) by an elected representative must be approved prior to the anticipated meeting by the Secretary of the Interfraternity Council. For each violation of this rule, there shall be a mandatory fifty-dollar (\$50) fine levied to the fraternity of the representative or executive council member.
- Section C. Absences in excess of two (2) by an executive member must be approved prior to the anticipated meeting by the Secretary of the Interfraternity Council. For each violation of this rule, there shall be a mandatory twenty-dollar (\$20) fine levied to the fraternity of the representative or executive council member.
- Section D. If neither member fraternity chapter representative is present within ten (10) minutes after the time set for the meeting of the Interfraternity Council this shall constitute an absence.
- Section E. Two (2) unexcused simultaneous absences by both fraternity chapter representatives shall result in suspension from the Interfraternity Council.
- Section F. Any unexcused absence from a meeting of the Honor Court shall result in a mandatory minimum fine of fifty dollars (\$50), and a second unexcused

absence during a semester shall result in suspension of the member's fraternity chapter from the Interfraternity Council for one semester.

Section G. Only the chairman of the Honor Court may excuse absences from the meetings of the Board, and the excuse must be obtained prior to the meeting.

Section H. Failure to attend a scheduled Rush Committee meeting shall result in a mandatory fine of twenty-five dollars (\$25.00).

Section I. Attendance policy is at the discretion of the Executive Council of Interfraternity Council and may be suspended for a meeting if a situation occurs.

ARTICLE II: PARTICIPATION

Section A. To be eligible to participate in Interfraternity Council activities, a person must be: a) currently enrolled in the University, b) listed on his fraternity chapter's scholarship roll.

Section B. Each fraternity shall pay dues to the Clemson University IFC.

1. IFC dues will be due of the third meeting of each semester.
2. Dues will be \$5/brother and \$7/pledge.
3. Dues will be turned into the treasurer who will levy a fine of \$10 for each day they are late.
4. Dues may only be turned into the Greek Life Office or during Interfraternity Council meetings.

ARTICLE III - RUSH

Section A. Open Rush

1. Open Rush for the first and second semesters shall begin at 12:00 noon one (1) day following the close of Formal Rush and shall close at 12:00 noon seven (7) days before the next Formal Rush.
2. All undergraduate males enrolled at Clemson University are eligible to participate in Open Rush.
3. A fraternity chapter may not extend an open bid to an open rushee during the formal Rush period.

Section B. Formal Rush

1. Formal Rush shall be held one week per semester designated by the Rush Committee of the Clemson University Interfraternity Council.
2. All undergraduate males currently enrolled at Clemson University are eligible to participate in Formal Rush.
3. No fraternity shall serve alcohol or allow alcohol to be present during the week of Formal Rush or any Rush event.
4. Formal Rush shall consist of the following:
 - a. Registration of all rushees shall be at times and places deemed appropriate by IFC Rush Committee of Clemson University.
 - b. A Convocation of all registered rushees shall be held on the first evening of Formal Rush at a time and place designated by the IFC Rush Committee of the Clemson University.
 - c. A Rush Forum(s) shall be held the week of Formal Rush at a time and place designated by the IFC Rush Committee of the Clemson.
5. The director of the Rush Committee shall maintain a file of registered rushees, arranged in alphabetical order.
6. Bids must be turned in on the last day of Formal Rush between 7:45-8:00 a.m. to the IFC Executive Council at the location designated.
7. Formal Rush will close after the rushees have received their bids.
 - A. Rushees shall pick up bids in an area designated by the Rush Committee between the hours of 11:00 a.m. and 3:00 p.m. on the last day of Formal Rush.
 - B. A rushee shall accept a bid by going to the designated meeting place of the fraternity chapter, which has extended a bid to him following the distribution of bids.
 - C. A rushee who does not wish to accept the bid extended to him by a fraternity chapter indicates his refusal of the bid by not going to the fraternity chapter, which extended the bid.

Section C. RUSH RULES AND PENALTIES

1. No alcoholic beverages may be served or present at all Formal Rush events.
2. Bids issued at the end of Formal Rush shall be distributed by the Rush Committee and/or IFC Executive Council.
4. Fraternity banners must be on their own house (i.e. no stairwells, coke machines, etc.).

5. Fraternity bids must be turned in by 8:00am on the day following the last invitational party to the IFC office or the fraternity will be fined \$50/hr (\$25/30 min.).
6. A list of rushees accepting bids in alphabetical order, complete with identification number must be turned in to the IFC Rush Chairman by 7:00 p.m. the Monday after the distribution of bids. A fine of \$50 will be levied upon those fraternities not abiding by this rule.
7. All alumni, university and fraternity, are required to abide by the Rush Rules set forth by the IFC of Clemson University.
8. A fraternity chapter charged with any infraction of the Rush Rules set forth by the Interfraternity Council shall be turned over to the IFC Honor Court to settle the allegations against them.

ARTICLE V - PROBATION AND PENALTIES

Section A. A member fraternity chapter placed on social probation shall not engage in any organized activity, formal or informal, for a period of fourteen consecutive days, beginning the day on which the penalty is levied.

Section B. Any fine levied, whether in accordance with the Constitution or the By-Laws, shall be paid in full within seven days or work out a payment plan with the IFC Treasurer. Failure to pay the fine within the prescribed seven days shall result in the chapter being referred to the IFC Honor Court and Appeals Court there after.

Section C. If a fraternity chapter earns social probation and the period of fourteen consecutive days is interrupted by the ending of a semester or an official University holiday, the remainder of the penalty period will be served commencing the first day classes are resumed after the holiday or at the beginning of a semester, whichever is applicable.

Section D. Academic Probation

ARTICLE VI – HOUSING

*****off campus lease*****

Section A. Each IFC member organization living in the fraternity residential area shall develop and enforce a housing policy (i.e. each member must live on the fraternity hall for one year).

Section B. Policy for moving into an unoccupied space in the fraternity residential area.

1. IFC and University Housing shall together decide who lives where in the Fraternity Residential Area.
2. When a space becomes available; any recognized IFC member chapter may petition for that designated space by a deadline set by IFC.
3. The decision shall be based on majority vote of all members based upon chapter age, size, campus history, and any other information deemed necessary for a decision. Each interested chapter must prepare a presentation covering the above information.
4. All IFC decisions on moving within the Fraternity Residential Area shall be binding on all IFC members.
5. IFC member chapters not following this policy shall face expulsion from IFC

ARTICLE VII - SOCIAL POLICY

Section A. IFC expects all member chapters to abide by the risk management standards set forth by the university and their respective head quarters. IFC also expects all member chapters to uphold the same honorable morals and ways of Thomas Green Clemson, such that all members will present themselves as respectful gentleman and leaders. Also, that member chapters will take the responsibility of knowing that they represent themselves, their national fraternity, fellow Clemson IFC fraternities, and Clemson University itself in all of their actions and will hold all in the same level of respect and honor.

ARTICLE VIII - INTERFRATERNITY COUNCIL SCHOLARSHIPS

Section A. Two IFC men will receive a one-time \$250 scholarship.

1. A scholarship of \$250 will be given to an active brother each semester for the highest GPR. In case of a tie, the IFC will look at the applicants' other scholarships, awards, and campus involvement, etc.
2. A scholarship of \$250 will be given to a pledge/associate member each semester for the highest GPA. In case of a tie, the IFC will look at their past involvement not only at Clemson University, but also their high school activities.

Section B. The fraternities will be responsible for filling out applications for their members that they feel may qualify for one of the above awards. The applications will be made available at the first IFC meeting of the new semester. After receiving the applications, the executive council will get

the grade information from the University Union and choose the recipient. Men who tie can apply for the Scholarship individually.

ARTICLE IX - INTERFRATERNITY COUNCIL EXPANSION

- Section A. A national fraternity coming on to campus must petition to become an Associate Member by the end of the semester in which they come to Clemson.
- Section B. Membership Requirements
1. The petitioning organization must have at least twenty-five initial members. Of those members, twenty must be juniors, sophomores, or freshmen.
 2. The organization must have a minimum 2.5 GPR and be in full compliance with all of its own national guidelines.
 3. Maintain an alumni council consisting of not less than four members which meets no less than twice per year.
 4. Be in compliance with all headquarter requirements for chapter expansion.
 5. Be recognized in accordance with the recognition criteria of student government.
 6. Provide proof of insurance and/or show evidence that a copy of their national organization's risk management policy is in the possession of local chapter. Also, documentation that it has been communicated to general chapter membership.
 7. Maintain a faculty or staff advisor and keep the individual's name and contact information on file with the officer of Greek Life.
- Section C. The fraternity must spend one academic year as an associate member before petitioning to become an active member of IFC.
- Section D. Two representatives are required to participate in meetings. Representative must meet the requirements set forth in Article IV, Section A of the constitution.
- Section F. Associate members are expected to meet the following requirements in order to gain full membership in the Interfraternity Council:
1. The associate member must have a net increase of ten people per academic year during the associate member period. This value includes the number of seniors graduating (i.e. - With 10 seniors graduating, an associate member must take in 20 new members for a net increase of ten people). This requirement is omitted if the associate member has a membership larger than the Interfraternity Council's average chapter membership.

2. The associate member must have a good distribution of seniors and underclassmen. Seventy-five percent (75%) of the members must be juniors, sophomores, or freshmen.
 3. The associate member must have one philanthropic cause, which it supports (i.e. - American Heart Association).
 4. After the associate member period, the fraternity will petition the IFC for active membership. The fraternity will make a presentation to IFC and show proof of meeting all the requirements set forth in this document. The fraternity must give a two-week notice before the presentation.
5. An associate member who does not meet the requirements will be denied the right to become a full member. It will be at the discretion of the Executive Council whether the group will be encouraged to work toward full member status or encouraged to disband.

College Panhellenic Council

College Panhellenic Council Expectations

The College Panhellenic Council holds high expectations for the Council Presidents each and every semester and will continue to do so this fall.

- The Council expects Presidents to attend all regularly scheduled meetings and arrive in a timely manner.
- The Presidents should follow all guidelines of the National Panhellenic Council as well as the Office of Fraternity and Sorority Life
- There should be open communication, not only between the Council and the Presidents, but also among Presidents.
- Presidents should delegate responsibility accordingly and hold members to highest standards.
- Be open to change as new opportunities arise.
- The council expects that the members that will replace the current executive members will be informed and knowledgeable about the roles and duties of their office.
- Presidents should be enthusiastic about this last semester in term and excited about what Greek life has to offer!

Interfraternity Council

Council Expectations

IFC

As Interfraternity Council president, there is a level of professionalism and certain list of expectations that must be stated for all chapter presidents to follow. Below are a list of a few of the responsibilities that are entailed with said expectations;

- To attend any and all IFC meetings at which you are required, both in the form of bi-weekly IFC meetings and out of council meetings.
- To abide by all rush and new-member regulations/procedures put forth by the state of South Carolina and Clemson University.
- To keep constant contact with the IFC executive board and the Center for Student Involvement/Office of Greek Life with any pressing matters pertaining to fraternities.
- To adhere to all IFC and campus rules surrounding tailgating and public social situations.
- To provide constructive and credible feedback towards the IFC for the betterment of our council.
- To participate, when possible, in other fraternal community and philanthropic events on campus.
- To oversee and regulate the grades of current members and incoming members, to ensure the high quality of academics expected of Clemson fraternity men.
- To act at all times as a gentlemen in social and professional settings.
- To be active in the delegation of power among positions in the fraternity so that there can be efforts towards a common goal on many fronts within the chapter.
- To maintain a constant line of communication with your chapter and executive board, so that everyone within a chapter aware of the chapter's current standings and direction.
- A plan for transition of officers should be put together and executed so to avoid confusion and increase efficiency of a chapter.

Council Expectations

IFC

Rush

- To have at least 750 rushees go through the Fall '08 rush process.
- To increase bid opportunities by 10% from last year (having chapters increase the number of issued bids by 10%)
- To plan, organize, and execute a successful rush schedule that will serve as a model for future IFC executive boards.
- To determine the effectiveness of the ICS programming after a semester of its usage.

Philanthropy

- To hold 2 seasonal philanthropy events for fraternities to excel in. A second Winter Blitz will fulfill this expectation.
- To encourage council chapters to sponsor events in the Fall rather than waiting for the busy Spring philanthropy season.

Tailgating

- To have a successful year of tailgating with no major mishaps, while allowing the IFC's honor court to exercise their power and handle all minor disputes.
- Maintain contact with the

Website

- To have the current (Clemsonifc.com) website to serve as the MAIN Clemson IFC website that can serve as a resource for both freshman males as well as current Clemson fraternity men.
- Proper transfer of passwords and admin capabilities so that its use is not limited to the current executive council.

Treasurer

- To have all dues collected from fraternities so that all terms of delinquency (and thus fines) are avoided all together.
- To end the year in the black with an amount that will allow for the next year's executive council to start the year with enough in the bank account to plan for the year's events.

Scholarship

- To offer SI instructors to the Greek community specifically. This could be extended to pledge classes and brothers on academic probation.
- To put into effect or to put forth a practical schedule and plan for Greek study hours (for pledge classes and/or brothers on probation).

PR

- To have increased advertisement of fraternity rush on campus (signs, announcements, posters, e-mail)
- To have 2 segments of national fraternity headquarters correspondence.
- Find any awards that councils may have received over the summer and have their efforts publicized.
- Create a relationship to the Tiger newspaper and any other campus publications.

Honor Court

- To self-govern all Interfraternal matters and disputes.
- Allow for input by all fraternities while taking into account the opinions of the leadership of organizations on campus.
- Keeping open to the idea of an all-Greek style honor court.
- Keeping correspondence and records of all situations that may be put through the Office of Community and Ethical Standards that pertain to fraternities.

IFC Meetings

- To have all important dates of events and their locations printed for all fraternities to view.
- Keep to Robert's Rules of Order.
- To keep all IFC and IFC exec meetings succinct and effective.

IFC Cup

- To get this idea off the ground with the possibility of a banquet, trophies, and a speaker.
- To hold a fair grading of Clemson fraternities and their contribution the Greek and Clemson community.

Education

- To hold one educational opportunity, aside from Greek 101, to educate Clemson fraternity men in some aspect of fraternity life (alcohol, hazing, drunk driving, diversity, etc.)
- To help in the execution of Greek 101 for all new members.

Transition

- To host 2 transition meetings: one as a all of the new and old exec and advisors, as well as a officer specific meeting for details of each position to be discussed.
- Have a written report from all current exec for incoming executive council that will encompass successes, short comings, and written advice for the incoming executive board.

National Pan-Hellenic Council

National Pan-Hellenic Council Expectations

With this year full of new changes, I have aptly entitled my expectations for the year as The "Smooth" Transition:

- Successful Fall Fest and Stepshow in the new Brooks Center.
- Adopt a newly amended Council constitution
- Move into newly renovated meeting rooms.
- Nominations for the new exec board and a preparation for transitioning officers

See a renewed sense of purpose within the Council including:

- higher chapter GPRs,
- more community service hours,
- greater sense of connectivity,
- respect and understanding between the Councils (IFC, NPHC, CPC).

With this year's calendar already brimming with other university-wide changes (First Sunday celebration, Labor Day vacation, etc), I am anticipating a fun-filled, yet purpose driven semester!

Kaelyn McClary
President of National Pan-Hellenic Council 2007

Chapter Excellence Program Outline

Chapter Excellence Program Outline

Mission of the Greek Community – Developed by the Chapter Excellence Team

We, the fraternity men and sorority women, chosen to lead the three councils commit to the Values of:

Greek Unity. We strive to accept and appreciate all our members, embracing our differences while holding our common values. We encourage and support the enhancement of our members, and their dedication to our principles. Through our thoughts, words, and actions, we are devoted to each other. We strive to pull our Greek System together through programming and support of all council activities.

Leadership. We define leaders as brothers and sisters who have proven to be the best at setting examples. Leaders demonstrate good communication skills, responsibility, maturity; they have the ability to balance scholarship, service, and friendship in everything they do. We strive to be leaders not just in the Greek Community but around the Clemson University campus and community.

Service. We ensure that our organizations are focused and dedicated to serving their national philanthropies as well as other efforts within the community. Through these actions we understand and respect that our service is an integral part of the community's well being. We are committed to supporting the community's efforts in the area of service.

Scholarship. Striving to excel in our professional and educational endeavors, we strengthen our fraternal bond and maximize personal achievement. We strive to meet and surpass the standards set by our National Organizations and the University.

Accountability. We strive to be accountable to ourselves, our organizations, and our communities. We hold ourselves and our peers accountable to the higher expectations of the Clemson Greek community. We will affirm and uphold the universal values of honesty, loyalty, and compassion, as well as the values of our individual organizations.

STEP 1

Minimum Expectations

Each year, all fraternities and sororities will be required to fill out an Annual Report – and must meet a set of minimum expectations.

1. **Non-Hazing Agreements:** Each new member will sign and uphold non-hazing agreements that affirm South Carolina statute and Clemson University policy. This agreement will also inform all new members of their rights through the Bill of Rights Statement.

2. **Academic Minimum:** Each chapter must maintain a minimum average chapter GPA of 2.5 (for their current members and new members) unless a higher average GPA is established by their Inter/National headquarters and/or their respective councils.
3. **Advising:** Each chapter must have an active and involved advisor who attends chapter meetings on a regular basis, has consistent meetings with chapter officers, and must attend at least two advisor roundtable sessions per year sponsored by the Office of Fraternity and Sorority Life.
4. **Financial Management:** Each chapter must be in good standing with their Inter/National headquarters, Council, Alumni/Housing Corporations, and the University with regard to financial obligations and operate under a chapter budget certified as sound and responsible by the chapter advisor, Alumni/Housing Corporation and Inter/National Headquarters.
5. **Community Standards:** Each chapter must document that they are in compliance with the expectations and policies of their Inter/National Headquarters, Council, Federal, State, and Local laws and codes, and, where applicable, their House Corporations, Residence Life, and/or landlords. Each chapter must be recognized in accordance with the recognition criteria of Clemson Undergraduate Student Government.
6. **Administrative Management:** Each chapter must be in good standing with the Office of Fraternity and Sorority Life and their Council, completing all necessary paperwork within designated deadlines. Additionally, chapters must attend all mandatory events and must keep their online chapter roster information updated each semester.
7. **New Member Period:** Each chapter shall operate a new member education program that complies with the Clemson University policy concerning New Member Programs or the standard established by the Inter/National headquarters, if less. The program content shall be consistent with that established by the Inter/National Headquarters. All membership related activities must end 15 days prior to the beginning of exams. Delaying or extending initiation of new members over a semester may only be done with the prior, joint approval of the Office of Fraternity and Sorority Life and the Inter/National headquarters.
8. **Risk Management:** Each chapter will provide evidence that a copy of their national organization's risk management policy is in the possession of the local chapter and has been communicated to the general chapter membership.

Chapters not meeting minimums could face any of the following consequences. This is a list of examples, not a final list.

1. **Union Facilities:** Chapters could have to pay rental charges for using space in the Hendrix Center or Union.
2. **Academic Probation:** Chapters could be placed on an academic plan/probation to bring their grades to minimums.
3. **Social Probation:** Chapters could be placed on social probation and not allowed to participate in various social activities.
4. **Warnings:** Chapter could be given a warning with a period of time to correct the problems.

5. **Suspension:** Chapter could be suspended from Campus for a period of time as deemed by the administration.

STEP 2

Chapter of Excellence Designation

Those chapters that annually meet the Minimum Expectations *and* provide evidence of meeting or exceeding the Standards of Excellence will be recognized by the University as a Chapter of Excellence and will be eligible to benefit from the corresponding rewards and recognition programs for achieving that level of excellence.

Excellence Categories

1. **Social Policy Requirements:** Each chapter will implement a social policy that complies with Inter/National headquarters and Council guidelines, and takes significant steps to reduce underage and binge drinking.
2. **Responsible Citizenship:** Each chapter must develop, maintain and participate in active service to the local community. Philanthropy efforts of chapters are expected to actively support Inter/National philanthropies and other community service initiatives.
3. **Intellectual Development:** Each chapter will maintain grade point averages that are equal to or greater than that of All University averages and/or respective Inter/National academic requirements (whichever is higher) and uphold academic integrity through all of their actions.
4. **Defined and Organized Recruitment:** Each chapter will establish and adhere to a defined and documented recruitment plan per semester that is consistent with Council plans and University and Inter/National headquarters policies.
5. **Goal Planning:** Each chapter will engage in Goal Setting that ensures adherence to minimum standards while encouraging growth and development. The planning process should include the advice and council of Inter/National headquarters, chapter advisors, Alumni/Housing Corporations, and the Office of Fraternity and Sorority Life.

Rewards and Recognition: To reward those chapters that demonstrate that they have achieved Chapter of Excellence status by fulfilling the Standards of Excellence outlined above, Clemson University will provide significant rewards and recognition. The appropriate administrators are exploring the feasibility of rewards and recognition programs and fully intend to provide the following to Chapters of Excellence:

1. **University Certification, Recognition and Promotion:** Each chapter will be officially recognized by the University as a Chapter of Excellence. Public statements of University support will aid in the promotion and development of these Chapters of Excellence.
2. **Programming Funds OR Chapter Funding:** Funding resources will be established and available for those chapters demonstrating need and successfully applying for assistance for educational programming, leadership development and facility usage and rental.
3. **Banquet:** Each Spring, a banquet will be held in honor of the Chapters of Excellence with the University President. Parents, Advisors and Inter/National Officers will be invited.
4. **Block Seating:** Chapters of Excellence would receive priority block seating for athletic events and concerts.

Community Service & Philanthropy Project Form

**Community Service & Philanthropy Project Form
Clemson University – Office of Fraternity and Sorority Life**

Information on service and philanthropy will be collected on a rolling basis, and compiled at the end of each semester in an effort to show the significant impact that Clemson University fraternities and sororities have on both the local and national community.

By collecting this data, the Office of Fraternity and Sorority Life is able to track the total amount of hands-on service that individual chapters and the fraternal community as a whole are providing, as well as the individual and total amounts of philanthropic donations. The compiled information will then be used to project an accurate portrayal of the wide variety of service and philanthropy projects in which the Clemson University chapters are engaged.

Chapter Information

Fraternity/Sorority Name: _____ Contact Person: _____

Project Information & Description

Title of Event: _____ Location of Event: _____

Type of Event: **Community Service** (Hands-On) **Philanthropy** (Fundraising & Donations)

Benefiting Organization: _____ Date(s) of Event: _____

Description of Event:

Is this project being completed as a part of a judicial sanction? Yes No

Is this project being completed as a part of another organization's philanthropic event? Yes No

If yes, which organization(s) is sponsoring the project? _____

Philanthropy/Donation Information

Calculating Philanthropy (Fundraising and Donations):

Money—Sponsoring organization gets full credit for all money **donated** (money raised minus expenses) to the philanthropic cause. Organizations making financial donations to another group's philanthropy do NOT get credit.

*Examples: \$1000 donated to the YMCA by ΔAΩ = \$1000 credit for ΔAΩ
 \$40 entry fee paid by XBΨ to participate in Anchor Splash = \$0 credit for XBΨ*

Total Amount of Money **Raised** on behalf of benefiting organization: _____

Total Amount of Money **Spent** by chapter to put on project (PR, Facilities, etc.): _____

CHAPTER'S TOTAL MONETARY DONATION: _____

Material Goods—Sponsoring organization gets full credit for all material goods **donated** to the philanthropic cause. Organizations making material donations to another organization's philanthropy do NOT get credit.

*Examples: 12,000 items of food collected by Sigma Chi = credit for Sigma Chi
 75 items of food collected by Sigma Chi for KA philanthropy = no credit for Sigma Chi
 5 members of Sigma Chi donate blood during campus blood drive = credit for Sigma Chi*

CHAPTER'S TOTAL MATERIAL GOODS DONATION: _____

Service Hours Information

Calculating Community Service (Hands On) Hours:

Service—One member performing one hour of hands on community service work = 1 service hour

Examples: working in nursing home, staffing crisis center phone hotlines, highway litter pickup, hospital volunteer, tutoring, Big Brothers/Sisters, staffing an educational booth, educational literature distribution, etc.

Number of Active Members Participating: _____ X Number of Hours Served: _____ = _____ Service Hours

Number of New Members Participating: _____ X Number of Hours Served: _____ = _____ Service Hours

CHAPTER'S TOTAL HOURS COMPLETED = _____ Service Hours

Participating Member Information (Attach additional Sheets if necessary)

Student ID#	Name (Last, First)	Signature
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
5. _____	_____	_____
6. _____	_____	_____
7. _____	_____	_____
8. _____	_____	_____
9. _____	_____	_____
10. _____	_____	_____
11. _____	_____	_____
12. _____	_____	_____
13. _____	_____	_____
14. _____	_____	_____
15. _____	_____	_____

Project Verification

Please attach a letter of verification documenting the number of hours served, amount of money raised, and/or number of material goods donated. This should be from the benefiting organization and must include a phone number or email address where the project supervisor can be reached.

Chapter President Signature: _____ Date: _____

Chapter Philanthropy/Service Chair Signature: _____ Date: _____

Then return this completed form within FIVE business days after the completion of the project to:

**Office of Fraternity & Sorority Life
602 University Union
Clemson, SC 29634
Phone: 656-5830 Fax: 864-656-1200
Email: greek@clemson.edu**

Educational Programming Form

Educational Programming Form

Clemson University Fraternity & Sorority Life

Information on educational programming will be collected annually and compiled near the end of each year in an effort to show the significant impact that Clemson University fraternities and sororities have on the development of their members. By collecting this data, the Fraternity and Sorority Life office is able to track the number of and types of programs that individual chapters and the fraternal community as a whole are providing.

Chapter Information

Fraternity/Sorority Name: _____ **Contact Person:** _____

Program Information

Audience: New Members Active Members Both

Type of Program:

<input type="checkbox"/> Leadership Development	<input type="checkbox"/> Multicultural / Diversity
<input type="checkbox"/> Scholarship / Academics	<input type="checkbox"/> Sexual Assault / Safety
<input type="checkbox"/> Health & Wellness	<input type="checkbox"/> Financial Management
<input type="checkbox"/> Risk Management / Hazing / Alcohol Education	
<input type="checkbox"/> Professional / Career Development	
<input type="checkbox"/> Other	

Is this program mandated by your (inter)national office? Yes No

Is attendance at this program required by a judicial sanction? Yes No

Number Attending: _____ **Program Date:** _____

Program Name:

Program Description:

Presenter: _____ **Program Location:** _____

VERIFICATION

Please have the program presenter sign this form and include contact information for verification.

Chapter President Signature: _____ Date: _____

Program Presenter/Facilitator: _____

Email/Phone: _____

Then return this completed form within FIVE business days after the completion of the project to:

Office of Fraternity & Sorority Life
602 University Union Clemson SC 29634
phone: 864-656-0502 FAX: 864-656-1200

For Office Use Only

Date Received: _____

Received by: _____

**Office of Fraternity and Sorority Life
Attendance Policy**

Office of Fraternity and Sorority Life Attendance Policy

Chapter officers and members/representatives of Clemson University Fraternity and Sorority Life chapters must attend 85% of the Office of Fraternity and Sorority Life (FSL) sponsored events; such as, but no limited, to President/Officer Roundtables, educational speakers and Greek 101.

Events that are deemed MANATORY and require a specific number in attendance will fall under this policy. Note: If FSL has an event that requires your chapter to have a specific number of representatives in attendance; and your chapter fails to send the specific number of representatives, this event will not count towards your 85%.

Interfraternity Council Open Rush Policy

Interfraternity Council Open Rush Policy

In accordance with the North-American Interfraternity Conference, the Clemson IFC supports open rush throughout the majority of the year. The only time when restrictions are placed on chapters is during the “formal rush” period at the beginning of each semester. During this time chapters are not allowed to offer bids outside of the official Bid Day organized through IFC. If a chapter recruits men through Open Rush an email must be sent to the Assistant Director of Fraternity and Sorority Life with the men’s names and CUID numbers within 72 hours of bid signing. An academic release form must also be turned in for each new member with five business days of bid signing.

Process for Roster Updates

Process for Roster Updates

Roster additions can be made through the FSL website under Greek Roster. Your login is required to make additions to your roster.

Roster removals have to be done by our office. Please turn in the completed form below to 602 University Union.

Roster Removal Form

Policy on Length of New Member Programs

Policy on Length of New Member Programs

Excerpt from Clemson University Student Code of Conduct Student Handbook

21. Student Organization Conduct

- a. No unrecognized student organization shall use the rights and privileges of recognized groups as defined in the *Student Handbook* under Student Organization Legislation.
- b. No unrecognized student organization shall act in a manner that does not promote or uphold the outstanding image of Clemson University as defined by the Vice President for Student Affairs or the Vice President's designee(s).
- c. All student organizations which sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions:
 1. All new member education programs must be completed 2 weeks prior to the beginning of the final examination period as listed in the Academic Calendar each semester.
 2. New member education may not be carried over to the following semester.
 3. With prior written permission from the Office of Student Activities, the formal initiation ceremony may be held the following semester.
 4. New member education includes but is not limited to: new member education classes/activities, final votes, final initiation preparation weeks, and any and all activities that could cause a new member to be released and not initiated into full membership.

Process for Requesting an Extension

Process for requesting an Extension

1. Extensions can only be granted for the initiation ceremonies, no additional activities can be approved.
2. To request an extension, the president of the organization must submit a request in writing with a letter of support from their advisor by **November 1st for Fall or April 1st for Spring.**
3. Included in this letter should be documentation of why the initiation cannot meet the previous set deadline. Scheduling is not considered a reason for extension. However, grade checks are justifiable.
4. Notification of extension approval will be returned within one week of the request being received.

APPLICATION FOR PERMISSION TO INITIATE

APPLICATION FOR PERMISSION TO INITIATE

This form **must** be submitted to the Office of Fraternity and Sorority Life a minimum of **7 working days prior to initiation**. Approval must be obtained **BEFORE** initiation takes place.

EXCEPTION: For NPHC organizations conducting Membership Intake, this form should be turned following the end of intake.

Permission is requested that the following pledges/associates/new members that have completed the requirements for full membership in the _____ Chapter of _____ Fraternity/Sorority be initiated on _____ (list location/date(s)).

**Attach a copy of all members to be initiated with their CU IDs.

_____ President Name Printed	_____ Advisor Name Printed
_____ President Signature/Date	_____ Advisor Signature/Date

End of New Member Programs Policy

21. Student Organization Conduct

- a. No unrecognized student organization shall use the rights and privileges of recognized groups as defined in the *Student Handbook* under Student Organization Legislation.
- b. No recognized student organization shall act in a manner that does not promote or uphold the outstanding image of Clemson University as defined by the Vice President for Student Affairs or the Vice President's designee(s).
- c. All student organizations which sponsor a period of new member education, prior to full admittance into membership, must adhere to the following provisions:
 5. All new member education programs must be completed 2 weeks prior to the beginning of the final examination period as listed in the Academic Calendar each semester.
 6. New member education may not be carried over to the following semester.
 7. With prior written permission from the Office of Student Activities, the formal initiation ceremony may be held the following semester.

New member education includes but is not limited to: new member education classes/activities, final votes, final initiation preparation weeks, and any and all activities that could cause a new member to be released and not initiated into full membership

South Carolina State Law Hazing Policy

South Carolina State Law Hazing Policy

SECTION 59-101-200. Hazing prohibited; penalties. [SC ST SEC 59-101-200]

- (1) "Student" means a person enrolled in a state university, college, or other public institution of higher learning.
 - (2) "Superior student" means a student who has attended a state university, college, or other public institution of higher learning longer than another student or who has an official position giving authority over another student.
 - (3) "Subordinate student" means a person who attends a state university, college, or other public institution of higher learning who is not defined as a "superior student"
 - (4) "**Hazing**" means the wrongful striking, laying open hand upon, threatening with violence, or offering to do bodily harm by a superior student to a subordinate student with intent to punish or injure the subordinate student, or other unauthorized treatment by the superior student of a subordinate student of a tyrannical, abusive, shameful, insulting, or humiliating nature.
- (B) **Hazing** at all state supported universities, colleges, and public institutions of higher learning is prohibited. When an investigation has disclosed substantial evidence that a student has committed an act or acts of **hazing**, the student may be dismissed, expelled, suspended, or punished as the president considers appropriate.
- (C) The provisions of this section are in addition to the provisions of Article 6, Chapter 3 of Title 16.
- (D) The provisions of Section 30-4-40(a)(2) and 30-4-70(a)(1) continue to apply to **hazing** incidents.

Clemson University Campus Hazing Policy

Clemson University Campus Hazing Policy

Hazing:

No **student** shall engage in **hazing**. **Hazing** is defined as intentionally or recklessly engaging in acts which have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any chartered **student**, fraternal or sorority organization. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, treasure hunts, scavenger hunts, road trips, causing the wearing of apparel which is insufficient or excessive for weather conditions, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements.

Potential New Member Bill of Rights

Clemson Fraternity & Sorority Life Potential New Member Bill of Rights

There are a number of activities that are constructive parts of new member education and will contribute to your becoming a more active and productive member of your organization. However, there are other activities in which you might be asked to take part that are a violation of the Clemson University Student Code of Conduct, South Carolina State Law and/or inter/national fraternity regulations. These activities may constitute “hazing.”

Listed below is a *Potential New Member Bill of Rights* that specifically outlines activities that fraternity or sorority members **cannot** require of you.

If they do so, the fraternity or sorority and the individual member(s) in question may be subject to severe penalties up to and including permanent removal of Clemson University recognition for the organization, suspension/removal from Clemson for the individuals involved, and possibly removal of the chapter’s national charter.

Potential/New members participating in “hazing” activities may also be subject to judicial sanctions. Please study your rights and make certain that they are not violated.

No new member shall be required by any person or persons to perform any act which:

1. Interferes with the academic process – causes a potential/new members to miss or be ill prepared for classes, labs, study sessions, or tests
2. Causes the potential/new member to violate the Clemson University Code of Conduct, Clemson University policies, or reflects negatively upon the reputation of Clemson University, the participants, or the organization
3. Requires or pressures a potential/new member to consume any substance (including alcohol)
4. Prevents a potential/new member from securing normal amounts of sleep (no activities between the hours of midnight and 8 a.m.)
5. Requires a potential/new member to perform personal services for collegiate or alumni members (including, but not limited to, driving around members and/or their guests, “shopping” for members, etc.)
 - Services performed by all members maybe allowed for the benefit of the organization, once approved by the Office of FSL
6. Treats a potential/new member in a “sub-human” manner
7. Is illegal – including the use of drugs and alcohol
8. Places a potential/new member in physical danger or in jeopardy of losing his or her life
9. Places severe emotional stress upon a potential/new member
10. Requires a potential/new member to be present at activities for unreasonable periods of time
11. Requires more than six hours/week on potential/new member activities (not including study hours), unless activities are approved by the Office of FSL

12. Coerces potential/new members to attend meetings/activities through fines/sanctions that are not also levied against existing members
13. Requires a potential/new member to participate in any form of “line-ups” – defined as lining up and being required to answer questions, followed by punishment if they get it wrong.
14. Requires a potential/new member to answer the telephone in a manner unlike a member would answer it
15. Involves the abandonment of potential/new members or organization members thereby requiring them to find their own way back to campus
16. Requires the blindfolding of a potential/new member (exceptions: during low ropes course with trained facilitator, or as prescribed in writing for Ritual)
17. Requires ONLY potential/new members to stand when a collegiate or alumna/us member enters a room
18. Requires a potential/new member to intentionally deface a house/chapter room/suite/apt. etc.; or requires a potential/new member to clean the house/chapter room/suite/apt., etc. of others
19. Requires a potential/new member to enter the house/suite/building only from a specific door (outside of formal Initiation)
20. Requires potential/new members to attend unscheduled meetings or sleep in the house/suite/apt. together for any length of time
21. Requires potential/new members to participate in scavenger hunts or similar activities by any name that involves taking of items, time deadlines, etc.

THIS LIST IS IN NO WAY INCLUSIVE.

Any questions regarding believed hazing or violations of new members’ rights or other questionable activities should be reported to the Office of Fraternity and Sorority Life at 864-656-5830.

Each new member must sign the Anti-Hazing agreement as confirmation that they acknowledge their understanding and support of our zero tolerance for Hazing.

Hazing Policy Compliance Certification

Clemson University
Hazing Policy Compliance Certification

As President of the _____ chapter of _____ Fraternity/Sorority, Inc., I do hereby certify that I have received a copy of Clemson University's Hazing Policy and the laws of the State of South Carolina governing hazing. All active members of the chapter have been informed of the Hazing policy, the SC laws governing Hazing, and our Inter/National Headquarter's Policy.

I further certify that the chapter understands and will be in compliance with all Hazing Policies. The members of my chapter further understand that they are not to engage in any membership activities outside the parameters outlined by our Inter/National Headquarters. The members also understand that if found in violation of the Hazing Policy, immediate disciplinary action will be taken. Such action may include, but is not limited to revocation of the University recognition of the chapter and suspension or dismissal of individual chapter members.

I understand that **the Dean of Students, Vice President of Student Affairs, Office of Community and Ethical Standards, and/or the University Police, as well as the National Headquarters and the chapter advisor(s) will be notified of cases of alleged and confirmed violations of the Hazing Policy.**

_____ President (print)	_____ Signature	_____ Date
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_____ Membership Officer (print)	_____ Signature	_____ Date
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This assurance is hereby acknowledged by the Fraternity/Sorority Advisor(s).

_____ Advisor (print)	_____ Signature	_____ Date
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_____ Advisor (print)	_____ Signature	_____ Date
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Member Academic Release & Anti-Hazing Form

**Member Academic Release & Anti-Hazing Form
Clemson University – Office of Fraternity and Sorority Life**

Student Name: _____ CU ID number _____

Chapter: _____ Semester: _____

***** IMPORTANT – PLEASE READ *****

Academic Release Authorization

The Family Educational Rights and Privacy Act (FERPA) prohibit the release of personally identifiable information from the education records of university students without the student's prior written authorization. Exceptions to this requirement include but are not limited to a) release of such information to a school official with a legitimate educational interest in the record, b) the release of such information in response to a court order, health or safety emergency, or approved research project, or c) the release of public Directory Information which has not been previously restricted by the student. For further information about FERPA, please see the Clemson University Undergraduate Announcements.

I hereby consent to and authorize the release of my enrollment status and grade point averages (cumulative and previous semesters) by Clemson University to my sorority or fraternity chapter president, scholarship chair, new member educator, chapter advisor, and national headquarters staff. The purpose of this disclosure is to verify eligibility for membership, verify achievement of the chapter's minimum academic standards, verify awards recognition by Clemson University and the chapter, and for use in chapter scholarship programming.

This authorization shall remain in effect as long as I remain a member of the fraternity/sorority and am enrolled at Clemson University, unless I submit written revocation of this authorization to the Office of Fraternity and Sorority Life.

Signature _____ Date _____

The Office of Fraternity and Sorority Life is committed to fostering and maintaining an environment free from all forms of hazing. As such, fraternities and sororities are not permitted to engage in any form of hazing activities.

Clemson University's Anti-Hazing Statement

No student shall engage in hazing. Hazing is defined as intentionally or recklessly engaging in acts, which have a foreseeable potential for causing physical or emotional harm to any person for the purpose of initiation or admission into or affiliation with any chartered student, fraternal, or sorority organization. Depending on the circumstances, such actions may include, but are not limited to, paddling, consumption of alcohol or gross mixtures, causing excessive fatigue, physical or psychological shock, blindfolding, treasure hunts, scavenger hunts, road trips, causing the wearing of apparel which is insufficient or excessive for weather conditions, buffoonery, morally degrading or humiliating games or events, and work sessions which interfere with scholastic requirements.

Any activity as described in this definition, or included on the **New Member Bill of Rights** (located on the reverse of this document), upon which the initiation or admission into, affiliation with, or continued membership in a fraternity or sorority is directly or indirectly conditioned shall be presumed to be a "forced" activity, the willingness of an individual to participate in such activity notwithstanding. Any fraternity or sorority that commits hazing is subject to disciplinary action. If you feel like your rights have been violated by hazing activities, you can contact our office either anonymously or with your name at greek@clemsun.edu.

My signature indicates that I hereby consent to abide by the Anti-Hazing Statement above and the New Member Bill of Rights.

Signature _____ Date _____

What happens when we get a complaint?

Complaint Filed Against Chapter

1. Complaint is filed with The Office of Fraternity and Sorority Life
2. FSL staff member contacts chapter president and chapter advisor to schedule meeting.
3. FSL staff member contacts National Headquarters after initial meeting.
4. Complaint is turned over to the Office of Community and Ethical Standards, if applicable.

Interfraternity Council Expansion

INTERFRATERNITY COUNCIL EXPANSION

ARTICLE IX - INTERFRATERNITY COUNCIL EXPANSION

Section A. A national fraternity coming on to campus must petition to become an Associate Member by the end of the semester in which they come to Clemson.

Section B. Membership Requirements

1. The petitioning organization must have at least twenty-five initial members. Of those members, twenty must be juniors, sophomores, or freshmen.
2. The organization must have a minimum 2.5 GPR and be in full compliance with all of its own national guidelines.
3. Maintain an alumni council consisting of not less than four members which meets no less than twice per year.
4. Be in compliance with all headquarter requirements for chapter expansion.
5. Be recognized in accordance with the recognition criteria of student government.
6. Provide proof of insurance and/or show evidence that a copy of their national organization's risk management policy is in the possession of local chapter. Also, documentation that it has been communicated to general chapter membership.
7. Maintain a faculty or staff advisor and keep the individual's name and contact information on file with the officer of Greek Life.

Section C. The fraternity must spend one academic year as an associate member before petitioning to become an active member of IFC

Section D. Two representatives are required to participate in meetings. Representative must meet the requirements set forth in Article IV, Section A of the constitution.

Section E. IFC Restrictions for Associate Members

1. Associate Members will have no vote in IFC.
2. Associate Members shall not hold an executive office in IFC.

Section F. Associate members are expected to meet the following requirements in order to gain full membership in the Interfraternity Council

1. The associate member must have a net increase of ten people per academic year during the associate member period. This value includes the number of seniors graduating (i.e. - With 10 seniors graduating, an associate member must take in 20 new members for a net increase of ten people). This requirement is omitted if the associate member has a membership larger than the Interfraternity Council's average chapter membership.
2. The associate member must have a good distribution of seniors and underclassmen. Seventy-five percent (75%) of the members must be juniors, sophomores, or freshmen.
3. The associate member must have one philanthropic cause, which it supports (i.e. - American Heart Association).
4. After the associate member period, the fraternity will petition the IFC for active membership. The fraternity will make a presentation to IFC and show proof of meeting all the requirements set forth in this document. The fraternity must give a two-week notice before the presentation.
5. An associate member who does not meet the requirements will be denied the right to become a full member. It will be at the discretion of the Executive Council whether the group will be encouraged to work toward full member status or encouraged to disband.

General Posting & Publicity Locations

General Posting & Publicity Locations

*****Note: All posting approvals will be done at HSC and all housing posting approvals will be done through Mell Hall.**

1. Kiosks: Kiosks are the outdoor posting areas with two locked bulletin boards each. If you wish to have flyers posted on the kiosks, bring eleven copies to the Union Information Desk. All flyers must be 8 1/2" X 11" and the layout should be vertical. Flyers will be posted on kiosks twice a week (inquire about posting schedule at the Union Information Desk).
2. Designated General Posting Boards (designated by the Union logo):
It is the responsibility of the group receiving approval to post their own materials on designated boards in academic buildings. Flyers can not exceed 11" x 17". No material should be placed over existing, approved materials. Groups are responsible in making efforts to remove their dated fliers and posters.
3. Designated Bulletin Boards within the University Union and Student Center: (Union) - Bulletin boards are located in the stairwells, Loggia, and outside the Palmetto Ballroom. (HSC)- Bulletin boards are located by the Student Lounge, McKissick Theater, and outside the Michelin Career Center. Flyers may not exceed 11" x 17".
4. Banner Alley: All banners must be approved at the Union Information Desk. The standard size of a banner can be a maximum of 30" tall x 42" wide. Banners will be posted on a first come first serve basis and will only be posted for a time period of two weeks. The Union will also post banners approved for the Library and HSC banner alley. All of these areas will be maintained by the University Union.
5. University Housing: Only recognized student organizations can post in the residence halls. Flier distribution is as follows:
 - a. EAST CAMPUS HOUSING (Mauldin Hall) 60 total fliers
 - b. WEST CAMPUS HOUSING (707 Univ. Union) 132 total fliers
 - c. GREEK COMMUNITY AREA (Norris) 20 total fliers
6. Other Bulletin Boards: Most other bulletin boards in buildings are reserved for specific department use. In order to put your materials on their boards, you must secure their approval.
7. Light Pole Banners: Contact University Facilities at 656-4940 to hang professional banners.
8. Advertising Options:
 - a. The Tiger Newspaper: Contact 656-2167, or come by the Hendrix Center.
 - b. Clemson Cable Network (CCN): Contact 656-1CCN or come by the Hendrix
9. Mass Student E-mail: Recognized student organizations may use mass e-mail for important announcements of broad interest or recruiting. The message should read exactly as it is intended to be read. Mass e-mails to students should be sent to STUDENTS-L@CLEMSON.EDU.
10. Table Tents: For more information on how to distribute tables to the dining facilities, please contact ARAMARK at 864-656-2007. For further information about the posting policy or mass e-mail; please contact the Union Information Desk at 656-HELP (4357).

Clemson University Posting Policy

Clemson University offers posting areas throughout campus and in most buildings because publicizing is a necessary part of supporting the success of events and programs of recognized student organizations, university departments, and academic units.

The purpose of this policy is to:

1. Provide guidelines and procedures by which groups and organizations can post materials.
2. Outline the approval process for posting materials on campus.
3. Explain the enforcement avenues of the policy.

Approval Process:

Prior to posting, all materials must be approved by the proper area.

- Materials to be posted in general posting areas, kiosks, or banner alleys must be approved by the University Union's information desk.
- Materials to be posted in University Housing must be authorized by University Housing at one of the three branches. (Mell Hall, East Campus Housing, or West Campus Housing Offices).
- Materials to be posted in University dining facilities must receive authorization from each facility manager and are valid only at that location.
- The content of all items for posting must be consistent with the University standards of good taste and may not jeopardize campus safety. Alcoholic beverage consumption may not be the primary message of any posted material. You should bring an original flier or poster for stamping BEFORE it is photocopied.
- Appeals may be made to Housing or the UUSC using the University's appeal form.

Posting Guidelines:

- Only recognized student organizations, university departments, academic units, faculty, staff, and students can post on campus.
- All commercial posting by off-campus organizations, businesses, entities, and individuals is prohibited unless sponsored by a recognized student organization, department, or academic unit.
- Posted materials must clearly promote the activity publicized and the sponsoring university organization as its primary message, rather than the commercial advancement of the non-affiliated entity or product. If the name, logo, trademark, slogan, or similar identifier or a non-university affiliate on the flier, it must not appear as the dominant message.
- The expiration date on all printed materials for posting will be a maximum of two weeks from the date of approval.
- The University Union will post all materials in the kiosks, and the banner alleys in front of the Library, and in the Hendrix Center. No materials may be placed over the materials of other groups.
- No fliers, posters, or banners should be posted on vehicles, trashcans, sidewalks, support columns, lampposts, buildings, ATM's, or any other areas, which are not listed in the categories of this policy.
- Items must be posted with only tacks. Adhesive affixtures are not permissible. The use of sidewalk chalk for campus advertising is prohibited.
- The policy applies to all posting with the exception of Student Government elections. For information on the posting policy at this time, refer to the student handbook.

Enforcement:

All violations of this policy by students or student organizations will be forwarded to the Office of Judicial Affairs for disciplinary action. All departmental violations will be handled through the appropriate administrative channels.

University Statement:

Neither the contents of this policy nor the receipt of an approval stamp for posting should in any way be understood as endorsement of support by Clemson University of the materials being posted or the actual function(s) being advertised

Policies for Alcohol on Campus

Policies for Alcohol on Campus

Clemson University recognizes that adults will make their own personal decisions regarding the use of alcoholic beverages. However, the University also advocates a healthy lifestyle and is committed to having a campus that is free of the illegal and abusive use of drugs and alcohol.

University policy prohibits the use of alcohol on campus by anyone under age 21 as well as the illicit or unauthorized manufacture, use, possession or dispensation of alcohol or illegal drugs by employees or students on University property or as part of any University activity. Going to class or reporting to work under the influence of alcohol or drugs is prohibited. Students, faculty and staff are responsible for their actions at all times, regardless of sobriety or intoxication, and are expected to follow all University regulations, local laws and ordinances, and all state and federal laws regarding consumption of alcoholic beverages and possession or use of drugs.

To promote healthy lifestyle decisions regarding the use of alcohol and drugs, Clemson has established and actively promotes a wide range of educational programs for faculty, staff and students. Clemson is an annual participant in Alcohol and Drug Awareness Week and similar special events that feature speakers and activities designed to encourage abstinence or responsible drinking.

The University offers a range of programs and services to help students, faculty and staff cope with alcohol- and drug-related problems. Students may seek individual or group counseling services through Redfern Health Center's Counseling and Psychological Services Office (864-656-2451). Faculty and staff may contact the Employee Assistance Program (864-656-2727) for confidential, professional referral assistance for a number of personal problems, including substance abuse.

Drug and Alcohol Policy — Student

The illicit or unauthorized manufacture, use, possession, distribution or dispensation of alcohol or illegal drugs by students on University property or as part of any University activity is prohibited. Penalties for such offenses are detailed in the Student Handbook.

The consumption or possession of alcoholic liquor, beer or wine is allowed by students 21 years old and older in their private rooms in University housing and in other designated areas on University property in accordance with the Social Policy as stated in the Student Handbook. The consumption or possession of alcoholic liquor, beer or wine by students on University property other than as provided above is prohibited.

Alcoholic liquor, beer or wine may be served or available for consumption at University-sponsored events in other University buildings or on other University property only with the prior approval of the vice president responsible for that area or his/her designee. Notwithstanding the above, alcohol may not be served, consumed or available for consumption during normal University working hours (8:00 a.m. until 4:30 p.m., Monday through Friday) at any location on University property. Exceptions may be granted only by the vice president responsible for that area.

**Student Organization Requirements:
Checklist for Retaining University Recognition**

Checklist for Retaining University Recognition

- Submit an updated Constitution containing all bylaws. An organization can view the status of the Constitution and verify if the organization has a Constitution on file with Student Government by going to the "Organizational Status" section of the Organizations Web page or contacting the Student Government Office.
- Have a representative attend one of the Organization Meetings held each semester. The Organizations Meeting will be held within two weeks after the start of the semester.
- Update the Organization Report Form for Student Government. The Report Forms should include all current information. Please be sure that each form is properly completed. Incomplete forms cannot be accepted. Failure to complete this process at the start of each semester will result in derecognition of the Student Organization.

The completed forms may be e-mailed interactively to orgaff@clermson.edu or a hard copy can be turned into the Undergraduate Student Government Office.

If any questions or concerns should arise while managing this process, please do not hesitate to contact the student organization director, orgaff@clermson.edu.

**Robert's Rules of Order
For Fair and Orderly Meetings & Conventions**

Robert's Rules of Order

For Fair and Orderly Meetings & Conventions

Provides common rules and procedures for deliberation and debate in order to place the whole membership on the same footing and speaking the same language. The conduct of ALL business is controlled by the general will of the whole membership - the right of the deliberate majority to decide. Complementary is the right of at least a strong minority to require the majority to be deliberate - to act according to its considered judgment AFTER a full and fair "working through" of the issues involved. Robert's Rules provides for constructive and democratic meetings, to help, not hinder, the business of the assembly. Under no circumstances should "undue strictness" be allowed to intimidate members or limit full participation.

The fundamental right of deliberative assemblies require all questions to be thoroughly discussed before taking action!

The assembly rules - they have the final say on everything!

Silence means consent!

Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!

Debate can not begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!

Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.

The "immediately pending question" is the last question stated by the Chair!

Motion/Resolution - Amendment - Motion to Postpone

The member moving the "immediately pending question" is entitled to preference to the floor!

No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!

All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!

The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

Point of Pr:ivilege: Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

Parliamentary Inquiry: Inquire as to the correct motion - to accomplish a desired result, or raise a point of order

Point of Information: Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."

Orders of the Day (Agenda): A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)

Point of Order: Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

Main Motion: Brings new business (the next item on the agenda) before the assembly

Divide the Question: Divides a motion into two or more separate motions (must be able to stand on their own)

Consider by Paragraph: Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble can not be considered until debate on the body of the paper has ceased.

Amend: Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions

Withdraw/Modify Motion: Applies only after question is stated; mover can accept an amendment without obtaining the floor

Commit /Refer/Recommit to Committee: State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

Extend Debate: Applies only to the immediately pending question; extends until a certain time or for a certain period of time

Limit Debate: Closing debate at a certain time, or limiting to a certain period of time

Postpone to a Certain Time: State the time the motion or agenda item will be resumed

Object to Consideration: Objection must be stated before discussion or another motion is stated

Lay on the Table: Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending

Take from the Table: Resumes consideration of item previously "laid on the table" - state the motion to take from the table

Reconsider: Can be made only by one on the prevailing side who has changed position or view

Postpone Indefinitely: Kills the question/resolution for this session - exception: the motion to reconsider can be made this session

Previous Question: Closes debate if successful - may be moved to "Close Debate" if preferred

Informal Consideration: Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.

Appeal Decision of the Chair: Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business

Suspend the Rules: Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified

Leadership Tips & Resources

Leadership Tips

Acknowledge the importance of other people. *The deepest principle in human nature is the craving to be appreciated.* -William James

Show enthusiasm and energy. *Enthusiasm is by far the highest paid quality on earth, probably because it is one of the rarest; yet it is one of the most contagious.* -Frank Bettger

Encourage and facilitate two-way conversation. *Education is a kind of continuing dialogue, and a dialogue assumes, in the nature of the case, different points of view.* - Robert Hutchins

Ask other people's opinions? *I have opinions of my own -- strong opinions -- but I don't always agree with them.* -George Bush

Ask questions instead of giving orders. *Never tell people how to do things. Tell them what you want them to achieve and they will surprise you with their ingenuity.* -Gen. George S. Patton

Show sincere gratitude. *God gave you a gift of 86,400 seconds today. Have you used one to say "thank you?"* -William A. Ward

Give strength centered compliments. *The life of many a person could probably be changed if someone would only make him feel important.* -Dale Carnegie

10 Commandments of Meetings

Thou shalt not meet if the matter can be resolved by other means

Thou shalt make purpose known to those thou summonest

Thou shalt summon only those whose presence is needful

Thou shalt start at the time announced

Thou shalt not run beyond

Thou shalt not wander to other topics

Prepare thy thoughts that the minutes not be wasted

Schedule not in haste for the day is brief

Thou shouldst combine into one those which need not be separated

Fear not to cancel if the need disappears

Being a Successful Leader...

LISTEN...especially to yourself

Have EMPATHY for the voice of others

Be people of ACTION

If you want something done right, delegate - let others help you!

Be ENTHUSIACTIC

Be REFLECTIVE - 30 min. day exercise and 30 min. day prayer/meditation/reflection

Be a good STUARD...treat life as if it were a gift - IT IS!

Have a SENSE OF HUMOR

Be men and women of INTEGRITY

Be PATIENT with yourself

~ Dr. Will Keim ~

Leadership Resources

www.socialedge.org - Social Edge (Social Entrepreneurs)

www.storycorps.net - Story Corps is a national project to instruct and inspire people to record each others' stories in sound

www.dosomething.org - A collection of resources for those wishing to become active

www.youthleadership.com - An online resource for youth leadership education and development

www.selfgrowth.com - The definitive guide to personal growth, self-improvement, and self-help

www.advancingwomen.com/awl/awl.html - Advancing women in leadership

www.eiconsortium.org - Consortium for research on emotional intelligence in organizations

www.iknow.org - Short essays on leadership

www.leader-values.com - Cultural values and other related information

www.liszt.com - Searchable database for leadership related discussions

www.mygoals.com - Hints for goal setting

www.tolerance.org - Diversity resource

www.tld.org - Resources on "inner work" and leadership

www.fastcompany.com - Articles from Fast Company, a publication for breakthrough leadership

www.whomentoredyou.org - Mentoring website, sponsored by the Harvard Mentoring Project

FSL 2008-2009 Calendar of Events