

INTERFRATERNITY COUNCIL

BY-LAWS

SECTION I. REQUIREMENTS

Requirements of all Interfraternity Council Officers.

- A. Payments of Expenses:
 - 1. The Vice President of Finance is not permitted to prepay for any service or expense of the Interfraternity Council over \$150.00.
 - 2. The Vice President of Finance is allowed to place a down payment on an item, given that the down payment is not greater than 33% of the total bill.
 - 3. If a down payment is made, it must be accompanied by a contract which will guarantee the return of the down payment if the contracted goods or services are not delivered.

- B. Sale of Products or Services:
 - 1. The Vice President of Finance must approve any selling of items, tickets, or other services and will ensure that a system exists for all moneys and unsold items to be returned to the IFC.
 - 2. The officer selling items must have all persons selling items, tickets, or services bound by a written contract that allows checklisting for the monetary amount of the unreturned money, items, tickets, or service. The contract must be written by the Indiana University Student Legal Service.
 - 3. This internal control must be approved in writing prior to the sales by the IFC Advisor and Associate Director of Student Activities for Leadership Development and Greek Life.

- C. Purchases by Executive officers:
 - 1. Any officer of the Interfraternity Council shall submit a purchase order to the Vice President for Finance if the purchase or a financial donation exceeds one hundred dollars (\$100.00). The purchase order form shall include the following information, which must be fully filled out before being submitted. This information includes:
 - i. Name of officer
 - ii. Office held by the officer
 - iii. Date
 - iv. Account to be charged
 - v. Expected cost
 - vi. Form of payments
 - vii. An itemized list of the desired supplies
 - viii. An approved signature
 - ix. Date approved

2. The VP for Finance must approve this order before the purchase is made. If it is the VP for Finance who wishes to make the purchase, the purchase order shall be submitted to the President of the Interfraternity Council for approval. The Interfraternity Council is not responsible for any purchase the is not approved by the above guidelines. In this case, the VP for Finance has the option to make the purchaser personally liable.

D. Contracts:

1. Financial contract with a second party:
If the Interfraternity Council is bound to any type of financial contract with a second party, the contract will be valid if, and only if, it is signed by the vice president in charge of the project, VP for Finance, and the IFC advisor.
2. Service contract with a second party:
If the Interfraternity Council is bound to any type of service contract with a second party not requiring any financial obligations, only the signature of the Vice President in charge of the project is needed.
3. In no contract can the executive officer designate a proxy to sign for him.

E. Property of the Council:

1. The Martin Luther King, Jr. portrait on display in the corridor outside the Tudor Room is equally owned by the Interfraternity Council, Panhellenic Association, and the IU Pan-Hellenic Council.
 - i. Should any of the three organizations dissolve, the ownership is freely passed to the remaining organizations.
 - ii. It is to be supervised by the Dean of Students.

SECTION II. PAIRINGS

General Parameters:

The following apply to all fraternities and sororities in good standing with IFC and PHA.

- A. The Executive Councils of IFC/PHA will conduct the actual pairings.
- B. All infractions will be handled by the IFC/PHA Executive Councils.
- C. All pairings are final.
- D. Any grievance concerning rules and procedures should be filed in the IFC/PHA Office, IMY Room 374.

Pairing Dates:

Pairing dates for Homecoming, IU Sing, and Little 500 will be left to the discretion of IFC/PHA Executive Boards.

Rules and Procedures:

1. For events where chapters are allowed to select their own pair, chapters are to turn in their pair to IFC/PHA by the date assigned by the councils.
2. For events where pairing is done at random, pairing will be done as seen fit by the councils. No grievances will be heard without proof of wrongdoing.

SECTION III. MINIMUM STANDARDS

Article 1. NIC Standards

A. Interfraternity Council shall use NIC Standards as its own minimum standards. NIC Standards are as follows:

1. Support Open Expansion
2. Support Open Recruitment Practices
3. All Fraternities Insured
4. Academic Success for Chapters (Minimum of a 2.5 GPA)
5. Maximum 12 Week New Member Programs
6. No Little Sister Programs
7. Effective/Enforced Risk Management Policies
8. Alcohol Free Recruitment Activities
9. Alcohol Free New Member Programs
10. Ritual Education
11. Educational Programming
12. Active Faculty Advisors
13. Leadership Development Programs
14. Campus Assistance with Financial Management

B. For chapters that are not following NIC Standards, the following guidelines shall be used for the Council:

First Offense

- Mediation with IFC President, VP of IFC who is concerned with the area in question, IFC Advisor, Chapter President and up to two other relevant chapter members. The mediation will both address the issue and create a plan to remedy the problem.
- A letter will be written to the chapter's national headquarters outlining the outcome of the mediation. This letter will be copied to the Director of Student Activities and Associate Director of Student Activities for Leadership Development and Greek Life.

Second Offense

- Immediate suspension from IFC until the problem is solved
- Letter to the chapter's national headquarters alerting them of the suspension. This letter will be copied to the Director of Student Activities and Associate Director of Student Activities for Leadership Development and Greek Life.

SECTION IV. RISK MANAGEMENT

A. IFC does not condone hazing of any kind and shall recommend that those chapters organizing hazing activities shall be sent through Student Organization Judicial Board.

B. IFC shall govern social functions by the Social Responsibility Policy (Appendix 1).

SECTION V. RECRUITMENT

- A. IFC supports open recruitment policies.
- B. Interfraternity Council shall organize formal recruitment for the fall and spring semesters of each school year. The VP for Recruitment and his Directors shall decide how the event will be organized with input from the Council, chapter presidents, and chapter recruitment chairs.
- C. A fraternity may extend no bids to any student from the beginning of Indiana University's Intensive Freshman Seminar until after the fall formal recruitment weekend has ended.
- D. Bid cards must be turned into IFC within one week of signing. Spring and Summer bid cards are due the first week of classes.
- E. Interfraternity Council Executive Boards, Recruitment Directors, and Recruitment Counselors are ineligible to participate in their individual chapter's recruitment functions.
- F. No chapter may hold social functions with any first year freshman students (women or men) in attendance during orientation week through the end of formal recruitment weekend. A violation of this rule will result in the following:
 - a. A maximum of a \$100 fine per freshman at any social event
 - b. Potential loss of pair for homecoming, or the next pairing event
- G. The VP for Recruitment shall handle any chapter recruitment violations.

SECTION VI. JUNIOR GREEK COUNCIL

Article 1. Purpose

- A. The purpose of the Junior Greek Council (JGC) is to further integrate new members and active underclassmen into the Greek community. It will help in developing their organizational and leadership skills through the planning and completing of designated projects approved by the Director for Leadership Development and the VP for Membership Development. It will additionally serve as an instrument to unite new member classes and the Greek community as a whole. Finally, the JGC, from time to time, will make recommendations to the IFC on Greek matters.
- B. The Director for Leadership Development will oversee this organization as it serves as the training ground for future leaders of the Greek community. The Director for Leadership Development, along with his Panhellenic Association counterpart, will preside over all JGC meetings and guide them in fulfilling their objectives.
- C. JGC Meetings will be governed by Robert's Rules of Order.

Article 2. Chapter Representation

- A. Membership in JGC shall be composed of underclassmen representatives from each fraternity/sorority chapter. Each chapter will designate an individual as its voting representative.
- B. Each representative should be an individual who the respective chapter feels would possess the leadership skills necessary to contribute to the planning of various activities.
- C. It is preferred that the representative not be a new member class president. This is due to the fact that this individual will already hold significant responsibilities and time commitments.

- D. Each representative will take part in JGC activities for one year. He will then return to his chapter and aid in the selection of a new representative.
- E. Meetings will occur at least twice monthly at varying chapter sites or the Indiana Memorial Union. Each member will be required to attend each meeting and participate in council activities. It is suggested that they find a replacement when unable to attend.

Article 3. Procedure

- A. Presidents' call to order
- B. Attendance (given on a formal basis)
- C. Reading of prior meeting's minutes
- D. Approval of minutes
- E. Break into select committees
- F. Committee reports
- G. Host of meeting gives brief history of chapter
- H. Chapter reports
- I. Old business
- J. New business
- K. Announcements
- L. Leadership development period
- M. Adjourn

Article 4. Officers (JGC Executive Council)

- A. The executive board shall consist of the President, Vice President, Secretary, and Treasurer.
- B. All candidates shall be elected by a simple majority vote of the JGC representatives. Election will be held each year at a meeting designated by the Director for Leadership Development.
- C. Officer Responsibilities

President

- 1. Conduct meetings
- 2. Act as liason between IFC and JGC
- 3. Define goals and meetings agenda

Vice President

- 1. Preside over JGC upon absence of the President
- 2. Oversee and supervise committees

Secretary

- 1. Take minutes at all meetings
- 2. Take attendance at meetings
- 3. Carry responsibilities over maintaining attendance
- 4. Handle all written correspondence, both internally and externally, required in JGC affairs

Treasurer

- 1. Keep financial records
- 2. Oversee and approve all expenditures

Article 5. JGC Member requirements

All representatives will be a member of one of the committees created by the JGC officers. Committees will meet both during JGC meetings and on their own on separate occasions. The JGC Vice President will appoint committee chairpeople.

SECTION VII. IFC MEMBERSHIP POLICIES

Article 1. Eligibility

Any active member of a chapter in good standing with IFC is eligible to apply for membership.

Article 2. Member Replacement

- A. If a member of IFC is a member of a chapter that is suspended or expelled from IFC or the University during his term, he shall be brought in front of Presidents' Council for a vote as to whether or not he should continue as a member of IFC. The member of IFC shall be placed on temporary suspension until the vote is taken.
- B. If a two-thirds majority votes for the member's removal, the IFC Executive Council shall seek to replace that member within a reasonable time after the vote.

SECTION VIII. IFC PRESIDENTS' COUNCIL

Article 1. Proxy Policy

A president who cannot attend a Presidents' Council during each semester may send a proxy. The proxy must be a member of his president's respective fraternity. As this man will be held accountable for giving his president all information presented at PC, it is recommended he is an executive member or at the very least an active member of his fraternity.

Article 2. Attendance Policy

- A. Each chapter will be allowed to have two absences each semester.
- B. If a chapter misses more than its two grace absences, the following actions will be taken by IFC:
 1. On the third absence, the chapter will be fined \$100.00 and the IFC President will send a letter to the Executive Director of that fraternity informing him of the violation. The IFC President will also contact the chapter president to inform him of the actions taken.
 2. If a chapter is absent a fourth time, another letter will be sent to the national office, the president will be contacted, and the chapter will be assessed a \$200.00 fine. Each subsequent absence will be punished by an additional \$100.00 added to the previous fine, another letter will be sent to the national office, and the chapter president will be notified.
 3. If a chapter should miss eight (8) Presidents' Council meetings during a single semester, that chapter will be suspended from membership in IFC for a period of one semester. The Dean of Students will be made aware of this suspension, and the chapter will not be allowed to participate in any IFC-sponsored events. At the end of this suspension period, barring any circumstances which may necessitate a continued suspension, that chapter shall once again be in good standing with IFC and its member chapters.