

# CONSTITUTION OF THE INTERFRATERNITY COUNCIL AT THE UNIVERSITY OF CENTRAL ARKANSAS

## MISSION

We, the Interfraternity Council at the University of Central Arkansas set forth this Constitution and Bylaws in order to cause closer working relationships and coordination among its Member Fraternities and the University of Central Arkansas in accordance with the policies and standards established by the North-American Interfraternity Conference (NIC).

## ARTICLE I – NAME

This organization shall be known as the Interfraternity Council (IFC) at the University of Central Arkansas (UCA).

## ARTICLE II – PURPOSE OF THE IFC

The purpose of the IFC shall be to:

- A. provide a sovereign governance structure for its Member Fraternities;
- B. promote the interests of its Member Fraternities;
- C. promote the interests of men's fraternities in general;
- D. discuss questions of mutual interest and present to its Member Fraternities such recommendations as the IFC deems appropriate;
- E. promote the interests of UCA;
- F. promote mutual cooperation between its Member Fraternities;
- G. promote mutual cooperation between the IFC, fellow governing councils, and student organizations at UCA; and
- H. promote mutual cooperation between the IFC and UCA, its students, faculty, staff, and local community.

## ARTICLE III – IFC MEMBERSHIP

### Section I. Membership Eligibility

Membership in the IFC is open to chapters and colonies of fraternities at UCA as follows:

- A. Any chapter or colony of a North-American Interfraternity Conference (NIC) member organization shall hold membership in the IFC.
- B. Any chapter or colony of a local, state, regional, or inter/national fraternity, which is not a member of the NIC, may hold membership in the IFC.

### Section II. Membership Classification for Member Fraternities

The membership classification of Member Fraternities shall be as follows

- A. Full Member: Any fraternity chapter which has obtained its charter from its inter/national organization, or any local fraternity chapter. Full Membership

grants the Member Fraternity all rights, privileges and responsibilities under the IFC Constitution and Bylaws.

- B. Associate Member: Any fraternity colony of an inter/national organization. Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and By-Laws, except that it does not have voting privileges, cannot hold IFC Executive Board positions, nor have an IFC Judicial Committee Justice.

For the purpose of this Constitution and the IFC Bylaws, both Full Members and Associate Members are referred to as Member Fraternities.

### **Section III. Member Fraternity Minimum Expectations**

Each Member Fraternity shall adhere to and abide by the following minimum expectations:

- A. Each Member Fraternity shall comply with all policies set forth by:
  - 1. The IFC Constitution, Bylaws, Code of Conduct, and other policies.
  - 2. The rules and regulations of UCA.
  - 3. The general values-based conduct of fraternity men.
- B. Each Member Fraternity shall maintain a minimum annual cumulative GPA of 2.50.
- C. Each Member Fraternity shall be current on all IFC dues owed.
- D. Each Member Fraternity shall submit required membership rosters to the IFC President, as follows:
  - 1. Active Member Roster: Active Member Rosters shall be submitted by the deadline that is established each semester.
  - 2. New Member Roster: New Member Rosters shall be submitted by the deadline that is established each semester.
- E. Each Member Fraternity shall comply with the attendance policies for the IFC General Body and the IFC Judicial Committee, as outlined within this Constitution.
- F. All new members of Member Fraternities are required to attend one (1) Greek 101 program in its entirety during their pledging semester.
- G. At least 80% of each Member Fraternity's active membership must attend Greek Convocation every fall semester.
- H. Each Member Fraternity shall send representatives to the Sumer and Winter retreats, which are planned by the IFC executive board.

A Member Fraternity that has failed to meet any of the minimum expectations outlined in this Section shall be referred to the IFC Vice President of Judicial Affairs for potential judicial review.

### **Section IV. Membership Status for Member Fraternities**

The membership status of Member Fraternities shall be as follows:

- A. Good Standing: A Member Fraternity shall be deemed to be in Good Standing if the Member Fraternity is not currently operating under Non-Status Sanctions or Status Sanctions, as defined within the IFC Bylaws, and is

currently meeting the minimum expectations outlined in Section II of this Article.

- B. Good Standing on Probation: A Member Fraternity shall be deemed to be in Good Standing on Probation if the Member Fraternity is currently operating under Non-Status Sanctions and currently meets the minimum expectations outlined in Section II of this Article.
- C. Poor Standing: A Member Fraternity shall be deemed to be in Poor Standing if the Member Fraternity has been placed under Suspension by the IFC or has currently failed to meet the minimum expectations outlined in Section II of this Article.

### **Section V. Individual Member Definitions**

For the purpose of this Constitution and the IFC Bylaws, and with an understanding that each Member Fraternity may have its own terminology for internal use, individuals will be defined as follows:

- A. Active Member: An Active Member shall be defined as any man who has been initiated into any fraternity at UCA
- B. New Member: A New Member shall be defined as any man who has accepted a bid to join a fraternity at UCA, but has not been initiated into that fraternity.
- C. Potential New Member: A Potential New Member shall be defined as any man who has not accepted a bid from any fraternity at UCA.

### **Section VI. IFC Affirmation and Adoption of NIC Standards**

The IFC affirms and adopts the NIC Standards, and each Member Fraternity shall be required to meet the following in order to maintain IFC membership:

- A. Each Member Fraternity shall communicate its values through its Ritual at least annually or as prescribed by its policies; and
- B. Each Member Fraternity shall regularly communicate the importance of its Active Members and New Members participating in educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
- C. Each Member Fraternity shall have policies addressing the following:
  - 1. A policy requiring any Potential New Member to meet the following minimum educational standards in order to be offered a bid to join:
    - a. For any student with an established college GPA, a minimum college GPA of 2.3 or be at/or above the institution's all-men's average, with 12 college credit hours.
  - 2. A policy requiring the Member Fraternity to maintain an annual cumulative GPA requirement of at least a 2.50 or be at/or above the institution's all-men's average.
  - 3. A policy requiring its New Member education program be no longer than twelve weeks.
  - 4. Risk management policies covering alcohol use, fire safety, hazing, and sexual assault/abuse.

5. A policy requiring the Member Fraternity to support open recruitment and open expansion practices.
6. A policy requiring all recruitment activities be alcohol-free.
7. A policy requiring all New Member education activities be alcohol-free.

## **ARTICLE IV – IFC GENERAL BODY**

### **Section I. IFC General Body**

The powers of the IFC shall be vested in the IFC General Body. The IFC General Body shall be the governing legislative body responsible for the general policies of the IFC, for electing its Executive Board, and for instructing its Executive Board as to the activities and operations of the IFC. All such activities shall respect the individual sovereignty of each Member Fraternity and shall not relinquish any governance authority to any other governing body.

### **Section II. IFC General Body Composition**

The IFC General Body shall be composed of voting IFC Representatives from each Member Fraternity, and IFC Member Fraternity Presidents.

### **Section III. IFC Representatives**

Each Member Fraternity shall have one IFC Representative, chosen by that Member Fraternity, who serves on the IFC General Body.

### **Section IV. IFC Presidents**

Each Member Fraternity shall also send their Executive President, unless they are unable to be at meeting for extraneous circumstances, in which another executive officer must be present.

### **Section V. IFC Representative Eligibility**

In order to serve as the IFC Representative for a Member Fraternity, individuals must meet the following requirements:

- A. Be an Active Member or New Member, in good standing, of a Member Fraternity.
- B. Maintain good academic standing with the University of Central Arkansas.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, UCA policies, NIC Standards, and FIPG risk management policies.
- E. Not be a current member of the IFC Executive Board or currently serve as his Member Fraternity's IFC Judicial Committee Justice.

### **Section VI. Term of Office of IFC Representatives**

The term of office for IFC Representatives shall be until their graduation, resignation, or replacement under the procedures determined by each Member Fraternity; or

upon his election to serve on the IFC Executive Board or as his Member Fraternity's IFC Justice for the IFC Judicial Committee.

### **Section VII. IFC General Body Meeting Polices**

The IFC General Body shall conduct its meetings according to the following requirements:

- A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
- B. A majority of Member Fraternities present shall constitute a quorum in order to conduct IFC General Body business.
- C. The IFC General Body shall conduct regularly scheduled business meetings weekly during the academic year.
- D. Special meetings may be called by the IFC President at any time or at the request of two Member Fraternities, with notice of the time, location, and purpose of the special meeting provided to all Member Fraternities at least 72 hours in advance.
- E. Each Member Fraternity's IFC Representative and Executive President are required to attend all meetings of the IFC. More than two absences per academic year shall result in the Member Fraternity being referred to the IFC Vice President of Judicial Affairs for potential judicial review.

### **Section VIII. IFC General Body Voting Policies**

The IFC General Body shall operate utilizing the following voting policies:

- A. Each Member Fraternity, in good standing, shall have one vote.
- B. Individuals holding IFC Executive Board positions are not entitled to a vote.
- C. In the event of a tie, the IFC President shall cast the deciding vote.
- D. With the exception of the election of IFC Executive Board positions, there shall be no secret ballot votes.

## **ARTICLE V – IFC EXECUTIVE BOARD**

### **Section I. IFC Executive Board**

The IFC Executive Board shall be responsible for carrying out the purpose and policies of the IFC and for its day-to-day operations and activities, as directed by the IFC General Body.

### **Section II. IFC Executive Board Composition**

The IFC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the IFC Bylaws:

- A. President
- B. Vice President of Judicial Affairs
- C. Vice President of Recruitment
- D. Vice President of Finance
- E. Vice President of Scholarship
- F. Vice President of Member Development
- G. Vice President of Community Relations



### **Section III. IFC Executive Board Eligibility**

In order to be elected and serve as a member of the IFC Executive Board, individuals must meet the following requirements:

- A. Be an Active Member or New Member, in good standing, of a Member Fraternity.
- B. Maintain good academic standing with the University of Central Arkansas.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws; UCA policies, NIC Standards, and FIPG risk management policies.
- F. Not currently serve as his Member Fraternity's IFC Representative or IFC Judicial Committee Justice.
- G. Must complete formal judicial policies and procedures training.
- H. A minimum 2.75 cumulative GPA.
- I. The number of executive officers shall be limited to two (2) per organization.

### **Section IV. IFC Executive Board Meeting Polices**

The IFC Executive Board shall conduct its meetings according to the following requirements:

- A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
- B. A majority of IFC Executive Board members present shall constitute a quorum in order to conduct IFC Executive Board business.
- C. The IFC Executive Board shall conduct regularly scheduled meetings on a weekly basis.
- D. Special meetings may be called by the IFC President with notice of the time, location, and purpose of the special meeting provided to each IFC Executive Board member at least 72 hours in advance.
- J. Each IFC Executive Board member is required to attend all meetings of the IFC Executive Board and all meetings of the IFC General Body. Absences may result in removal from office.

### **Section V. IFC Executive Board Voting Policies**

The IFC Executive Board shall operate utilizing the following voting policies during IFC Executive Board meetings:

- A. Each IFC Executive Board member shall have one vote.
- B. The IFC President should refrain from casting his vote except for in the event of a tie. In such instances, the IFC President shall cast the deciding vote.
- C. There shall be no secret ballot votes.

### **Section VI. IFC Executive Board Election Policies**

The following policies and procedures shall be utilized for the election and removal of IFC Executive Board officers:

- A. Nominations for IFC Executive Board positions shall open two meetings prior to the last business meeting of each calendar year.
- B. Elections and installations of IFC Executive Board officers shall take place during the last business meeting of each calendar year.
- C. Each IFC Executive Board officer shall be elected by a majority of the votes cast by the IFC General Body.
- D. Any individual serving in an IFC Executive Board position may be removed from his position by a 2/3 affirmative vote of the IFC General Body.
- E. In the event of a vacancy in any IFC Executive Board position, the IFC President shall appoint a successor to complete the term under the advice and consent of the remaining members of the IFC Executive Board.
- F. Should a vacancy occur in the office of the IFC President, a special election shall be held within two meetings after the vacancy was created.

### **Section VII. Report of IFC Officers**

A report of any newly elected or appointed IFC Executive Board officers shall be submitted to the NIC within one week of the election or appointment.

## **ARTICLE VI – IFC JUDICIAL COMMITTEE**

### **Section I. IFC Judicial Committee Jurisdiction**

The IFC shall be a self-governing organization with an independent Judicial Committee, which shall have jurisdiction over cases involving alleged Member Fraternity violations, including but not limited to:

- A. The IFC Constitution, Bylaws, Code of Conduct, and other policies.
- B. The rules and regulations of UCA
- C. The general values-based conduct of fraternity men.

### **Section II. IFC Judicial Committee Composition**

The IFC Judicial Committee shall be composed of one IFC Justice from each Member Fraternity, chosen by that Member Fraternity, and shall be chaired by the IFC Vice President of Judicial Affairs.

### **Section III. IFC Justice Eligibility**

In order to serve as the IFC Justice for a Member Fraternity on the IFC Judicial Committee, an individual must meet the following requirements:

- A. Be an Active Member or New Member, in good standing, of an IFC Member Fraternity.
- B. Maintain good academic standing with the institution.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws; UCA policies, NIC Standards, and FIPG risk management policies.

- E. Not be a current member of the IFC Executive Board or serve as his Member Fraternity's IFC Representative or Alternate Representative for the IFC General Body.
- K. Must complete formal judicial policies and procedures training prior to serving on an IFC Judicial Board hearing.

#### **Section IV. Term of Office of IFC Justices**

The term of office for IFC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each Member Fraternity; or upon his election to serve on the IFC Executive Board or as his Member Fraternity's IFC Representative for the IFC General Body.

#### **Section V. IFC Judicial Policy**

The Judicial Committee shall perform all duties and be subject to all regulations contained within the IFC Judicial Policy in the Bylaws.

#### **Section VI. IFC Judicial Board Hearing Justice Selection**

The IFC Vice President of Judicial Affairs will select five (5) Judicial Committee justices, as predetermined by an alphabetical rotation of the Member Fraternities, to hear a case. In the event the IFC Judicial Committee rotation for service on a Judicial Board hearing falls upon an IFC Justice whose Member Fraternity is involved in the alleged violation, the rotation will skip to the next Member Fraternity in the alphabetical rotation.

#### **Section VII. IFC Judicial Board Hearing Attendance**

All IFC Judicial Board hearings shall be conducted in accordance with the following requirements:

- A. All IFC Justices assigned to an IFC Judicial Board hearing shall be present in order to conduct business on behalf of the IFC Judicial Committee.
- B. Each IFC Justice assigned to an IFC Judicial Board hearing is required to attend the hearing. Failure of an IFC Justice to attend an IFC Judicial Board hearing for which he was assigned shall result in his Member Fraternity being referred to the IFC Vice President of Judicial Affairs for potential judicial review.

#### **Section VIII. IFC Judicial Board Hearing Voting Policies**

All IFC Judicial Board hearings shall operate utilizing the following voting policies:

- A. Each IFC Justice serving on an IFC Judicial Board hearing shall have one vote.
- B. A majority vote shall govern all actions of an IFC Judicial Board.



## **ARTICLE VII – CONSTITUTIONAL AMENDMENTS**

### **Section I. Constitutional Amendments**

This Constitution may be amended by a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the IFC General Body provided notice of the proposed amendment has been provided to Member Fraternities at the preceding regularly scheduled business meeting of the IFC General Body.

### **Section II. Adoption**

This Constitution shall become effective and shall supersede all previous Constitutions of the IFC when adopted by a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the IFC General Body.



# BYLAWS OF THE INTERFRATERNITY COUNCIL AT THE UNIVERSITY OF CENTRAL ARKANSAS

## ARTICLE I – ROLE OF THE IFC REPRESENTATIVE

### Section I. IFC Representative

The duties and responsibilities of all IFC Representatives are as follows:

- A. Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community.
- B. Represent the larger fraternity community's interests.
- C. Inform his Member Fraternity of the actions, discussions, and workings of the IFC General Body.
- D. Serve as a liaison between the IFC General Body and his respective Member Fraternity.
- E. Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary.
- F. Represent the highest ideals of fraternity life to the greater campus community.

## ARTICLE II – ROLE OF THE IFC EXECUTIVE BOARD OFFICERS

### Section I. IFC President

The duties and responsibilities of the IFC President are as follows:

- A. Provide guidance and focus to the efforts of the General Body and Executive Committee.
- B. Preside over all meetings of the General Body and Executive Committee.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and Member Fraternity leaders.
- E. Serve as the official spokesperson for the fraternity community
- F. Establish positive working relationships with campus and local law enforcement agencies.
- G. Regularly interact with the leaders of other governing councils and campus organizations.
- H. Establish a working relationship with key college administrators.
- I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
- J. Maintain current information for accurate Member Fraternity rosters.

### Section II. IFC Vice President of Judicial Affairs

The duties and responsibilities of the IFC Vice President of Judicial Affairs are as follows:

- A. Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.

- B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
  - 1. the IFC Constitution, Bylaws, and policies;
  - 2. Federal, state, and local laws;
  - 3. the rules and regulations of UCA; and
  - 4. the general values-based conduct of fraternity men.
- C. Ensure proper filing and preparation for all judicial actions.
- D. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- E. Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- F. Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
- G. Assist in conflict mediation between Member Fraternities.
- H. Review all IFC governance documents, at least annually.

### **Section III. IFC Vice President of Recruitment**

The duties and responsibilities of the IFC Vice President of Recruitment are as follows:

- A. Serve as chair of the IFC Recruitment Committee.
- B. Utilize technology (social media, fraternityinfo.com, etc.) in recruitment and marketing efforts.
- C. Produce and distribute promotional materials to all incoming students and unaffiliated students.
- D. Develop recruitment workshops and programs for Member Fraternities.
- E. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- F. Maintain an interest list of Potential New Members.
- G. Collect and maintain accurate New Member Rosters for each Member Fraternity.
- H. Provide advice and support to Member Fraternity recruitment officers.

### **Section IV. IFC Vice President of Finance**

The duties and responsibilities of the IFC Vice President of Finance are as follows:

- A. Serve as chair of the IFC Finance Committee.
- B. Supervise the annual budget process.
- C. Collect IFC Member Fraternity dues or other assessments as needed.
- D. Maintain accurate records throughout the year through invoicing and receipts.
- E. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- F. Make all disbursements with a cosigner.
- G. Prepare financial statements monthly and at the end of each term for distribution to all Member Fraternities.
- H. Make bank deposits when necessary and in a timely manner.
- I. Provide advice and support to Member Fraternity financial officers.

## **Section V. IFC Vice President of Scholarship**

The duties and responsibilities of the IFC Vice President of Scholarship are as follows:

- A. Coordinate a scholarship chair orientation program for Member Fraternities.
- B. Collect and distribute academic performance rankings.
- C. Publish important academic dates and deadlines.
- D. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- E. Work individually with member fraternity scholarship chairs below the all-men's grade point average.
- F. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- G. Provide advice and support to Member Fraternity scholarship officers.

## **Section VI. IFC Vice President of Member Development**

The duties and responsibilities of the IFC Vice President of Member Development are as follows:

- A. Develop best practices for new member and member education programs for Member Fraternities.
- B. Collect and report new member retention, academic, and involvement statistics.
- C. Organize, develop, and implement a new member orientation program.
- D. Develop opportunities for continuing member education by collaborating with alumni, UCA offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
- E. Provide advice and support to Member Fraternity member development officers.

## **Section VII. IFC Vice President of Community Relations**

The duties and responsibilities of the IFC Vice President of Community Relations are as follows:

- A. Serve as secretary of the IFC General Body.
- B. Develop and execute a public relations and social media strategy.
- C. Develop service projects and philanthropic events for Member Fraternities.
- D. Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
- E. Collect and disseminate information on the fraternity community to all campus and community media sources.
- F. Keep the media informed on upcoming events or potential news.
- G. Establish a positive working relationship with external constituents.
- H. Assist in the development of various IFC publications and outreach programs.

- I. Provide advice and support to Member Fraternity community service/philanthropy officers.

### **ARTICLE III – ROLE OF THE IFC JUSTICE**

#### **Section I. IFC Justice**

The duties and responsibilities of an IFC Justice are as follows:

- A. Serve as an impartial justice, as called, on IFC Judicial Board hearings.
- B. Uphold:
  1. the IFC Constitution, Bylaws, Code of Conduct, and policies;
  2. the rules and regulations of UCA and
  3. the general values-based conduct of fraternity men.
- C. Maintain confidentiality in all judicial hearings, matters, and deliberations.

### **ARTICLE IV – ROLE OF IFC STANDING COMMITTEES**

#### **Section I. IFC Recruitment Committee**

The IFC Recruitment Committee shall assist the IFC Vice President of Recruitment in the development and implementation of activities, programs, and resources that foster its Member Fraternities' ability to implement a successful and quality recruitment effort while ensuring no restrictive policies are imposed on new member recruitment.

#### **Section II. IFC Finance Committee**

The IFC Finance Committee shall assist the IFC Vice President of Finance in the development of IFC fiscal policies, annual budgets, and programs that assist Member Fraternities' financial officers. The Committee shall also review and/or propose changes to the IFC dues structure.

#### **Section III. IFC Scholarship Committee**

The IFC Scholarship Committee shall assist the IFC Vice President of Scholarship in the development and implementation of activities, programs, and resources that promote academic achievement within its Member Fraternities.

#### **Section IV. IFC Member Development Committee**

The IFC Member Development Committee shall assist the IFC Vice President of Member Development in the development and implementation of activities, programs, and resources for continuing and new member development covering topics such as alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.



## **Section V. IFC Community Relations Committee**

The IFC Community Relations Committee shall assist the IFC Vice President of Community Relations in the development and implementation of activities, programs, and resources that promote the fraternity community and the encouragement of Member Fraternity involvement in service and philanthropic endeavors that enhance the reputation of the fraternity community at UCA.

## **ARTICLE V – ROLE OF THE IFC ADVISOR**

### **Section I. IFC Advisor**

In accordance with the Standards and Guidelines for Fraternity and Sorority Advising Programs of the Council for the Advancement of Standards in Higher Education (CAS), the duties and responsibilities of the IFC Advisor are as follows:

- A. Advise the IFC and its Member Fraternities.
- B. Advise financial processes.
- C. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies.
- D. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following:
  1. Multicultural Competence.
  2. Leadership Development
  3. Recruitment and Intake
  4. Risk Management
- E. Monitor membership and academic retention by Member Fraternity and the entire community for purposes of improving academic support and recommending intervention strategies.
- F. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
- G. Provide assistance and advice in planning and assessing IFC and Member Fraternity programs.
- H. Organize and facilitate leadership programs, retreats, and workshops.
- I. Connect the Members and New Members of Member Fraternities to leadership opportunities across campus, in the local community, and within their inter/national organizations.
- J. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
- K. Provide for the recording and archiving of information about the fraternal community and encourage Member Fraternity leaders to do the same within their organizations.

### **Section II. Annual Data Reporting to the NIC**

In accordance with the NIC Standards, IFC Advisors shall assist the IFC in providing the following data to the NIC annually:

- A. Campus, All-Men's, All-Fraternity, and individual Member Fraternity GPA by semester.
- B. Total number of men who pledged all Member Fraternities each academic year.
- C. Total number of men who were initiated in all Member Fraternities each academic year.
- D. Percentage of fraternity men compared to the total number of all men at UCA.
- E. Total number of chapter and colonies opened and closed in each academic year.
- F. Total number of Greek life full-time professionals at UCA.
- G. Graduation rate of fraternity men compared to the total number of all men at UCA.

## **ARTICLE VI – FINANCIAL MANAGEMENT POLICY**

### **Section I. Fiscal Year**

The IFC Fiscal Year shall be from January 1 to December 31

### **Section II. IFC Annual Budget**

The Vice President of Finance and the IFC Finance Committee shall propose an annual budget to the IFC Executive Board by January 31. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification.

### **Section III. IFC Contingency Account**

The IFC Budget shall include a contingency account that equals 10-15% of the overall expenses. The contingency account shall be utilized for cost overruns in budgeted areas and/or unanticipated, unbudgeted items, such as new IFC programs developed after the budget was finalized. At the end of the fiscal year, any amount remaining in the IFC Contingency Account shall be carried over to the next fiscal year.

### **Section IV. Appropriate Use of IFC Funds**

IFC funds are under the jurisdiction of the IFC Member Fraternities and shall only be used in a manner that benefits the fraternity community and that is congruent with the values of fraternity life. IFC funds shall not be used to purchase alcoholic beverages.

### **Section V. Expenditure Approval**

The IFC President and the IFC Vice President of Finance shall approve all budgetary expenditures. Requests for budgetary expenditures shall be made utilizing the IFC Expenditure Request Form. All expenditure requests shall be submitted at least two weeks prior to the date of the requested disbursement.

## **Section VI. Requests for Reimbursement**

Individuals or Member Fraternities conducting business on behalf of the IFC may request a reimbursement for their expenses utilizing the IFC Reimbursement Request Form. All reimbursement requests shall be submitted within two weeks of the purchase and are subject to the approval of the IFC President and IFC Vice President of Finance.

## **Section VII. Signature Requirements for Financial Accounts and Transactions**

The signature of both the IFC President and IFC Vice President of Finance shall be required on all IFC financial accounts and transactions.

## **Section VIII. Financial Reporting**

The IFC Vice President of Finance shall provide a financial report to the IFC General Body on a monthly basis including all income and expenses during the given period of time and in relation to the overall budget for each line item.

## **Section IX. Financial Record Keeping**

The IFC Vice President of Finance shall maintain accurate and organized financial records consisting of all receipts and invoices, copies of all monetary disbursements and deposits, IFC financial forms and reports, actual dues levied, canceled checks, ledgers, and journals.

# **ARTICLE VII – MEMBER FRATERNITY FINANCIAL OBLIGATIONS**

## **Section I. IFC Active Member Fraternity Dues**

The semester dues for each Member Fraternity shall be fixed at \$5.00 per active member, with minimum dues set at \$100.00 and a maximum of \$300.00. Each fraternity will pay \$10.00 for each candidate that accepts a bid, with no maximum cap.

## **Section II. Establishment of IFC Member Fraternity Dues**

Any proposed amendment to the established per active member dues in Section I of this Article shall be initiated utilizing the following protocol:

- A. If the IFC Executive Board determines a need to amend the established per active member dues amount, it shall charge the IFC Finance Committee with assessing the current dues amount and providing a recommendation for possible amendments.
- B. The IFC Executive Board shall consider any recommendations made by the IFC Finance Committee and propose an amendment to the dues amount to the IFC General Body.
- C. A 2/3 vote of the IFC General Body is required to amend the IFC Member Fraternity dues amount.

### **Section III. IFC Member Fraternity Dues Assessment**

The aggregate total of dues assessed shall be based upon each Member Fraternity's semester Active Member Roster that is filed with the IFC President in accordance with the requirements of Article III, Section III(E) of the Constitution. The IFC Vice President of Finance shall invoice each Member Fraternity within one week of receipt of an Active Member Roster or New Member Roster. Invoices shall be paid within two weeks of receipt.

### **Section IV. Delinquent Payments**

Any amount unpaid by the due date shall result in a 10% penalty and loss of representation in the IFC General Body until payment has been made. Any amount unpaid within one month of the due date shall result in the Member Fraternity being referred to the IFC Vice President of Judicial Affairs for possible judicial action.

## **ARTICLE VIII – IFC CODE OF CONDUCT**

### **Section I. IFC Code of Conduct**

As members of the IFC, we, the Member Fraternities, hereby agree to and adopt the following code of conduct:

- A. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
- B. We will strive for academic achievement and practice academic integrity.
- C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically or sexually abuse or harm any human being.
- D. We will protect the health and safety of all human beings.
- E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
- F. We will meet our financial obligations in a timely manner.
- G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
- H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
- I. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

## **ARTICLE IX-SOCIAL MEDIA POLICY**

### **Section I. Purpose.**

To help maintain order within the IFC community, among members and member fraternities.

## **Section II. Prohibitions.**

IFC Fraternities and members (Active and Inactive) will not:

- A. Degrade any Member Fraternity or member of any organization via internet (facebook, twitter, ect.)
- B. Disrespect any organization
- C. Target any individual or Member Fraternity event such as program, party, recruitment event, or other social event.

## **Section III. Failure to Comply**

Any member who fails to comply with this policy and take issues/problems to any social media sites will be fined \$100.00 and will have to write a letter of apology to the Member Fraternity and the IFC. If the member/organization fails to comply with the punishments they will be sent to the IFC Judicial Board.

## **Section IV. Reporting Evidence**

If you feel that your organization has been victimized bring evidence to IFC Executive board or the IFC advisor, where further action will be discussed.

# **ARTICLE X – IFC JUDICIAL POLICY**

## **Section I. IFC Judicial Powers and Responsibilities**

Per Article VI, Section I of the IFC Constitution, the IFC shall be a self-governing organization with an independent Judicial Committee who shall have jurisdiction over cases involving alleged member fraternity violations of IFC policy, including but not limited to:

- A. The IFC Constitution, Bylaws, Code of Conduct, and policies;
- B. the rules and regulations of UCA; and
- C. the general values-based conduct of fraternity men.

## **Section II. Due Process**

In appearing before the Judicial Board, each Member Fraternity shall be granted certain rights termed “due process.” Those rights are:

- A. Right to be notified, in writing, of all charges, as outlined in the Bylaws;
- B. Right to present a defense, including the calling of witnesses;
- C. Right to question witnesses;
- D. Right to be accompanied by an advisor for advisory purposes only, but not for representation;
- E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws;
- F. Right to appeal the decision, as outlined in the Bylaws.
- G. Right against double jeopardy.



### **Section III. Filing of Complaints**

Any individual or group may file a complaint against a Member Fraternity, specifying in writing the particular alleged acts of the accused. This must be done by submitting an IFC Judicial Complaint Form to the IFC Vice President of Judicial Affairs. The IFC Vice President of Judicial Affairs shall promptly review and investigate the allegation. Upon determination that an allegation has merit, the IFC Vice President of Judicial Affairs may charge a Member Fraternity with a violation.

### **Section IV. Notification of Charges**

Once the IFC Vice President of Judicial Affairs has determined the filed complaint has merit, the Member Fraternity is to be provided written notification of the charges at least one week in advance of the hearing. This written notification shall include the following:

- A. Date, time and location of their informal judicial hearing;
- B. Description of the alleged violation; and
- C. Due Process Rights.

### **Section V. Investigatory Evidence**

All evidence related to a complaint shall be compiled and presented to all parties prior to any Informal Judicial Hearing or Formal Judicial Board Hearing. All evidence shall be directly related to the complaint(s) alleged against the Member Fraternity and shall be approved by the IFC Vice President of Judicial Affairs prior to circulation.

### **Section VI. Informal Judicial Hearing**

Upon a finding of the IFC Vice President of Judicial Affairs that a filed complaint has merit, he shall offer the charged Member Fraternity the opportunity to participate in an Informal Judicial Hearing.

In cases in which the charged Member Fraternity accepts an Informal Judicial Hearing, the IFC Vice President of Judicial Affairs shall meet with a representative of the charged Member Fraternity to discuss the allegations of the complaint. Within three (3) business days of the Informal Judicial Hearing, the IFC Vice President of Judicial Affairs may dismiss the complaint with a finding of no violations or provide the charged Member Fraternity with his finding of violations and recommendation for a resolution through disciplinary sanctions. The charged Member Fraternity has three (3) business days to accept or reject the terms of resolution. If the charged Member Fraternity accepts the resolution, the charged Member Fraternity waives all rights of appeal and the outcome is final.

If the charged Member Fraternity rejects the resolution, a Formal IFC Judicial Board Hearing will be convened to hear the case.

### **Section VII. Prohibited Sanctions for Informal Judicial Hearings**

The IFC Vice President of Judicial Affairs shall not recommend suspension or loss of IFC recognition through an Informal Judicial Hearing. Should the IFC Vice President of Judicial Affairs believe suspension or loss of IFC recognition is warranted, the case shall automatically be referred to a Formal IFC Judicial Board hearing.

## **Section VIII. Formal IFC Judicial Board Hearing**

If:

- A. the charged Member Fraternity rejects having an Informal Judicial Hearing;
  - B. the charged Member Fraternity rejects the Informal Judicial Hearing recommendation for resolution; or
  - C. the IFC Vice President of Judicial Affairs determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition;
- the IFC Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing.

In accordance with Article VI, Section VI, of the IFC Constitution, the IFC Vice President of Judicial Affairs will select five (5) Judicial Committee justices, as predetermined by an alphabetical rotation of the Member Fraternities, to hear the case. In the event the IFC Judicial Committee rotation for service on a Judicial Board hearing falls upon an IFC Justice whose Member Fraternity is involved in the alleged violation, the rotation will skip to the next Member Fraternity in the alphabetical rotation.

The IFC Vice President of Judicial Affairs shall serve as a non-voting Chief Justice and the procedural officer for all Judicial Board hearings.

## **Section IX. Formal IFC Judicial Board Hearing Proceedings**

For all IFC Judicial Board hearings, the following procedures shall be followed:

- A. **Participants:** Attendance at all IFC Judicial Board hearings shall be limited to the Member Fraternities involved, any witnesses, the IFC Justices assigned to serve on the Judicial Board for the hearing, and the IFC Vice President of Judicial Affairs. Additionally, the charged Member Fraternity may be accompanied by its chapter advisor during any Judicial Board hearing. The chapter advisor must be registered as the official chapter advisor of the Member Fraternity.
- B. **Confidentiality:** All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:
  - 1. Any individuals, Member Fraternities, or IFC Justices involved.
  - 2. Details of the proceedings
  - 3. Witness testimony.
- C. **Hearing Process:**
  - 1. **Initiation of the Hearing:** The IFC Vice President of Judicial Affairs shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, he shall advise the charged Member Fraternity of the formality of the hearing and the necessity of all parties to be truthful.
  - 2. **Overview of Judicial Hearing Process:** The IFC Vice President of Judicial Affairs shall outline the process for the remainder of the hearing as follows:

- a. Presentation of alleged charges, violations, and investigatory evidence against the charged Member Fraternity shall be presented by the IFC Vice President of Judicial Affairs:
  - i. Charged Member Fraternity may ask questions;
  - ii. IFC Justices may ask questions;
- b. Presentation of charged Member Fraternity:
  - i. IFC Justices may ask questions;
- c. Calling of Witnesses
  - i. Charged Member Fraternity may ask questions;
  - ii. IFC Justices may ask questions;
- d. Charged Member Fraternity may give final statement;
- e. IFC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

#### **Section X. Conflicts of Interest**

In the event the IFC Vice President of Judicial Affairs' Member Fraternity is involved in the alleged violation, the highest ranking IFC Executive Board officer, starting with the IFC President, as listed in Article V, Section II of the IFC Constitution, shall serve in his stead.

#### **Section XI. Prohibition on Recruitment Restrictions as a Sanction**

The IFC Judicial Board may impose educational and punitive sanctions, as prescribed in the IFC Bylaws, but under no circumstances may it prohibit a Member Fraternity's ability to recruit.

#### **Section XII. Non-Status Sanctions**

The following are sanctions that may be imposed by the IFC Judicial Board and/or IFC Vice President of Judicial Affairs (including, but not limited to):

- A. Letter of apology
- B. Fines
- C. Restitution
- D. Educational programming
- E. Public service to the campus or community
- F. Meetings with campus office/departments
- G. Loss of social event and/or campus event privileges
- H. Loss of Greek Intramural Eligibility
- I. Loss of eligibility for IFC Awards
- J. Censure

#### **Section XIII. Status Sanctions**

In the event of an egregious violation, the following are sanctions that may be imposed by the IFC Judicial Board for a specified period of time:

- A. Suspension: Loss of IFC voting rights, removal from Good Standing status, and any additional sanctions listed in Non-Status Sanctions.
- B. Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.

#### **Section XIV. Duration of Sanctions**

Judicial action shall specify the duration and deadlines of any sanctions imposed. After such specified time, if the Member Fraternity has fulfilled the requirements of the sanctions imposed, the Member Fraternity shall return to good standing. In the event the Member Fraternity does not fulfill all of the requirements of the sanctions imposed, the IFC Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing to determine future course of action.

#### **Section XV. Notification of Findings**

Within three (3) business days of any Informal or Formal Judicial Hearing, the IFC Vice President of Judicial Affairs shall communicate in writing to the charged Member Fraternity, its inter/national headquarters, and its chapter advisor, as well as any relevant UCA administrators, the alleged violation, the findings of the hearing, and any sanction(s) imposed.

The IFC Vice President of Judicial Affairs shall notify the IFC General Body of any sanctions imposed upon a Member Fraternity through any Informal or Formal Judicial Hearing.

#### **Section XVI. Appeals**

The IFC Judicial Board's decision is subject to appeal by a Member Fraternity within two weeks of receiving written notification of the decision. Appeals shall be made in writing to the IFC President and shall be made solely on the following grounds:

- A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
- B. The severity of the sanction did not match the severity of the violation.
- C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence.

Sanctions imposed through the Judicial Process shall stand until an appeal is heard.

#### **Section XVII. Non-Status Sanctions Appeals**

The IFC Executive Board shall hear appeals for Non-Status Sanctions. The IFC Vice President of Judicial Affairs shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing Member Fraternity shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the IFC Judicial Board's actions. Any individual from the appealing Member Fraternity serving on the IFC Executive Board shall not participate in the appeal proceedings. The IFC Executive Board may either dismiss the charge(s) with no sanctions or to alter the sanctions imposed by a two-thirds (2/3) vote. The decision of the IFC Executive Board shall be final for Non-Status Sanctions.

#### **Section XIX. Status Sanctions Appeals**

The IFC General Body shall hear appeals for Status Sanctions. The IFC Vice President of Judicial Affairs shall first present the IFC Judicial Board's decision and



rationale for its actions. The appealing Member Fraternity shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. Upon completion of the Member Fraternity appeal presentation, all representatives of the Member Fraternity shall be dismissed from the meeting, including the Member Fraternity's IFC Representative and Executive President

The IFC General Body shall first vote on whether to uphold the status sanction, which shall require a two-thirds (2/3) vote. In the event the IFC General Body fails to uphold the decision, the IFC General Body shall determine by a two-thirds (2/3) vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed.

The decision of the IFC General Body shall be final with no further appeal rights.

## **ARTICLE XI – EXPANSION POLICY**

### **Section I. Expansion Philosophy**

In accordance with the North-American Interfraternity Conference's Position on Open Expansion, the IFC at UCA believes the best interests of higher education and of the fraternity movement are served through the establishment of new chapters that provide a fraternal experience for an increasing number of college men. Expansion gives men more choices; it brings new influence and direction to a campus fraternal community; it provides new leadership and renewed motivation.

To that end, the Member Fraternities of the IFC:

- A. Will not prohibit an inter/national organization from selecting undergraduates for the purpose of establishing a chapter on the campus; and
- B. Will not deter expansion by withholding membership in the IFC for any inter/national member organization.

### **Section II. Expansion Processes**

There are several routes for an expansion to occur, including:

- A. Open Invitation to Colonize: In the event the IFC wishes to seek expansion opportunities, a formal invitation shall be sent to inter/national organizations requesting Letters of Intent. The IFC President shall contact the North-American Interfraternity Conference (NIC) for assistance with communicating with inter/national organizations. If multiple inter/national organizations submit Letters of Intent, the IFC President will coordinate with the inter/national organizations and the NIC to establish an agreeable timeline for expansion.
- B. Inter/national Fraternity Colonization: If an inter/national fraternity petitions to join the IFC, a Letter of Intent shall be sent to the IFC President.
- C. Formal expansion plan, to be written, to explain the status of expansion at UCA, including colonies and potential for new fraternities to start.



### **Section III. Letter of Intent**

A Letter of Intent shall consist of information pertinent to educating the fraternity community on the inter/national organization, including:

- A. Overview of the Fraternity's History, Mission, and Values;
- B. Summary of the Colonization Plan, including: outline of the colonization timeline, inter/national and/or local support, and contact information; and
- C. Statement of agreement with the Minimum Expectations as stated in Article III, Section III and the NIC Standards as stated in Article III, Section VI of the IFC Constitution.

Upon receipt of the Letter of Intent, the IFC President shall notify the IFC General Body of the inter/national fraternity's intent and the process by which the inter/national organization intends to colonize. Following NIC Standards, the IFC General Body shall grant the organization Associate Membership.

### **Section IV. Granting of Associate Member Status**

Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and By-Laws, except that it does not have voting privileges, cannot hold IFC Executive Board positions, nor have an IFC Judicial Committee Justice.

### **Section V. Granting of Full Member Status**

Upon chartering with its inter/national organization, the Associate Member Fraternity shall become a full member of the IFC with all rights privileges and responsibilities under the IFC Constitution and Bylaws.

## **ARTICLE XII – RECRUITMENT POLICY**

### **Section I. Recruitment Philosophy**

The IFC supports open recruitment and believes a man shall be free to join a Member Fraternity at a time that is mutually beneficial to both himself and the Member Fraternity. To this end, the IFC shall not establish policies that inhibit men from participating in recruitment activities and joining Member Fraternities.

### **Section II. Membership GPA Requirements**

- A. a minimum college GPA of a 2.3
- B. a minimum of 12 college credit hours, not including remedial courses or concurrent enrollment.

### **Section III. IFC Sponsored Recruitment**

Under the guidance of the IFC Vice President of Recruitment, the IFC shall designate periods of time during each semester when the IFC will assist Member Fraternities by advertising their recruitment events, hosting campus-wide recruitment events, and educating Potential New Members on the fraternity community.

The IFC Vice President of Recruitment shall solicit and maintain a Potential New Member Roster, which shall be a roster of men interested in fraternity recruitment, and shall make that list available to each Member Fraternity.

#### **Section IV. Year-Round Recruitment**

Member fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and timelines as determined to best serve that Member Fraternity.

#### **Section V. Member Fraternity Recruitment**

Each Member Fraternity shall develop recruitment events, materials, and activities that are:

- A. Values-based;
- B. Alcohol-free and illegal substance-free;
- C. Generally in good taste;
- D. Not derogatory, degrading, or slanderous; and
- E. In support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment.
- F. Any infraction of these policies will be sent to the IFC Judicial Board.

#### **Section VI. Bidding**

Each Member Fraternity shall reserve the right to extend or retract a bid utilizing a process and timeline as determined by that Member Fraternity, but will be facilitated by an IFC sponsored Bid Day.

Each Potential New Member shall reserve the right to accept or decline any bid at any time without any penalty or pressure placed upon the Potential New Member.

#### **Section VII. Report of New Members**

Each Member Fraternity shall submit a New Member Roster to the IFC Vice President of Recruitment within one week of pledging any New Member.

#### **Section VIII. New Member Disassociation / De-pledging**

A New Member shall reserve the right to disassociate / de-pledge from the new member process of any Member Fraternity at any time and may accept a bid from another Member Fraternity at any time following that disassociation / de-pledging.

Each Member Fraternity shall submit an updated New Member Roster to the IFC Vice President of Recruitment within one week of any New Member disassociating / de-pledging.

**Section IX. Comity**

No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation / de-pledging in order to become a New Member or Member of their own Member Fraternity.

**ARTICLE XIII – PUBLICATION AND DISTRIBUTION OF CONSTITUTION AND BYLAWS**

**Section I. Publication and Distribution of Constitution and Bylaws**

The IFC’s current Constitution and Bylaws shall be published on the IFC website.

An updated copy of the IFC Constitution and Bylaws will be electronically distributed to each Member Fraternity and the NIC after any amendment is adopted.

**ARTICLE XIV – AMENDMENTS**

**Section I. Amendments**

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the IFC General Body provided notice of the proposed amendment has provided to Member Fraternities at the preceding regularly scheduled business meeting.

**Section II. Adoption**

These Bylaws shall become effective and shall supersede all previous Bylaws of the IFC when adopted by a two-thirds (2/3) affirmative vote of the IFC General Body.

