

AUSTIN PEAY STATE UNIVERSITY

# INTERFRATERNITY COUNCIL GOVERNING DOUMENTS

---

Constitution | Bylaws | Judicial Board Bylaws

**LAST UPDATED**

**1/20/2012**

**INTERFRATERNITY COUNCIL CONSTITUTION**  
**AUSTIN PEAY STATE UNIVERSITY**  
 (REVISED JANUARY 20, 2012)

**ARTICLE I: NAME AND PURPOSE**

- Section 1: The name of this organization shall be the Interfraternity Council of Austin Peay State University. The Interfraternity Council shall be sponsored by the Office of Fraternity and Sorority Affairs and the Office of Student Affairs. It may hereafter be referred to as the IFC.
- Section 2: The purposes of this organization shall be:
- A) To coordinate activities among social fraternities at Austin Peay State University in order to make them as effective as possible,
  - B) To aid in the development of individual fraternity members,
  - C) To serve as the representative of social fraternities to the university administration,
  - D) To develop a sense of community service throughout the member fraternities,
  - E) To develop academic success through scholarship and education,
  - F) To develop the leadership capabilities of members of social fraternities, and
  - G) To provide a medium for the exchange of ideas among the various social fraternities.

**ARTICLE II: AFFILIATION AND MEMBERSHIP**

- Section 1: In order to fulfill the above stated purposes, this organization shall be affiliated with the Southeastern Interfraternity Conference and the North-American Interfraternity Conference.
- Section 2: Membership in this organization shall be directed by guidelines of the IFC and the Tennessee Board of Regents requirements for student organizations.

**ARTICLE III: COMPOSITION**

- Section 1: The IFC shall be composed of:
- A) Executive Council
    - 1. The officers of the Austin Peay State University IFC shall be: President, Vice President, Chief Financial Officer, Chief Justice, Director of Recruitment, and Director of Administration.
    - 2. The officers shall be delegates from fraternities holding membership in Austin Peay State University IFC. Fraternity Presidents are not eligible to hold an Executive Council position. Executive Council officers must maintain a 2.5 cumulative grade point average throughout their tenure in office.
    - 3. The officers shall serve for a term of one calendar year, commencing at the conclusion of the Fall semester.
    - 4. Any officer failing to perform his duties as outlined shall be asked to resign by the President or Coordinator of Fraternity and Sorority Affairs and a successor shall be designated by election or appointment.
  - B) Legislative Council
    - 1. This body shall have vested in it the power to recommend guidelines concerning the governance of the fraternity system at Austin Peay State University.
    - 2. Two members of its active chapter shall represent each fraternity in the Legislative Council. One of these shall be the President of that chapter; the other shall be a duly elected or appointed representative of that chapter, who will act as the correspondent between his chapter and the IFC. This representative shall have voting privileges only when the President of that chapter is absent.
  - C) Judicial Board
    - 1. The purpose of this branch is to maintain the standards of conduct expected of fraternity men at Austin Peay State University.

2. Membership shall consist of one Justice from each of the recognized Fraternities who will then elect from themselves someone to serve as Chief Justice and Associate Justice.
  3. The duties of the Chief Justice, Associate Justice, and Justices will be outlined by the Bylaws and policies of the IFC.
- D) Standing Committees and Representatives
1. Standing committees and special officers may be necessary to carry out the work of the Austin Peay State University IFC and they shall be appointed by its Executive Council.
  2. Committees, committee members, representatives, their duties, and the selection procedure will be designated as stated in the Austin Peay State University IFC Bylaws.

#### **ARTICLE IV: MEETINGS AND VOTING PRIVILEGES**

- Section 1: Meetings will be biweekly except during the week of finals, during the breaks between semesters, and during the summer term. Special meetings may be called at the discretion of the President.
- Section 2: The Executive Council shall meet in separate sessions prior to the regular weekly meeting with the Coordinator of Fraternity and Sorority Affairs during the academic year excluding the summer term when necessary.
- Section 3: All IFC meetings shall be open to all active brothers, new members of member fraternities, and invited guests. The rights to the floor shall be reserved for official chapter representatives, committees, conference chairman, invited guests, and those provided recognition by the President.
- Section 4: All business will be conducted in accordance with Robert's Rules of Order, newly revised.
- Section 5: All IFC General Body Meetings shall be business casual dress.
- Section 6: Quorum shall be established by a simple majority of the representatives of the total membership at the time of roll call. Once quorum has been established, it shall hold throughout the entire meeting.
- Section 7: The President or representative from each member chapter shall have one vote. The President of the IFC shall vote only in case of a tie.

#### **ARTICLE V: ELECTIONS**

- Section 1: Any full time student with a 2.5 cumulative grade-point-average from a member Fraternity in good standing with his Fraternity may be nominated for any Executive Council office.
- Section 2: All officers must maintain throughout their term the minimum requirements as stated above in Article III, Section 1, to remain in office. Failure to maintain these standards will result in an immediate review of the status of the officer by the Coordinator of Fraternity and Sorority Affairs. After an academic review is conducted, the Coordinator of Fraternity and Sorority Affairs can remove the said officer from office.
- Section 3: Fraternity Presidents may not hold Executive Council or Judicial Board offices.
- Section 4: IFC shall make available applications for the Executive Council positions to all current representatives and Fraternity Presidents no less than two (2) weeks prior to elections.
- Section 5: The selection of the Executive Council positions shall be made via secret ballot. The voting members shall be the chapter Presidents with the IFC President voting in case of a tie.

- Section 6: All candidates must be present at the meeting when elections are being conducted in order to be elected to the position. All candidates must present a speech to the election panel regarding why they want to occupy the position they are running for.
- Section 7: Term of office for this organization shall be one calendar year commencing at the conclusion of the fall semester.
- Section 8: If an elected position of the Interfraternity Executive Committee is to become vacant after election, the Executive Committee will hold the power to appoint an IFC member in good standing to the vacant position.

#### **ARTICLE VI: AMENDMENTS AND BYLAWS**

- Section 1: Amendments to this Constitution may be affected upon a two-thirds vote of the membership of the IFC. Such amendments shall be proposed in writing (i.e. published notice) to the IFC at least two weeks prior to their consideration. When adopted, these amendments shall be inserted in the place in this Constitution which they change.
- Section 2: Any policies and procedures of this organization not specifically covered in this Constitution shall be deemed Bylaws and shall be affected upon a two-thirds vote of the Council members in attendance at any regular or special meeting. Amendments to the Bylaws shall be proposed to the IFC in writing at least two weeks prior to their consideration, requiring a two-thirds majority vote to take effect.

#### **ARTICLE VII: DISTRIBUTION OF FUNDS AND PROPERTY**

- Section 1: In the event that the IFC cannot meet for a period of over one year or is dissolved, all monies of the IFC shall be divided equally among all member chapters of the IFC.
- Section 2: All property of the IFC shall be disposed of in the best interest of the Fraternity and Sorority community as a whole as determined by the Coordinator of Fraternity and Sorority Affairs.

**THE BYLAWS OF THE INTERFRATERNITY COUNCIL  
AUSTIN PEAY STATE UNIVERSITY  
(REVISED JANUARY 20, 2012)**

**ARTICLE I: SCHOLARSHIP**

- Section 1: The minimum grade-point-average expected of each Fraternity is a 2.5 each semester .
- Section 2: In computing the Fraternity's semester grade-point-average, the individual semester grade-point-average of all members listed in the active and new member category of the Fraternity's roll shall be used. Active members shall be considered all members on active roster after Roster Updates following recruitment week.
- Section 3: Any Fraternity with less than a 2.5 average for the semester may submit to the Coordinator of Fraternity and Sorority Affairs a written appeal within one week of the official publication of the Fraternity grades for that semester. The written appeal will be evaluated on a case-by-cases basis by the Chief Justice and the Coordinator for Fraternity and Sorority Affairs. The evaluation will determine if the appeal is valid for a change reporting of publication.
- Section 4: The consequences of not meeting the Scholarship Program are as follows:
- A) For a semester GPA below the 2.5 established minimum in any one semester, the Fraternity will have no vote, but will retain voice at IFC meetings.
  - B) A second consecutive semester below the minimum will result in the Fraternity not being allowed to participate in any IFC sponsored activity, and will have no voice/no vote at IFC meetings.
  - C) The third consecutive semester below the minimum will result in the complete suspension from IFC.

**ARTICLE II: FINANCE**

- Section 1: Dues will be \$10 per member per semester. Rosters will be submitted two weeks after bid day.
- Section 2: The proposed budget, presented by the Director of Administration at the beginning of each academic semester, must be approved by a majority vote of the membership in good standing.
- Section 3: The Director of Administration shall send an invoice to each Fraternity's treasurer for half of IFC dues based on beginning semester roster. The first IFC general body meeting will be the established due date. The remaining balance will be due two weeks after the established recruitment period.
- Section 4: A Fraternity with dues not paid by the established IFC meeting each semester will be considered not in good standing and loses its vote in IFC until the balance is paid. Due to extenuating circumstances, the Executive Council may postpone, reduce, or waive payment of a Fraternity's debt with a written request form from said fraternity. Every week that payment is late, said fraternity will incur a \$25 fine.
- Section 5: No individual, committee, or subsidiary shall incur any debts payable by the IFC without having first obtained written approval from the IFC President, Director of Administration and Coordinator of Fraternity and Sorority Affairs.
- Section 6: The Executive Council shall be responsible for seeing that the financial records are audited at the end of each semester and that a detailed financial report be prepared and distributed to all Council members. The financial report shall be presented at the final meeting of each semester.
- Section 7: Failure to attend the regular meetings will result in the following fine unless a valid excuse for absences is presented within a forty-eight (48) hour period to the Executive Council. Waived fines are at the discretion of the Executive Council. Fines imposed shall be \$25 for the first meeting without representation, \$50 for the second meeting without representation, \$100 for

the third and subsequent meetings without representation. After three meetings without representation, said fraternity shall be subject to a judicial hearing.

- Section 8: Other fines are as follows:
- A. Failure to go to the Greek educational program each semester by new members will be \$10 per member absent.
  - B. Disrupting an IFC meeting will be \$10 per occurrence. Tardiness to meetings and improper dress shall be considered a disruption. All other complaints regarding disruptions shall be submitted to the Judicial Board.
  - C. The IFC Executive Council shall have the authority to impose fines if a program is deemed mandatory, and chapters do not have the required percentage of delegates. The Executive Council shall give at least two weeks notice for fines involving mandatory programming.

- Section 9: Colonies/provisional chapters will pay a one-time fee of \$150 the first semester they join and will become subject to Article II, Section 1 of the By-Laws the semester after.

### **ARTICLE III: EXECUTIVE COUNCIL DUTIES**

- Section 1: The Executive Council of this organization shall be:

- A) President
- B) Vice President
- C) Director of Administration
- D) Chief Justice
- E) Director of Recruitment

- Section 2: Other officers may be appointed as deemed necessary by the Executive Council.

- Section 3: The above listed elected officers shall compromise the Executive Council, which shall coordinate all activities and policies of the Council.

- Section 4: The duties of the officers of this organization shall be as follows:

- A) The IFC PRESIDENT shall:
  - I) Shall preside over all meetings of the IFC.
  - II) Appoint the Chairman of all standing Committees.
  - III) Initiate such projects and programs as he deems necessary for the welfare of the organization.
  - IV) Represent the organization in dealings with the other campus organizations, the University Administration, and the Community at Large.
  - V) Shall serve on at least one University standing committee when IFC is invited.
  - VI) Serves as tie breaking vote in an IFC Executive Council or Legislative Council decision.
- B) The VICE PRESIDENT shall:
  - I) Be responsible for acting in capacity of the President in his absence.
  - II) Be responsible for supervising and coordinating all special committees.
  - III) Be responsible for running Executive Council Meetings.
  - IV) Coordinate Judicial Board training sessions.
  - V) Be responsible for publishing an IFC Newsletter for distribution among the IFC Fraternities.
  - VI) Be responsible for communication with the Southeastern Interfraternity Conference for application for awards.
  - VII) Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and Sorority Affairs.
  - VIII)

- IX) Work in conjunction with IFC Chapter Scholarship Chairs to create a scholarship plan that includes incentives for chapters to improve Overall GPA.
- X) Monitor all IFC Member Chapter GPAs.
- XI) Serve as Athletic Chairman.
- XII) Help coordinate Greek Schedules for Intramural Games with University Recreation.
- XIII) Have Greek Cup winner engraved every year on the Greek Cup.
- XIV) Coordinate at least one community service and one philanthropy event during the year..
- XV) Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and sorority Affairs.
- XVI) Work in conjunction with IFC Chapter Scholarship Chairs to create a scholarship plan that includes incentives for chapters to improve Overall GPA.
- XVII) Monitor all IFC Member Chapter GPAs.
- XVIII) Serve as Athletic Chairman.
- XIX) Help coordinate Greek Schedules for Intramural Games with University Recreation.
- XX) Have Greek Cup winner engraved every year on the Greek Cup.
- XXI) Coordinate at least one community service and one philanthropy event during the year..
- XXII) Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and sorority Affairs.

C) The DIRECTOR OF ADMINISTRATION shall:

- I) Assist the President with official correspondence of the organization.
- II) Be responsible for filing and maintaining all Council records and properties.
- III) Maintain and distribute to members the minutes of all regular and special meetings of the Council and the Executive Council two days after the meeting has taken place.
- IV) Notify members of all meetings electronically. If no response is given from the Fraternities then phone calls will be made.
- V) Coordinate and organize any awards that the IFC may apply for.
- VI) Coordinate and approve all publicity pertaining to activities of the IFC.
- VII) Create a newsletter incorporating all chapters and send it out to all active and alumni members once per semester. This can be an electronic newsletter sent via email.
- VIII) Assist any committee or director with needed advertising material. This includes creating maps for recruitment week, advertising events on the electronic billboard as well as the All State and issuing positive publicity for any chapter that requests help. Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and Sorority Affairs.
- IX) Be responsible for the collection of all dues, fees, and other monies.
- X) Submit, print, and distribute to all Council members, Fraternity Presidents, and Treasurers a complete financial report at the end of each semester.
- XI) Create a budget to be distributed at the beginning of each semester concerning the cost of recruitment, IFC Sponsored events, Greek League, and any other projects taken on by the IFC.
- XII) Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and sorority Affairs.

D) The CHIEF JUSTICE shall:

- I) Serve as Judicial Chairman as well conducting meetings concerning the Judicial training in conjunction with the Vice President.
- II) Be responsible for holding parliamentary procedure workshops within IFC.
- III) Be responsible for coordinating Risk Management programs for IFC.
- IV) Serve as Chairman of Internal Affairs committee.
- V) Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and sorority Affairs.

E) The DIRECTOR OF RECRUITMENT shall:

- I) Organize and implement the IFC Recruitment Program.
- II) Be responsible for assigning a liaison from each organization to help facilitate communications.
- III) Direct other functions pertaining to Recruitment as deemed necessary.
- IV) Submit a written Recruitment Report to the IFC and the Coordinator of Fraternity and Sorority Affairs each semester.
- V) Create and conduct a recruitment workshop every semester.
- VI) Coordinate other activities with all organizations outside of the IFC.
- VII) Serve as Recruitment Chairman.
- VIII) Be responsible for fulfilling such other obligations or responsibilities as assigned to him by the President or Coordinator of Fraternity and sorority Affairs.

F) Any other appointed officers of this organization shall fulfill such responsibilities as assigned to them by the Executive Council.

Section 5: Any officer, elected or appointed, who fails to discharge his duties as an officer, or through his conduct brings discredit upon IFC and the Greek community, may be removed from office by a two-thirds vote of the member Fraternities in good standing.

#### **ARTICLE IV: STANDING COMMITTEES**

Section 1: The Recruitment Committee will be a permanent committee of the IFC with the purpose of assisting the unity and growth of all member Fraternities.

Section 2: The Recruitment Committee will consist of one active member in good standing from each Fraternity. Responsibilities are as follows:

- A) Assist the Director of Recruitment in organizing structured recruitment, recruitment events, and actions deemed necessary by the IFC or the Director of Recruitment.
- B) Ensure constant communication between the IFC Executive Council and member fraternities in the area of recruitment.
- C) Focus on Greek community growth.

Section 3: Additional committees may be formed at the discretion of the Executive Council

#### **ARTICLE V: RECRUITMENT GUIDELINES**

Section 1: Recruitment at Austin Peay State University for IFC shall be defined as:

- A) Open Recruitment in the Fall and Spring semesters.

Section 2: **ELIGIBILITY**

- A) To be eligible to accept a bid, a potential new member who is a first time freshman or transfer student with less than 12 college credit hours:
  1. Must be unconditionally admitted to the University.
  2. Have less than 12 college credit hours earned in a classroom (does not include AP, ACT, CLEP, or military credit).
  3. Be currently enrolled as a full-time student at Austin Peay State University.

4. The Coordinator of Fraternity and Sorority Affairs must verify all grades prior to a bid given at any given time.
- B) To be eligible to accept a bid, a potential new member who is a transfer and/or current college student, must:
    1. Have acquired at least 12 college credit hours,
    2. Have a cumulative GPA of 2.5,
    3. Be currently enrolled as a full-time student at Austin Peay State University.
  - C) All potential new members who participate in IFC structured recruitment must fill out an IFC Recruitment form from the Coordinator of Fraternity and Sorority Affairs and submit it to the Office of Fraternity and Sorority Affairs in order to be deemed eligible to receive and/or accept a bid.
    1. The form must be submitted during the semester in which the potential new member intends to participate in recruitment.
    2. Grades are based upon the cumulative GPA of the potential new member.
  - D) All new members who accepted bids must attend a Greek new member orientation program. The Coordinator of Fraternity and Sorority Affairs will review special needs on a case-by-case basis. Any Fraternity that does not have a new member attend without approval from the Coordinator of Fraternity and Sorority Affairs will be subject to a fine of \$10 per member.

Section 3: OPEN BIDDING

- A) The IFC supports the North American Interfraternity Conference's stance on open bidding 365 days a year. Open bids may be extended at any point throughout the year, with the exception of the formal recruitment period, pending the approval of the Coordinator of Fraternity & Sorority Affairs.
- B) The Eligibility criteria must be met before a bid can be extended or the chapter will be subject to judicial review by the Judicial Board.

**ARTICLE VI: STANDARDS OF CONDUCT**

- Section 1: No Fraternity shall employ a program of pledge/new member education which includes hazing.
- Section 2: Hazing shall be defined as, but not limited to, the guidelines outlined in the APSU Code of Student Conduct
- Section 3: It shall be the duty of all Fraternity initiated members and new members to report any violation of this code in writing immediately to the Coordinator of Fraternity and Sorority Affairs.
- Section 4: Any report of hazing will be immediately reported to the Coordinator of Fraternity and Sorority Affairs for formal referral to the Dean of Students.
- Section 5: All member chapters and individuals will conduct themselves in accordance with the standards of conduct set forth by the members' (inter)national organizations.
- Section 6: All member chapters and individuals will conduct themselves in accordance with the constitution and bylaws of the IFC.
- Section 7: Failure to comply with these standards may result in judicial charges.

**ARTICLE VII: EXPANSION AND COLONIZATION**

- Section 1: Any group of men wishing to affiliate with the IFC must obtain said recognition by a two thirds vote of the expansion committee and meet the University requirements for forming a new student organization.

Section 2: Upon meeting the requirements of Article VII, Section 1 of the IFC Bylaws, the colony/provisional chapter will become a member of the IFC-protected by, granted all rights and privileges, and held accountable for all rules contained within the IFC Constitution and its Bylaws.

Section 3: An expansion committee shall be appointed by the IFC Legislative Council and chaired by the Director of Administration to investigate and consider any and all expansion requests, in conjunction with the Coordinator of Fraternity and Sorority Affairs.

#### **ARTICLE VIII: IFC ATHLETIC EVENTS**

Section 1: IFC athletics will be handled by University Recreation in the Greek League.

Section 2: Valid Austin Peay State University I.D. cards must be presented to the referee, and players are to sign in prior to the game. All participants must be an initiated undergraduate member or new members of the respective Fraternity as determined by the rosters kept by the University.

**BYLAWS OF THE INTERFRATERNITY JUDICIAL BOARD  
AUSTIN PEAY STATE UNIVERSITY  
(REVISED APRIL 22, 2010)**

**ARTICLE I: NAME AND PURPOSE**

- Section 1: The name of this body shall be the IFC Judicial Board of Austin Peay State University.
- Section 2: The purpose of this board shall be to evaluate and address any written complaint Involving an alleged infraction of the Constitution, By-laws, or Policies of the IFC of Austin Peay State University, or any other infractions as listed in Article V, Section II.
- Section 3: In conformance with applicable State and Federal laws and University policy, the IFC Judicial Board does not discriminate in any of its policies, selection procedures, or practices on the basis of race, color, sex, national origin, ancestry, religion, age, physical disability, medical condition, sexual orientation, marital status, or citizenship.

**ARTICLE II: MEMBERSHIP**

- Section 1: If any member of the IFC Judicial Board is affiliated with a case or the individuals involved in which would affect his ability to render an impartial judgment, he must disqualify himself.
- Section 2: The IFC Judicial Board shall consist of a member from each fraternity. A Chief Justice and an Associate Justice shall be elected from that body; however the Chief Justice shall have no vote except in case of a tie. The Chief Justice shall serve as a member of the Executive Council.
- Section 3: In the case that both the Chief Justice and the Associate Justice be required to disqualify themselves, the remaining justices shall select by majority vote a temporary Chief Justice to preside over the proceedings of the case at hand.
- Section 4: At any time, an IFC Judicial Board member may be removed from his position for any of the following reasons:
- A) GPA drops below cumulative 2.5 on a 4.0 scale.
  - B) Violation of signed Confidentiality Agreement.
  - C) Failure to uphold basic expectations as outlined in Article XII of the Bylaws of the IFC Judicial Board.
  - D) A replacement will be appointed by the chapter President and approved by the Legislative Council.
- Section 5: To be eligible for the IFC Judicial Board selection, the nominee must be a member in good standing with their fraternity.
- Section 6: No person shall serve more than two (2) consecutive calendar years on the IFC Judicial Board.
- Section 7: The IFC Vice President shall serve as an ex-official member on the Judicial Board. His duty shall be to provide and attend all training sessions.
- Section 8: The Coordinator of Fraternity and Sorority Affairs shall be a non-voting member of the Judicial Board.

**ARTICLE III: SELECTION OF MEMBERS**

- Section 1: Each fraternity shall appoint their justice for the IFC Judicial Board. Appointments shall be made during IFC Executive Council Elections, and the term shall be for one calendar year.
- Section 2: The names of the individuals on the IFC Judicial Board shall be forwarded to every chapter, the Office of Fraternity and Sorority Affairs, and the Dean of Students-

**ARTICLE IV: TERM OF OFFICE AND TRAINING**

- Section 1: The duties of the IFC Judicial Board members shall include but not be limited to:
- A) Hear and decide all cases brought before the IFC Judicial Board.
  - B) Attend all functions associated with the IFC, with the exception of conferences.
  - C) Sign and uphold Confidentiality Agreement.
- Section 2: Every Board member must attend an orientation session(s) provided by the Vice President and the Dean of Students. This session(s) shall take place before any member is allowed to sit on the Interfraternity Council Judicial Board.
- Section 3: The orientation and training session(s) shall take place before the end of the Fall Semester.
- Section 4: The Chief Justice shall coordinate and run all meetings regarding the IFC Judicial Board.
- Section 5: The primary advisor to the IFC Judicial Board will be the Coordinator of Fraternity and Sorority Affairs. In the event that the Coordinator of Fraternity and Sorority Affairs is the complaining party in an IFC Judicial Board hearing, then the advisor shall be the Dean of Students.

#### **ARTICLE V: POWERS**

- Section 1: The IFC Judicial Board shall be a peer adjudication board consisting of representatives from the recognized member fraternities in good standing of the Austin Peay State University IFC.
- Section 2: Charges may be as follows, but are not limited to:
- A) Violation of the IFC Constitution.
  - B) Violation of the IFC Bylaws.
  - C) Violation of the IFC Recruitment Guidelines in Article V of the Bylaws.
  - D) Violation of the University Code of Student Conduct
  - E) Any damage or removal of chapter owned property, memorabilia, composites, or awards.
- Section 3: Any individual or group may file a complaint against any IFC fraternity through the IFC Judicial Board.
- Section 4: Complaints must be submitted in writing, using the appropriate IFC Judicial Board complaint form, and directed to the Office of Fraternity and Sorority Affairs and must be signed by the person or group submitting the complaint. If the complaint is being brought by a member of an IFC Chapter, the complaint must be signed by the complaining party's Chapter President. A copy of the complaint will be forwarded to the chapter presidents of the involved chapters.

#### **ARTICLE VI: JUDICIAL PROCEDURE**

- Section 1: The IFC Vice President or the Coordinator of Fraternity and Sorority Affairs designee will determine whether the charges may be disposed of through an alternative dispute resolution process or by way of an administrative agreement jointly developed by the administrator and student organization. If mediation is attempted but fails to produce terms of agreement acceptable to all parties, a hearing on the original violation(s) may be convened. A student organization who agrees to resolve any violation(s) without a hearing shall have no right to appeal.
- Section 2: The IFC Judicial Board can review infractions only when presented using the proper complaint form issued by the Office of Fraternity and Sorority Affairs and when this complaint states the parties involved and the violation(s) alleged.
- Section 3: A formal complaint of an individual or chapter must be filed within one (1) week of the alleged incident for the IFC Judicial Board to consider hearing the complaint.
- Section 4: Notification of the grievance must be filed within 72 hours of the receipt of the written complaint. The Coordinator of Fraternity and Sorority Affairs and the IFC Vice President will have seven (7) days to decide if the complaint falls under jurisdiction and if a hearing is necessary.

- A. If the IFC Vice President is the one issuing the complaint, then the next IFC Executive Council member continuing down to the next officer in accordance to the IFC's constitution, along with the Coordinator of Fraternity and Sorority Affairs will decide if the complaint falls under guidelines of the IFC Judicial Board Bylaws and if a hearing is necessary.

Section 5: When charges are made, the accused party involved will be notified. Formal, sealed, written charges will be hand delivered to the respective chapter president within 48 hours of the decision by the IFC Vice President and Coordinator of Fraternity and Sorority Affairs. If the chapter president cannot be reached, the notification will be delivered by the Chief Justice to the offending chapter's next meeting. No hearing shall occur sooner than one week after notification of the complaint is received to the accused involved.

#### **ARTICLE VII: RIGHTS OF THE PARTICIPANTS**

Section 1: The formal complaint shall be forwarded to both parties and include, but not be limited to:  
 A) The specific rule violation(s) and actions or behaviors of which the party is accused,  
 B) The names of the witnesses to be called to testify against the party.

Section 2: Within 48 hours of receipt of the formal complaint, the defending party shall provide the names of witnesses to be called to testify for the organization's defense.

Section 3: The accusing and the accused have the opportunity to meet with the Coordinator of Fraternity and Sorority Affairs or designee to review the hearing procedure, and to inspect any exhibits before the hearing.

Section 4: Either the complaining party or the defending party may request a delay of hearing due to extenuating circumstances. Only one delay of hearing will be granted per party.

#### **ARTICLE VIII: HEARING PROCEDURE**

Section 1: Hearing:  
 A) The IFC Judicial Board will convene only upon the receipt of a properly filed written complaint during the school year. Any complaint from any incident(s) occurring during school breaks will be heard no later than three (3) weeks after classes resume.  
 B) A single record of the hearing procedure will be kept of any hearings by IFC Director of Administration. Either party may review the record at any time after the proceedings.  
 C) Order of Proceedings:  
 1. Complaining party presents opening statement.  
 2. Accused party presents opening statement.  
 3. The Judicial Board hears the testimony of the witnesses from the complaining party.  
 4. The accused party will question the witnesses in the same order in which they appeared.  
 5. The Judicial Board will hear testimony of the witnesses from the accused party.  
 6. The complaining party will question the witnesses in the same order in which they appeared.  
 7. The Judicial Board will ask questions of testimony and evidence presented on behalf of the complaining party.  
 8. The Judicial Board will ask questions of testimony and evidence presented on behalf of the accused party.  
 9. Complaining party will make a summation statement. An impact statement may be made at this time; including points raised and offer suggestions to the Board on the appropriate disposition of the case.  
 10. Accused party will make a summation statement.  
 11. The Judicial Board will ask any final questions.  
 12. The Judicial Board will recess in private session for deliberation.  
 13. The Judicial Board will reconvene to state their decision and explain their reasoning.  
 14. The complaining party may make recommendations for sanctions at this time.

15. The accused party may make recommendations for sanctions.
  16. The Judicial Board will ask any final questions.
  17. The Judicial Board will recess again in private session for deliberation on any sanctions.
  18. The Judicial Board will reconvene to state their decision on any sanctions.
  19. The Judicial Board will advise the accused party of the appeal process.
  20. A letter will be sent from the Office of Fraternity and Sorority Affairs to the accused party stating the findings and sanctions, if any, of the case within four (4) school days of the hearing.
- D) If the accused does not appear at the hearing within fifteen (15) minutes of the designated starting time of the hearing, and does not notify the Judicial Board, the IFC Judicial Board reserves the right to make a decision on the basis of the written charges and any evidence brought by the complaining party.

## ARTICLE IX: SANCTIONS

- Section 1: The following sanctions may be placed upon the "Responsible" party. In order of Severity, sanctions include, but are not limited to:
- A) Official Warning Issued to Chapter,
  - B) Educational Program,
  - C) Public Service,
  - D) Restitution or Reimbursement for damages of property,
  - E) Fines,
  - F) Probation: A period of time wherein an organization is given the opportunity to modify unacceptable behavior and/or complete specific assignments. When a chapter is placed on Probation, they lose all social and athletic privileges within the IFC. Probation may include a recommendation of Loss of Recognition,
  - G) Summary of action taken sent to chapter advisers, regional advisers, and/or fraternity headquarters,
  - H) Withdrawal of privileges associated with IFC,
  - I) Additional sanctions as necessary.
- Section 2: No sanction, , can extend for a period longer than the remaining part of a semester and one full semester thereafter.
- Section 3: If a fraternity is found responsible, and is fined, fines will be paid to IFC Reserve Fund.
- Section 4: All sanctions regarding fines and public service will be issued accompanied with a date .by which the sanction must be completed. If this date is not met, the sanctioned group will be brought before the same Judicial Board that heard the original hearing and further sanctions will be issued at the discretion of the Board.

## ARTICLE X: APPEALS

- Section 1: The fraternity(s) or defendant(s) shall have the right to appeal any IFC Judicial Board decision to the Dean of Students.
- Section 2: The fraternity(s) or defendant(s) shall notify the Office of Fraternity and Sorority Affairs with a written notice of the appeal, the proper form for which is provided in the Office of Fraternity and Sorority Affairs, within five (5) school days after the decision has been rendered.
- Section 3: No matter shall come to an appeal unless the defendant(s) presents evidence with a written appeal dealing with one or both of the following issues:
- A) On a claim of error in the hearing process that substantially affected the decision.
  - B) To consider new information that was not known to the accused organization at the time of the hearing and that is sufficient enough to alter the decision of the Judicial Board.
  - C) What about an appear based upon severity of sanctions.

**ARTICLE XI: TERM OF EXISTENCE**

- Section 1: The terms of the IFC Judicial Board shall be for one year.
- Section 2: Any addition or deletion to this document shall be approved by a two-thirds (2/3) majority vote of the IFC Legislative Council..

**ARTICLE XII: BOARD MEMBER EXPECTATIONS**

- Section 1: No member shall have more than one unexcused absence at a required training session
- Section 2: No member shall miss any pre-hearing, hearing, or sanctioning session to which he has committed to without approval from the IFC Chief Justice.
- Section 3: Each member shall sign a Confidentiality Agreement at the onset of his term.
- Section 4: Any board member in violation of Article XII, sections 1, 2 or 3 may be dismissed from the IFC Judicial Board.
- Section 5: It is up to the board member to notify the Coordinator of Fraternity and Sorority Affairs or designee in writing of anticipated absences no later than 24 hours before a scheduled event. All written statements will be reviewed by the IFC Chief Justice.
- Section 6: It shall be the duty of the IFC Judicial Board to decide on all excused or unexcused absences, and dismissals.