

THE INTERFRATERNITY COUNCIL

AT

WEST VIRGINIA UNIVERSITY

MORGANTOWN, WEST VIRGINIA



CONSTITUTION AND BY-LAWS

AMENDED AUGUST 2018

THE CONSTITUTION OF THE INTERFRATERNITY COUNCIL
AT
WEST VIRGINIA UNIVERSITY

ARTICLE 1: COMPOSITION

Section 1: The Governing Entities

The Interfraternity Council (IFC) shall be composed of the Executive Board, the Permanent Committees, and the Presidents' Council.

Section 2: The Chapters

The IFC shall govern all social, general, and social-professional fraternity chapters at West Virginia University (the University) that have gained recognition in accordance with the expansion policy established by the Office of Fraternity & Sorority Life.

ARTICLE II – LEGISLATIVE AUTHORITY

Section 1: Legislative Authority

All legislative authority granted herein shall be vested in the IFC by this Constitution and the By-Laws.

Section 2: Legislative Representation

- A. The President's Council shall be comprised of the Chapter President and Chapter Delegate.
- B. Two-thirds of the membership of the Presidents' Council shall constitute a quorum.
- C. Each member Chapter, in good standing, shall be entitled to one vote at all proceedings.
 - 1. If the Chapter President cannot attend a meeting and sends a representative in his place the representative has the right to vote in place of the President except for Executive Board Elections.
- D. During all proceedings, a roll call vote of all Chapters shall be called.
- E. A simple majority vote of the membership shall be sufficient for election of officers. Only the Chapter President may vote.
- F. Attendance of the Chapter President (or Vice President) and Chapter Delegate, at all regularly scheduled meetings, is mandatory.
 - 1. After the first absence of a semester, Chapters will be administered a fine of \$50 for every regularly scheduled meeting in which the Chapter President and the Chapter Delegate are not in attendance for the remainder of that semester.
 - a. A Chapter may be excused from sending a representative to a meeting if the Chapter receives a pardon from the IFC President prior to the start of the meeting.

2. A Chapter may not be penalized if the Chapter President and Chapter Delegate were not informed of the meeting at least one (1) week in advance of the meeting date.

Article III – Officers

Section 1: Composition of the Executive Board

- A. The elected officers of the Executive Board shall consist of a President, Vice President for Standards, Vice President for Community Relations, Vice President for Risk Management, Vice President for Recruitment, Vice President for Member Development, Vice President for Programming, , and Vice President for Finance who are hereby established in order of succession.
- B. Only fulltime, officially registered students at West Virginia University who are in good standing with their chapter and Office of Fraternity & Sorority Life are eligible to serve as elected officers.

Section 2: Qualifications for Officer Eligibility

- A. All candidates for the office of President must:
 1. Be a member in good standing with the University and with his respective fraternity.
 2. Hold a cumulative grade point average (“GPA”) of at least 2.50.
 3. Be at least a Junior in terms of credit by the time of his inauguration.
- B. All candidates for all other offices of the IFC must:
 1. Be an undergraduate member in good standing with the University and with his respective fraternity.
 2. Hold a cumulative GPA of at least 2.50.
- C. A member shall not hold a formal position on the IFC Executive Board and the position of Chapter President concurrently.
- D. No more than one (1) member of any single Chapter may hold positions on the Executive Board.

Section 3: Election Guidelines

- A. The Vice President for Standards or his designee shall serve as parliamentarian for the IFC elections process.
 1. Failure to follow election procedure may result in being deemed ineligible for running for any office, and will be determined by the IFC Executive Board.
- B. Elections for the Executive Board officers shall take place prior to Thanksgiving break. Nominations shall be opened two weeks prior to elections.
 1. Once nominations are open, nominees for each office have the right to declare and express freely the policies and principles, which he represents.

2. Nominees may distribute literature.
- C. The Vice President for Standards will arrange the order of candidate speeches during the election, and act as timekeeper.
- D. Uniform Elections Guideline
 - a. Five minute maximum speech length.
 - b. Five minute maximum question and answer.
 - c. The candidate may have two people speak on their behalf and will have two minutes.
- E. The offices shall be filled by an election by majority vote of the Chapter Presidents by secret ballot.

Section 4: Appointed Positions

- A. In the event of the resignation or disqualification of the IFC President, the Vice President for Standards shall succeed in office and appoint a new Vice President of Standards according to the method set forth in this Article.
- B. In the event of the resignation or permanent disqualification of an IFC officer, the IFC President shall appoint a successor with the confirmation of the IFC Executive Board.
- C. The IFC President will accept nominations for any elected office left vacant due to resignation or disqualification. The IFC President has the authority to accept one of the nominees or select another successor who was not nominated.
- D. Any member of the Executive Board may be impeached by a 7/8s vote of the entire Presidents' Council or a 7/8s vote of the remaining Executive Board. Impeachment and trial of officers of the Executive Board by the Presidents' Council shall be conducted in accordance with the procedure prescribed in Roberts Rules of Order, Newly Revised.

Article VI – Amendments

Section 1: Amendment Proposal

An Amendment to the Constitution and By-Laws of the IFC may only be proposed by a Chapter President, Chapter Delegate, or member of the Executive Board at any regular or special meeting of the Presidents' Council.

Section 2: Amendment Approval

Any Amendment to the Constitution and By-Laws must be approved by a 3/4s affirmative vote of the Presidents' Council. Approved amendments are to take place immediately following an approval of the Presidents' Council.

Section 3: Voting

All amendments or approvals that require voting shall pass on a 3/4s majority of the Presidents' Council at the scheduled meeting. Votes will be tallied by the Vice President for Standards and the IFC President. The results of the voting shall be announced by providing the number of votes each candidate received during voting.

Section 4: Parliamentary Authority

Robert's Rules of Order, Newly Revised, by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

Article VII: Meetings

The West Virginia University IFC will meet regularly bi-weekly (every two weeks). Adequate advance notice must be given to all active members. The President may change meeting frequency. Chapter Presidents shall be notified of all meetings by email. The President may call special meetings should he see fit.

Article VIII: Advisor

The advisor to the Interfraternity Council shall be the Director of Fraternity and Sorority Life or his or her designee. Appointment shall be made by the Dean of Students.

THE BY-LAWS OF THE WEST VIRGINIA UNIVERSITY INTERFRATERNITY COUNCIL

Article I – Authority of the By-Laws

The authority for these By-Laws is the Constitution of West Virginia University Interfraternity Council (IFC).

Article II – Principal Office

The office of the IFC shall be at West Virginia University (the University), in the designated office space in the Mountainlair Student Union on the campus in Morgantown, West Virginia.

Article III – The Executive Board

Section 1: Composition of the Executive Board

The elected officers of the Executive Board shall consist of a President, Vice President for Standards, Vice President for Community Relations, Vice President for Risk Management, Vice President for Recruitment, Vice President for Member Development, Vice President for Programming, and Vice President for Finance who are hereby established in order of succession.

Section 2: Responsibilities of the Executive Board

The Executive Board shall advise and aid the President in administrative matters, authorize all non-budgeted expenditures over one hundred (\$100.00) dollars, and in general, coordinate the activities of the Interfraternity Council, support the mission of and uphold the items set forth by the Constitution of the IFC.

Section 3: Executive Duties

A. President

1. He shall be the principal representative of the IFC in all student, University, and local affairs.
2. He shall preside over all meetings of the Presidents' Council and the Executive Board and shall be an ex-officio member of all IFC Committees.
3. He shall have the authority to convene or cancel any regular or special meeting of the Presidents' Council.
4. He shall have the authority to create and dissolve any ad hoc Committee deemed necessary, and to appoint and remove members of any IFC Committee.
5. He shall have the authority to veto any legislation passed by the Presidents' Council. The veto can be overridden with a three-quarters (3/4) vote of Presidents' Council.
6. He shall have the authority to break any tie in a vote by the Presidents' Council or Executive Board.

7. He shall work with the President of the Panhellenic Association and the National Pan-Hellenic Council as necessary to improve Greek relations and visibility at the University and in the community.

B. Vice President for Standards

1. He shall enforce the Constitution and By-Laws through the investigative and judicial powers of the IFC.
2. He shall act as the Vice President for Standards of the Judicial Board and perform all of the designated duties defined in the Conduct Program of the Interfraternity Council.
3. He shall enforce all decisions of the Judicial Board.
4. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

C. Vice President for Finance

1. He shall formulate a budget for each semester.
 - a. This budget shall be subject to the approval of the Executive Board and the IFC Advisor.
2. He shall be responsible for the receipt and expenditure of funds as authorized by the Presidents' Council and the Constitution.
3. He shall be responsible for maintaining and affecting the Finance Policy as outlined in Article V of the IFC By-Laws.
4. He shall be responsible for keeping the most current and accurate By-Laws readily available for the public.
5. He shall take attendance at Presidents' Council meetings and have the authority to levy fines for unexcused absences in accordance with the By-Laws.
6. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

D. Vice President for Community Relations

1. The Vice President for Community Relations shall record the proceedings of all meetings of the Presidents' Council and the Executive Board.
 - a. Following the completion of all Presidents' Council and Executive Board meetings, he shall be responsible for making the record of the proceedings available to all attendees and to those members that were unable to attend the meeting.
2. He shall draft IFC press releases and distribute them to the appropriate entities.

3. He shall prepare an events calendar and update it regularly.
4. He shall maintain all IFC-related email lists.
5. He shall maintain the IFC website.
6. He shall maintain all IFC social media accounts.
7. He shall serve as the communications liaison between the IFC and all other University-related organizations and event coordination groups.
 - a. If necessary, he shall assist in contacting Chapter Presidents to facilitate communication between the IFC Chapters and the interested organization or group.
8. He shall serve as the Chairman of the Committee for Community and University Relations.
9. He shall advertise and market all IFC-wide events.
10. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

E. Vice President for Recruitment

1. He shall coordinate all activities concerning recruitment.
 - a. He shall oversee the planning, coordination, and execution of a semester marketing and advertising campaign.
 - b. He shall coordinate all recruitment-related programming.
2. He shall consult with the President and the Director of Fraternity & Sorority Life to develop recruitment policy, procedures, and logistics.
3. He shall present the formal recruitment dates for the upcoming semester, including bid extension, at the last Presidents' Council meeting of each semester.
4. He shall develop and maintain all recruitment-related content on the IFC website.
5. He shall collect, analyze, and report on all recruitment-related data connected to Interactive Collegiate Services (ICS).
6. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

F. Vice President for Membership Development

1. He shall plan and coordinate all IFC-wide educational programming events in conjunction with the Office of Fraternity & Sorority Life.

2. He shall plan, coordinate, and execute a semester New Member Orientation program.
3. He shall work with the Vice President for Recruitment and the Vice President for Risk Management to educate New Members on the Risk Management policies of the IFC.
4. He shall work with the Office of Fraternity & Sorority Life to monitor and aid Chapters through the University Chapter Accreditation Program.
5. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

G. Vice President for Programming

1. He shall be responsible for the planning and coordination of all IFC community service and philanthropic events.
2. He shall, in coordination with the Vice President for Community Relations, market events sponsored by the IFC and any IFC Chapter.
3. He shall assist all other IFC Executives with the planning and implementation of programming and service initiatives.
4. He shall serve as the Chairman of the Committee for Philanthropic, Community Service, and Educational Programming Affairs.
5. He shall plan, coordinate, and execute community involvement events including, but not limited to Greek-or-Treat, Police Meet and Greet, Greek Sweep, Spring Carnival, Egg Hunt, Greek Week, etc.
6. He shall be responsible for promoting the image of the IFC chapters and managing the external workings of all IFC chapters.
7. He shall work with the Vice President for Community Relations to plan events that are relevant to the community as well as the IFC chapters.
8. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

H. Vice President for Risk Management

1. He shall be responsible for educating chapter officers and the chapter pertaining to risk management policies and procedures established by the Fraternity Information and Programming Group (FIPG).
2. He shall be responsible for educating chapter officers and the chapter pertaining to risk management policies and procedures established by the Interfraternity Council.

3. He shall be responsible for educating chapter officers and the chapter pertaining to risk management policies and procedures and the laws of the State of West Virginia, the City of Morgantown, and West Virginia University.
4. He shall perform such other duties as may be delegated to him by the President or the Executive Board.
5. He shall Chair the IFC Judicial Board.

Article IV – Permanent Committees

Section 1: Committee Descriptions

Activities specifically assigned to address programs and practices which are the normal functions of the Council and the fraternity community shall be grouped into four (4) committees. Each committee shall have a Committee Chairman who shall directly report to the IFC President. No committee shall have more than seven (7) members, including the Chairman. The committees and their specific areas of responsibility shall be as follows:

A. **Committee for Philanthropic, Community Service, and Educational Programming Affairs:**

Responsible for all duties prescribed by the Vice President for Programming including, but not limited to: coordinating all Philanthropies and acting as a resource for all Philanthropy Chairmen; coordinating and advertising any Council and individual Chapter Community Service initiatives; and promoting all Educational Programming efforts by Chapters, the Council, or other organizations.

1. The Vice President for Programming shall serve as the Committee Chairman.
2. The Committee for Philanthropic, Community Service, and Educational Programming Affairs shall consist of one (1) Administrative Assistant, one (1) Director of Philanthropic Affairs, one (1) Director of Community Service, and one (1) Director of Educational Programming.

B. **Committee for Recruitment and Membership Development:**

Responsible for all duties prescribed by the Vice President for Recruitment and the Vice President for Membership Development including, but not limited to: coordinating all activities related to recruitment and new member education; developing anti-hazing practices for Chapter members and anti-hazing policies for Presidents' Council; developing new member education initiatives with a focus on leadership development; collecting, analyzing, and presenting current and past recruitment data; and coordinating with the Vice President for Programming and the Vice President for Communications to create effective recruitment strategies and new member education programs.

1. The Vice President for Recruitment and the Vice President for Membership Development shall serve as Committee Chairmen.

2. The Committee for Recruitment and Membership shall consist of one (1) Administrative Assistant, one (1) Director of Development, one (1) Director of New Member Education, one (1) Director of Leadership, and two (2) Directors of Recruitment.
- C. **Committee for Risk Management:** Responsible for all duties prescribed by the Vice President for Risk Management including, but not limited to: coordinating with the University and the Morgantown community in order to gather information to improve fraternity risk management practices and address the concerns of these groups; researching ways to improve current IFC risk management policies; developing new initiatives to improve fraternity risk management practices; and assisting in the education of new members, IFC chapter members, and Panhellenic chapter members. The Vice President for Risk Management shall serve as the Committee Chairman.
- D. **Committee for Community and University Relations:** Responsible for all duties prescribed by the Vice President for Communications including, but not limited to: promoting effective communication between the three fraternity and sorority governing councils and facilitating communication between the IFC and the City of Morgantown and other non-University entities. The Vice President for Community Relations shall serve as the Committee Chairman.

Section 2: Selection of Committee Members

The selection of all committee members shall be made by the IFC President and the respective Committee Chairman.

- A. All applicants must meet the following requirements:
1. Be a member in good standing with the University and with his respective fraternity.
 2. Hold a cumulative GPA of at least 2.50.
 3. Have held an office within his Chapter.
- B. Applicants must submit their applications into the mailbox of the IFC President by the date prescribed on the application.
- C. Applicants deemed qualified will be selected for interview. Interviews shall take place within one week of the application deadline. Interviews shall be conducted by the IFC President, the respective Committee Chairman, and one (1) other members of the Executive Board.

Article V – Finance Policy

Section 1: Regular IFC Dues

- A. Chapter Member Dues
1. Chapter Member Dues shall be collected each semester and shall be computed by multiplying the number of members listed on the Interactive Collegiate Service (ICS) membership roster as of the last day of the previous semester by \$15.00.

B. Chapter Member Dues Billings

1. The total sum of the Chapter Member Dues shall be billed in writing by the Vice President for Finance to the Chapter President by the third Tuesday of each spring and fall academic semester or upon notice of the Vice President for Finance.

C. Chapter Member Dues Collection

1. The total sum of the Chapter Member Dues shall be due to the Vice President for Finance fourteen (14) business days after issue.
2. If a Chapter fails to submit the total sum of the Chapter Member Dues 5:00 pm on the fourteenth (14th) day after issue, the Chapter shall be placed on immediate Probation by the Vice President for Standards and will be assessed a late fee of \$25.00 per business day late.

D. Reserve Account

1. The IFC will maintain a minimum balance of five thousand dollars (\$5000) in a reserve account. In addition, five percent (5%) of each semester's dues assessments will be deposited in this IFC reserve account with the stipulation that expenditures from this fund must be approved by a majority of the Presidents' Council.

Section 3: Unlawful Acts

It shall be unlawful for any officers, agents, or employees of the IFC to receive or retain any funds of the Council as compensation or otherwise, except such as is authorized by the By-Laws or the Executive Board.

Section 4: Expenditures

A. Unappropriated Expenditures

1. Any expense concerning the appropriation of unbudgeted monies of \$100 or more must be approved by the Executive Board.

B. Special Events

1. The IFC will pay supply costs of any Special Event at the discretion of the IFC President and the Vice President for Finance.

Section 5: Funding Chapter Philanthropy Events

- A. The IFC shall provide funding support for the costs incurred by individual chapters hosting a philanthropy event.
- B. Requests for funding will be subject to the approval of the Vice President for Finance and Vice President for Programming, with the advice and consent of the Executive Board.

- C. In order to be eligible for funding, the chapter must submit the following documentation to the Vice President for Finance.
 - 1. A Funding Application, which can be found on the IFC Website or in the Office of Fraternity & Sorority Life.
 - 2. Original, itemized receipts for expenses associated with the event.
 - 3. Proof of donation to the philanthropic organization indicated on the Funding Application.
- D. No chapter shall be granted funding for more than two (2) events in one semester.
- E. The IFC will provide funding for costs up to two hundred dollars (\$200) for an individual event.
- F. Any event not approved by the Office of Fraternity & Sorority Life shall not be funded by the IFC.
- G. Any philanthropy event found to be in violation of any IFC policy will not be eligible for funding.
- H. Any event involving alcohol will not be eligible for funding.

Section 6: Financial Assistance for Chapter Development

- A. At the beginning of each calendar year, the Vice President for Finance shall allocate a certain portion of the annual budget to assisting chapters in severe financial need fund programs including, but not limited to: professional recruitment consultation; recruitment events; leadership training; member development. This allocation, as with the entire annual budget, is subject to the approval of the Executive Board.
- B. In order to be eligible for funding, the chapter must first apply for funding from the West Virginia University Student Government Association and submit the following documentation to the Vice President for Finance:
 - 1. A written request outlining the chapter's financial standing, the program to be held, the importance of this program to the chapter's future success, and any other information indicating the need for financial assistance with the program.
 - 2. A letter from the third party being hired outlining the services to be provided and the costs associated with those services if the funding requested is to be used for professional consultation or other services.
 - 3. This initial application is subject to the approval of the Vice President for Finance and the Vice President for Membership Development.
- C. The Vice President for Finance and Vice President for Membership Development, upon approving the initial application, will arrange a meeting with the Executive Board of the Chapter to verify all information submitted in the application.
 - 1. The chapter should bring all relevant financial records and/or documentation to this meeting for review. The contents of these records will remain strictly confidential.

- D. If the Vice President for Finance and Vice President for Membership Development feel that the chapter is genuinely in need of assistance, they will bring their findings to the Executive Board for final approval.
 - 1. Any member of the Executive Board who is a member of the chapter in question may not participate in the discussion.
 - 2. An officer of the IFC Executive Board who is a member of the chapter in question may participate in the initial meeting between the chapter's Executive Board, the Vice President for Finance, and the Vice President for Membership Development.
- E. Once final approval has been granted, the chapter must adhere to the following conditions:
 - 1. A member of the Executive Board must be permitted to attend the program or event, if they so desire.
 - 2. A minimum of seventy percent (70%) of the chapter's membership must be present at the program or event. This condition may be superseded if otherwise specified in the terms and agreements between the chapter's Executive Board, the Vice President for Finance, and the Vice President for Membership Development.
 - 3. The chapter must arrange a meeting with the Vice President for Finance and Vice President for Membership Development to review the event and discuss how the chapter improved as a result of the event.
 - 4. Any chapter failing to follow this procedure will be responsible for returning a minimum of fifty percent (50%) of the funds provided, and may be responsible for returning all of the funds. This determination will be made by the Executive Board.
 - 5. The chapter will be responsible for contributing a minimum of twenty-five percent (25%) of the total cost of the program or event, and may be responsible for a higher percentage of the cost at the discretion of the Executive Board and IFC Advisor.
- F. Any program or event found to be in violation of any IFC policy will not be eligible for funding.
- G. Chapter may not receive funding more than once each semester.
- H. Once the IFC's allocation for funding chapter events is expended, the IFC is not responsible for reviewing additional applications, but may choose to do so if the budget permits and the Executive Board approves of doing so.

Article VI – Public Relations Policy

Section 1: Consultation Services for Chapters

- A. The Executive Board may provide consultation to any Chapter or individual regarding any information (including t-shirts, radio addresses, and public actions) that will be printed or published for official IFC

events. This consultation may be obtained from the IFC President, the Vice President for Community Relations, the Executive Board, or the IFC Advisor.

- B. Active Chapters may consult the IFC regarding any information that will be printed in The Daily Athenaeum or any publication, especially for controversial issues. Consultation is available for events including, but not limited to, philanthropy and community service, educational programming, advertising for recruitment, and other IFC related issues and policies.
- C. The Executive Board will provide details to any Chapter or individual regarding information about IFC participation in all fraternity and sorority life programs and other events as appropriate.

Section 2: Social Function Marketing Restrictions

- A. Chapters may not reference or display images of alcohol beverages, alcohol beverage containers (glasses, cups, kegs, etc.), alcohol-brand labels, alcohol consumption, etc. when marketing an event.
- B. This restriction applies to both before, during, and after the event has occurred.

Section 3: Social Function Documentation Restrictions

- A. No documentation of a Social Function sponsored by an IFC Chapter may be made public by a member or an agent of an IFC Chapter without the approval of the Executive Board.
- B. Chapters may not permit a third party to document a Social Function that the Chapter is sponsoring without the approval of the Executive Board.

Article VII – Chapter Membership Policy

Section 1: Expansion Guidelines

Expansion may occur in one of the following ways: (1) the IFC establishes a formal expansion plan or (2) an interest group petitions the Council. In either scenario, a group must make initial contact with the Office of Fraternity & Sorority Life for guidance. Then, an expansion proposal will be devised and sent to the IFC for review. Upon review, an exploratory meeting shall be convened with the President. This meeting explores the goals and purposes of the fraternity, and why it seeks membership into the West Virginia University IFC. The IFC Advisor, the President, and the Executive Board will reach a decision as to whether or not to pursue expansion.

- A. If an inter/national fraternity wishes to colonize at chapter at West Virginia University:
 - 1. Before the colonization process can begin, all requirements under Article VII, must be completed before the process can continue.
 - 2. A formal presentation is to be made to the IFC Executive Board, demonstrating strong inter/national support.
 - 3. Submission of the inter/national fraternity constitution and by-laws.

4. A statement for the plans for coordination between the Chapter, the IFC and the inter/national officers must be presented.
 5. A statement from the local alumni (if any) of the national fraternity in support of the establishment of a Chapter at the University must be submitted.
 - a. A local alumnus of the fraternity must be designated to work with the group as their alumni advisor.
- B. If the proposal is inadequate and not repairable, the Executive Board can terminate the process at this point.
- C. If the proposal is approved by the President the following will occur:
1. The proposal is reviewed by the Executive Board and distributed to the IFC President's Council.
 2. The fraternity will appear before the Presidents' Council and make a brief presentation about their proposal.
 - a. The IFC Executive Board can give their recommendations to the Presidents' Council.
 - b. If moved and seconded, the vote is taken. This vote may be tabled for a time not exceeding two weeks, as per Robert's Rules of Order.
 3. If the group receives a two-thirds (2/3) vote of the Presidents' Council, the group is granted a one year colony status. During this colony status, the group is permitted to participate in all IFC-sponsored activities, but not permitted the privilege of voting during the President's Council or being represented on the Executive Board.
 4. If, during the course of their colony status, the Vice President for Standards finds the group in violation of any IFC or University policy, the Executive Board and the IFC Advisor will consider immediate separation of the Chapter from IFC. This will result in all privileges of a recognized student organization being terminated.
 5. When the group prepares to charter with their national organization, the group will submit a proposal for chartering recognition to the President. This should document the accomplishments of the group over the colony period. The President reviews the proposal and makes a recommendation on full membership.
 6. Once an organization receives a Charter from their inter/national headquarters, their status is automatically moved to full membership.

Section 2: IFC Chapter Recognition

The following standards are in addition to the minimum expectations for expansion identified by the Office of Fraternity & Sorority Life:

- A. The organization will abide by all University, IFC, and inter/national policies and regulations.

- B. Organizations with restrictive membership clauses regarding race, religion, creed, and/or sexual orientation shall not obtain or maintain IFC recognition.
- C. A member of an IFC recognized organization cannot be a member of a second or multiple other IFC organizations.
- D. A faculty member, staff member or fraternity alumnus must act as an advisor to these groups.
- E. Recruitment activities of fraternities are conducted according to the regulations established respectively by the IFC and all recruitment events will be substance-free.
- F. Statement of Position on Hazing and Pre-Initiation Activities of the Fraternity Executives Association:

Special emphasis is placed on the definition of hazing, which includes any action or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule, any activities which are not consistent with fraternal laws, rituals, or policy or the regulations and policies of the University. This statement pertains to all affiliated members of a fraternity, which includes new members, Brothers, and alumni.
- G. Requirements of an IFC Chapter to maintain recognition status:
 - 1. The group must maintain a minimum of five (5) initiated members at all times unless special circumstances have been approved by the IFC Executive Board.
 - 2. The group must adhere to all risk management policies as outlined by this Constitution and By-Laws.
 - E. The group must complete Summit Assessment Program. IFC recognition may be removed for failure to meet minimum standards.
 - F. The minimum GPA of the chapter must be a 2.75 or the all-men's average, whichever is greater.

Section 3: Formal New Member Recruitment Standards

Formal recruitment standards shall be maintained from semester to semester. Specific details such as the calendar of events, logistics, and procedures not outlined herein for each formal recruitment period shall be proposed by the Vice President for Recruitment no later than the last President's Council meeting of the preceding semester. These policies must be voted on by the Interfraternity Council and will be made available to chapters as a resource on the IFC website.

- A. **Potential New Member Eligibility:** An individual must meet the basic criteria listed below in order to be eligible for membership in an IFC Chapter.
 - 1. **General Eligibility:** Potential New Members must be full-time students who have earned a minimum of 12 credits and a 2.75 overall GPA.
 - 2. **Advanced High School Credit:** Potential New Members who earned academic credit while enrolled in high school are **not eligible** for fraternity membership during the fall semester if the fall

semester is their first semester of full-time enrollment at West Virginia University after being graduated from high school.

3. **Transfer Students:** Potential New Members who have earned a minimum of 12 credits at another college or university while being enrolled as a full-time student at that college or university are eligible to join a fraternity during the fall semester if this semester is their first semester of full-time enrollment at West Virginia University.
4. **Registration:** Be fully registered, including payment of any registration fee, and be verified as being academically eligible for membership through the Potential New Member registration system designated by the Interactive Collegiate Services (ICS).

B. **Alcohol-Free Recruitment Policy:** Alcohol shall be strictly forbidden from the recruitment process, including formal and informal recruitment events.

1. Chapters and their members shall not be permitted to have alcohol present at a recruitment event, regardless of the location of the event.
2. Potential New Members shall not be permitted to attend any function where alcohol is present regardless of the location of the event.

C. **Women & Non-Member Involvement During Recruitment Policy:** Women and other non-members are not permitted to be present or to be involved in any chapter's recruitment program and/or process at West Virginia University. This policy includes, but is not limited to the following:

1. Being present at the chapter house or any other location where the chapter is hosting recruitment events and/or where Potential New Members are present.
2. Participating, in any way, with a chapter recruitment event before, during, or after the event regardless of the location, i.e., the chapter house, the Mountainlair Student Union, any off-campus location, etc.
3. Communicating, in any way, with Potential New Members on behalf of the chapter in an effort to support the chapter's recruitment efforts.
4. Wearing chapter paraphernalia (shirts, buttons, pins, badges, etc.) where the chapter's name and/or Greek Letters are clearly displayed in an effort to support the chapter's recruitment efforts.
5. Being present at the chapter house or any other location where the chapter is hosting a recruitment and/or Bid Day event where New Members are being welcomed to the chapter as New Members, Candidates, Associates, etc.

D. **Bid Extension:** All Chapters must abide by the Bid Extension policies listed below.

1. A Chapter may not extend a bid to a Potential New Member prior to the date established by the Vice President for Recruitment and the IFC Executive Board.
2. A Chapter may not extend a bid to any person that is ineligible to participate in fraternity recruitment.

- a. Chapters shall be responsible for confirming that all Potential New Members whom they extend bids to are eligible to participate in fraternity recruitment.
- E. **Bid Extension Reporting:** Chapters must submit a Bid Extension Report each semester according to the guidelines listed below.
1. The Bid Extension Report shall include all requested information for the Potential New Members that the Chapter is extending bids to.
 2. The Report shall be submitted in advance of bid extension by the date and time established by the Vice President for Recruitment and the IFC Executive Board.
- F. **Bid Acceptance Reporting:** Chapters must submit a Bid Acceptance Report each semester according to the guidelines listed below.
1. The Bid Acceptance Report shall include all requested information for the Potential New Members that the Chapter extended bids to, as well as a clear indication of which of the Potential New Members accepted their bids to the Chapter.
 2. The Report shall be submitted following the conclusion of the formal bid acceptance period by the date and time established by the Vice President for Recruitment and the IFC Executive Board.
- G. **Policy Enforcement Procedures:** The Executive Board shall reserve the rights listed below in order to enforce any and all policies established by the Vice President for Recruitment and the IFC Executive Board.
1. The Executive Board shall reserve the right to remove any Potential New Member from the formal recruitment process for any violation of federal, state, or local law, as well as any violation of IFC or University policy.
 2. The Executive Board shall reserve the right to implement enforcement programs without the expressed approval of the Presidents' Council in order to ensure that all IFC Chapters are behaving in accordance with the agreed upon formal recruitment policies.
 3. The Executive Board shall reserve the right to levy sanctions on Chapters that violate formal recruitment policies.

Section 4: New Member Regulations

The position of this IFC is in support of constructive educational and inspirational programs, and has asserted unequivocally its opposition to hazing and inspirational initiation activities which do not contribute to the positive development and welfare of new members and members. Furthermore, the IFC believes that one of the most damaging instruments to the fraternity community is the employment of a program of education which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.

- A. Potential New Members shall not be recognized as New Members until receipt of an official membership report by the IFC and the Office of Fraternity & Sorority Life. The official membership

report must be returned to the Office of Fraternity & Sorority Life twenty-four (24) hours following the acceptance of the invitation to join unless arrangements have been made with Office of Fraternity & Sorority Life.

- B. If a New Member chooses to disassociate from the chapter, the Chapter Recruitment Chair or New Member Educator shall notify the Vice President for Recruitment and the Office of Fraternity & Sorority Life within twenty-four (24) hours of formal notification of the individual's disassociation.
- C. Any request made to the IFC for individual recognition of disaffiliation by either the inter/national office or the Chapter at this University will be considered permanent. Once the IFC and Office of Fraternity & Sorority Life approves such or from that point on, he shall not be permitted to return to the Chapter membership rosters, nor will he be permitted to any rights, privileges, or responsibilities normally made available to and expected of an official registered and recognized fraternity member.
- D. To be initiated, New Members must have a 2.75 cumulative GPA.
 - 1. To be initiated, New Members of IFC fraternities must have a cumulative GPA that is stated in the Chapter's Constitution and By-Laws and approved by their inter/national organization, the IFC, and the Office of Fraternity & Sorority Life.
- E. New Member activities are held at the discretion of the member fraternity provided it does not violate the Statement of Position on Hazing and Pre-Initiation Activities. The Vice President for Standards will view any violations as serious transgressions of the IFC Constitution and By-Laws.
- F. It is required that each New Member Educator submits a New Member Education Program to the Office of Fraternity & Sorority Life according to the policies and procedures outlined by OFSL for creating such a program and that program must be approved by OFSL before the chapter may begin the New Member Education Program, and such activities will be no longer than four (4) weeks, unless a shorter period has been designated by the Chapter's inter/national headquarters.
- G. The New Member period starts on the date designated by the IFC Executive Board.
- H. New Member activities may not occur between the hours of 10:00pm and 8:00am daily.
- I. Alcohol shall not be present at any New Member program, activity or ritual of the Chapter, or programs for the development in members of leadership responsibility, and the appreciation of moral, spiritual and intellectual values, consistent with their ideals and teachings.
- J. All New Members must be registered with Interactive Collegiate Services (ICS) program prior to the end of recruitment.
- K. 100% of New Members must be trained in alcohol education through an IFC approved program.

Section 5: Membership Reports

- A. Chapters recognized by the IFC are required to maintain their chapter rosters on the Interactive Collegiate Services (ICS) program at all times.

- B. For each day a chapter fails to maintain their chapter roster on ICS, a \$50 per day fine will be assessed and the chapter in violation will be placed on immediate social suspension by the Vice President for Standards until the chapter's membership roster is updated on ICS and the fine is paid in full.
- C. Chapters are required to provide the following information on ICS for each member: First Name, Last Name, West Virginia University email address, and the student's nine-digit West Virginia University student ID number.

Article X – Conduct Policy

The Interfraternity Council Conduct Policy governing the recognized fraternities within the Interfraternity Council is found in the attached document called *The Interfraternity Council Conduct Procedure*. It is hereby incorporated within.

Article XI – Amendments

Section 1: Amendment Proposal

An Amendment to the Constitution and By-Laws of the IFC may only be proposed by a Chapter President or member of the IFC Executive Board at any regular or special meeting of the Presidents' Council.

Section 2: Amendment Approval

Any Amendment to the Constitution and By-Laws must be approved by a 3/4th affirmative vote of the President's Council, which constitutes the IFC.

WEST VIRGINIA UNIVERSITY
MORGANTOWN, WEST VIRGINIA



INTERFRATERNITY COUNCIL
CONDUCT PROCEDURE
AMENDED OCTOBER 2017

Introduction

The Interfraternity Council's focus is to foster an environment which is safe and conforms with fraternal values and the values of West Virginia University. The Interfraternity Council's Conduct Process is applicable to all organizations (new members and duly initiated members) represented by the Interfraternity Council.

The Conduct Process seeks to mitigate risk and promote accountability within the fraternal community. The Conduct Process does not supersede civil or criminal laws and is in addition to West Virginia University Policies and Rules for Students and the student Code of Conduct.

The respective fraternity is responsible for all actions by their individual members and/or groups of members.

Any reports or findings of individual conduct violations will be referred to the Office of Student Conduct.

Any change made to the Interfraternity Council by-laws must have approval by a two-thirds majority of voting members and Director of Fraternity & Sorority Life.

Article I: Definitions

Section 1: Definitions

A. The following definitions will apply throughout this document:

- 1) The term "**University**" means West Virginia University (including its campuses).
- 2) The "**Interfraternity Council**" is the governing body of the recognized fraternities at West Virginia University who are members of the North-American Interfraternity Conference.
- 3) The "**Judicial Board**" shall consist of five (5) fraternity members who will be duly elected by the process outlined in these articles.
- 4) The "**Chairman of the Judicial Board**" is the Vice President for Risk Management of the Interfraternity Council and facilitates the judicial process.
- 5) The term "**respondent fraternity**" is defined as a fraternity who allegedly violated any policy or expectation outlined in Article I.
- 6) The term "**complainant**" is defined as any person or organization alleging that they were adversely affected by the fraternity who allegedly violated any policy or expectation outlined in Article I.
- 7) The term "**Advisor**" refers to the Chapter Advisor or University Advisor who is registered to serve in that capacity with the Office of Fraternity & Sorority Life.
- 8) A "**Social Function**" shall be defined as any activity sponsored by a chapter and/or its' members, on or off chapter property, where alcohol is present regardless of the source (purchaser, provider, etc.) of the alcohol, including third party vendor events.
- 9) The term "**Preponderance of the Evidence**" describes the standard of evidence that is used to make a determination of responsibility in a Judicial Board Review and is defined as **a more likely than not standard**.

ARTICLE II: West Virginia University Conduct Policy

Section 1: Authority

The Interfraternity Council Constitution, Bylaws, and subsequent policies, procedures, resolutions, and judicial program yields to the supremacy of the Office of Fraternity & Sorority Life *Manual of Operations*, which is incorporated by the West Virginia University Student Conduct Code. Please consult the West Virginia University Student Conduct Code for specifics regarding conduct and discipline.

Section 2: Jurisdiction

- A. All member chapters and chapter members fall under the tutelage of the IFC Judicial Board
- B. Decisions of the IFC Judicial Board are final pending the normal review and appeal process.
- C. The University has dual jurisdiction over alleged violations of University policy and may independently initiate the adjudication of violations and issue sanctions through the Directors of Student Conduct and Fraternity & Sorority Life.
- D. The IFC Judicial Board may not concurrently adjudicate cases that are being adjudicated through the Offices of Student Conduct or Fraternity & Sorority Life.

Section 3: Determination of Forum

The Director of Fraternity & Sorority Life, or his or her designee, shall determine forum for all judicial processes. Should the Interfraternity Council be determined as the appropriate forum for adjudication, these processes shall govern.

Article III – Sanctions

Section 1: Sanctions

The following sanctions are permissible per the Student Conduct Code:

1. **Educational Programming:** Refers to active or passive programs where chapters engage in a particular topic for further review (e.g. risk management, social event policy, anti-hazing programs, Title IX processes, etc.).
2. **Fines:** Monies owed.
3. **Restitution:** Refers to requiring a chapter to pay for damages or misappropriation of property. Restitution may be imposed separately or in addition to any other sanction. In the case of damage, destruction, defacement, theft, or unauthorized use of property, restitution may be required through financial payment or by providing a service. Failure to make restitution will lead to additional sanctions.
4. **Restoration:** Restoration (e.g., apology, community service, etc.): may be assigned to a chapter whose actions have had a negative impact on an individual and/or the community.
5. **Suspension of New Member Education Program or Recruitment Restrictions:** Refers to when an organization's new member education program or recruitment efforts must cease for a designated period of time.
6. **Censure/Warning:** Formal reprimand and condemnation of behavior.

Article IV – Social Function Management Policy

Section 1: Expectations & Liability

A. Expectations

1. The Interfraternity Council is committed to fostering a community which engages in safe alcohol consumption practices by encouraging responsible, healthy and safe uses of alcohol for those of legal drinking age; and actively discourages unlawful, irresponsible, and abusive alcohol use. The policies set forth through this document provide guidelines for each member to conform to the fraternal values of their organization and the values of West Virginia University. In addition to the requirements outlined through federal, state, and local laws, University Policy, and fraternity inter/national policies the IFC Social Event Management Policy provides requirements each organization must adhere to.

B. Liability

1. The IFC accepts no liability for incidents involving its' individual chapters and their members when any federal, state, or local laws and/or any University or fraternity inter/national policy is being violated including underage individuals consuming alcohol.

Section 2: Social Policy

The Office of Fraternity & Sorority Life Social Event Policy outlines the social policy for IFC Fraternities to follow. Please consult the Office of Fraternity & Sorority Life *Manual of Operations* for the most up to date version of the policy.

Article VI – The Conduct Process

Section 1: Roles in the Conduct Review Process

- A. **Judicial Conference Board:** The Interfraternity Council's President, Vice President for Standards, and the IFC Advisor will serve as the Judicial Conference Board whose responsibility will be to conduct initial Conference Reviews of all violations of IFC Conduct Policy. From this review, the Director of Fraternity & Sorority Life shall determine the appropriate judicial forum.
- B. **IFC Judicial Board:** The IFC Judicial Board shall consist of five (5) fraternity members, who will be duly interviewed and appointed by the IFC Executive Board and affirmed by a simple majority of the IFC President's Council.
 - a. Two (two) members shall be seniors in terms of earned credit
 - b. One (one) member shall be a junior in terms of earned credit
 - c. One (one) member shall be a sophomore in terms of earned credit
 - d. The IFC Vice President of Risk Management shall also sit on the Judicial Board.
- C. **Chairman of the Judicial Board:** The Vice President of Risk Management of the Interfraternity Council's Executive Board shall act as the Chairman of the Judicial Board.
 1. If conflict of interest arises, the next VP on the Executive Board in terms of succession shall take over as Chair.

- D. **Vice President for Standards:** During a formal Conduct Review, the Vice President for Standards shall be responsible for presenting the information related to the case and the allegations for which the Chapter is being reviewed.

Section 2: Responsibilities of the IFC Judicial Board

The purpose of the IFC Judicial Board shall be to review chapter conduct violations and allegations in order to start the conduct process. The Judicial Board shall have the responsibility and authority to adjudicate cases involving violations of inter/national headquarters, Interfraternity Council, University policy, or any Federal, State, or local laws as deemed appropriate by the WVU Student Conduct Code. The Judicial Board has the authority to sanction an entire Chapter for violation(s) committed by individual member(s).

- A. A complaint is a report received by the Interfraternity Council from various sources that include the University or local Police, residence life staff, Office of Student Conduct, Office of Fraternity & Sorority Life, other fraternities or sororities, students, or any community member.
- B. A complaint is a report where the actions and/or behaviors of a member(s) of a fraternity could reflect negatively on the organization and/or the fraternity and sorority community.
- C. The Judicial Board may also yield and make a referral to the Office of Student Conduct for any allegations of individual violations of the Student Conduct Code during any point of its adjudication.

Section 3: Duties of the IFC Judicial Board

- A. The Chairman of the IFC Judicial Board shall:
1. Schedule and supervise all Judicial Board sessions.
 2. Ensure that all procedures outlined in this document are followed.
 3. Advise and inform the Board of precedents set in similar cases.
 4. Advise and inform the Board of the level of fraternity cooperation during the investigation process.
 5. Inform all involved parties, in writing, of the Board's decision.
 6. Keep all procedural matters related to the Board's process confidential.
- B. The Vice President for Standards shall:
1. Handle all investigative activities assisted by the Interfraternity Council Advisor.
 2. Collect all relevant information and present it to the Judicial Board.
 3. Keep all matters and information related to judicial process confidential.
- C. The Members of the Judicial Board shall:
1. Collectively act as a neutral party during judicial process.
 2. Not receive, discuss, or be familiar with any information relating to the cases they will hear prior to the review.

3. Keep all matters related to judicial process confidential.

Section 4: Judicial Board Member Selection Procedure

- A. The IFC Executive Board shall review all applications for the Judicial Board.
- B. To be eligible, applicants must meet the following requirements:
 1. Be a member in good standing with the University and with his respective Fraternity.
 2. Hold a cumulative grade point average (GPA) of at least 2.75.
- C. No more than one (1) member per Chapter may sit on the Judicial Board.
- E. All candidates must follow the application procedures specified by the Executive Board.
- F. Once all of the Judicial Board Members have been selected, the President shall inform all candidates of the decision.

Section 5: Judicial Board Member Term

- A. The length of each Judicial Board member shall be one calendar year, concurrent with the IFC Executive Board.

Section 6: Dismissal of Judicial Board Members

The IFC Executive Board reserves the right to dismiss any Judicial Member by a majority vote.

Section 7: Sanctioning Authority

The Director of Student Conduct and/or Director of Fraternity & Sorority Life shall have the authority to place a Chapter under investigation on Interim Suspension, Probation, or Social Probation and to define the terms of that status in order to preserve the integrity of any investigation on behalf of the IFC Judicial Board, inter/national headquarters, University, or government authority; to prevent further related offenses; and/or to protect the welfare of the fraternity and sorority community and West Virginia University community.

The Judicial Board shall have the authority to use one or more of the following disciplinary actions after the judicial process has been completed:

A. Judicial Board Censure

1. A Chapter is reprimanded and corrective action is suggested and required.
2. No fine or loss of privilege is imposed as part of a censure.

B. Monetary Fine

1. A Chapter is assessed a monetary fine.

C. Recruitment and/or New Member Education Program Suspension

1. A Chapter shall be prohibited from conducting any recruitment or new member education events or activities for a specified and continuous period of time.

2. The new members of the Chapter shall be prohibited from hosting or participating in any event associated or hosted by any of the governing councils as representatives of the Chapter.
3. Violation of the terms of Recruitment and/or New Member Education Suspension may result in additional disciplinary actions.

D. Restitution

1. A Chapter must financially or otherwise remunerate an individual, organization, or vendor.

E. Restoration

1. A Chapter must issue a form of restoration (apology, etc.) to an individual, organization, or vendor.
2. A Chapter is sanctioned to philanthropic or community service oriented programs

F. Educational Programming

1. Participation in or sponsoring of educational programs is assessed to a Chapter.
2. The President shall designate an IFC Executive Board member to design the rehabilitation program, in conjunction with the Director of Fraternity & Sorority Life and the IFC Advisor, and work with the Chapter to correct any problematic practices and issues.

Section 8: Chapter Judicial Board Rights

- A. A Chapter that is subject to review by the Judicial Board shall be afforded with the following procedural rights:
1. A written notification that was prepared prior to the Chapter's meeting with the **Judicial Board** that provided details of the alleged violations and the details that results in the complaint being filed.
 2. To receive an electronic, five (5) business day, and notification of the date, time, and location of the Chapter's scheduled Judicial Board meeting.
 3. To be evaluated only on information relevant to the charge(s) presented at the Judicial Board meeting.
 4. To be accompanied by its University or Chapter Advisor(s) and/or alumni during the process; however, the advisors and/or alumni may not represent the chapter at the Judicial Board meeting.
 5. To be permitted to present information and witnesses relevant to the alleged violation(s), and question witnesses during the Judicial Board meeting.
 6. To decline to appear at the review with the understanding that the decisions reached by the original Judicial Board will be immediately applied.
 7. To be given electronic notification of the decision of the Judicial Board within three (3) business days of the review.
 8. To request a delay of the Judicial Board review by:
 - a. Submitting an electronic request to the President twenty-four hours prior to the scheduled date and time of the Judicial Board meeting.

- a. The President may grant or deny the Chapter's request.
 - b. The Chapter may only request to delay the Judicial Board meeting one time for any single scheduled review.
 - c. To challenge the participation of any Judicial Board member prior to the scheduled review. If a challenge is approved, the Chapter's review will be rescheduled.
 - d. To request, by submitting an electronic letter to the President, within three (3) business days of the date of the sanction letter, an appeal.
- B. A record of the offense and the sanction imposed against the Fraternity will remain on file in the Office of Fraternity & Sorority Life and with the Vice President for Standards of the IFC.
- C. The IFC Chapter Presidents will be advised of the results of all Judicial Board reviews.

Section 9: Judicial Board Procedures

- A. The following may refer complaints to the IFC Conduct process:
- 1. The Director of Fraternity & Sorority Life or any University official may refer any report of University or Interfraternity Council Policy violation(s) for review to the IFC Vice President for Standards.
 - 2. The Vice President of Membership Development may refer reports of Membership Policy violation(s) for review to the Vice President for Standards.
 - 3. Any member of the University community may allege that a Chapter has violated an Inter/National, IFC, or University Policy, or any State, Federal or local law.
- B. Regular Preliminary Procedure
- 1. The Judicial Conference Board will investigate all complaints and make a recommendation in terms of forum to the Director of Fraternity & Sorority Life. The director will determine forum.
 - 2. If forum is determined in favor of the Office of Student Conduct, the process is taken out of the Interfraternity Council and its judicial processes.
 - 3. If forum is determined in favor of the IFC Judicial Board, the Vice President for Standards shall notify the following individuals, via electronic notification, of the complaints to be brought before the Board:
 - a. Chapter President;
 - b. IFC President;
 - c. Director of Fraternity & Sorority Life;
 - d. If the case involves an allegation of a major violation, the following parties will also be notified:
 - 1) Alumni Corporation President or Person-In-Charge;
 - 2) Alumni and/or University Advisor(s);
 - 3) Fraternity Inter/National Headquarters.
 - 4. The President will alert the Judicial Board members and notify them of the date, time, and location of the review.
- C. Procedures of the Judicial Board.
- 1. The Judicial Board shall:

- a. Review all complaints of alleged violations of IFC policies.
- b. Schedule a meeting with the Chapter representative(s) to review the alleged violation(s). The Chapter representative(s) must be any member(s) of the organization who have the authority to represent and make decisions on behalf of the organization.
- c. Once all parties are assembled, the Vice President for Standards will summarize the details of the alleged violation(s).
- d. The Chairman of the Judicial Board shall read the complaint forwarded by the Fraternity Conference Board that outlines the alleged violations.
- e. The Chapter's identity shall not be named at any point during the Judicial Board review.
- f. The Vice President for Standards shall make an opening statement and present any information related to complaint.
- g. The Chapter's representative(s) shall make an opening statement and respond to the information provided by the Vice President for Standards.
- h. The Vice President for Standards will introduce and question any IFC witnesses related to the complaint.
- i. The Chapter's representative(s) will be given an opportunity to question any IFC witness introduced by the Vice President for Standards.
- j. The Chapter's representative(s) will introduce and question any IFC witnesses related to the complaint.
- k. The Vice President for Standards will be given an opportunity to question any witness introduced by the Chapter's representative(s).
- l. The Judicial Board members will be given an opportunity to question the Vice President for Standards, the Chapter's representative(s), and the witnesses related to the complaint.
- m. Both the Vice President for Standards and the Chapter's representative(s) shall have the opportunity to make final comments or statements to the Judicial Board.
- n. The Vice President for Standards and the Chapter's representative(s) and all witness will be excused and required to leave the room.
- o. Prior to leaving, both parties shall leave all material evidence with the Judicial Board.
- p. The Judicial Board shall deliberate the facts of the case.
- q. The Judicial Board shall determine, by a simple majority vote, if the Chapter is Responsible or Not Responsible for the violation(s) named in the complaint using a preponderance of evidence standard.
- r. If the Chapter is determined to be Not Responsible, the complaint is resolved and the Chapter shall be notified of the outcome of the review within three (3) business days.
- s. If the Chapter is determined to be Responsible, the Chairman of the Judicial Board will then present the Judicial Board with the appropriate Uniform Sanctions Code to assign a Sanction(s).

- t. If the Chapter has determined to be Responsible for violating an inter/national, IFC, University Policy or any applicable State, Federal or local law that is not explicitly described in the Uniform Sanctions Code, it will be the responsibility of the IFC Executive Board to determine an appropriate sanction.
- u. In determining the sanctions, the Chairman of the Judicial Board will:
 - a. Present information related to sanctions imposed in past or similar cases.
 - b. Inform the Judicial Board of all infractions for which the Chapter has been determined to be Responsible during the last twelve (12) months.
 - c. Discuss the possible sanctions to impose on the Chapter.
 - d. Conduct a vote to determine a sanction in accordance to the Uniform Sanctions Code.
- u. When the review is concluded, the IFC President will notify the Chapter involved via electronic notification of the Judicial Board's decision. This notice will be delivered within three (3) business days and will include all sanction(s) imposed and information regarding the appeal procedure.
- v. The following individuals will be notified of the Judicial Board review results:
 - 1. Chapter President;
 - 2. All Members of the IFC Executive Board;
 - 3. Director of Fraternity & Sorority Life;
 - 4. IFC Advisor;
 - 5. Alumni Corporation President or Person-In-Charge;
 - 6. Fraternity Inter/National Headquarters.

D. Accepting Responsibility or Appeals

- 1. The Chapter's representative(s) will be given an opportunity to respond by selecting one of the following options within twenty-four (24) hours:
 - a. To accept the charges and sanction(s) as assigned. If the Chapter's representative(s) accepts this option, the sanction(s) will go into effect immediately, unless otherwise indicated.
 - b. To contest the charge(s) and request a Review by the IFC President's Council. If the Chapter representative(s) accepts this option, the case will be referred to the IFC President, who will list the matter as "Unfinished Business" at the next regularly schedule IFC President's Council Meeting. The outcome and decision of the IFC President's Council will be final.
 - c. To accept the charge(s), but request a Sanction Review by the IFC Executive Board. If the Chapter representative(s) accept this option, the Sanction will be reviewed by the IFC Executive Board. The decision of the IFC Executive Board will be final and there will be no further review or appeal.
- 2. If the Chapter's representative(s) do not respond by accepting one of the options listed above within twenty-four (24) hours, the charge(s) and the sanction(s) will be assigned without further notice or option to appeal.

Article VII – Sanctioning Guide

Section 1: Chapter Conduct Violations

The Judicial Board has the authority to sanction a Chapter within the aforementioned processes established in this document.

Section 2: Fines

All fines, payable to the Interfraternity Council, are due within ten (10) business days from the date the chapter is notified, in writing, of the sanction.

Failure to make payment by the established deadline will result in a \$50 fine for each 24-hour period past due. During this time, the IFC Vice President for Finance shall be responsible for notifying chapters every five (5) days of their outstanding fines.

If the fine and any attributed late fees are not paid within twenty (20) days, the Chapter will be immediately placed on Social Suspension, or more severe forms of Suspension defined by this document if the Chapter is already on Social Suspension as a result of the Conduct Board Review, by the President until such fines are paid in full. After five (5) weeks of non-payment or upon completion of the semester, whichever occurs first, the IFC Executive Board shall suspend the Chapter's recognition as an IFC fraternity until full payment is received.