

# **THE INTERFRATERNITY COUNCIL**

AT

**WEST VIRGINIA UNIVERSITY**

**MORGANTOWN, WEST VIRGINIA**



**CONSTITUTION AND BY-LAWS**

**APRIL 8, 2016**

**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 North-American Interfraternity Conference (NIC) Chapters at West Virginia University (the University) that have gained recognition in accordance with the expansion policy established by the Office of Greek 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 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 \$100 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 Community Relations, Vice President for Standards, Vice President for Recruitment, Vice President for Member Development, and Vice President for Programming, Vice President for Athletics, Vice President for Finance, and the Vice President for Risk Management.
- B. Only fulltime, officially registered students at West Virginia University 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 current (outgoing) or past Chapter president, or have served as an IFC Executive Board member.
  2. Be a member in good standing with the University and with his respective fraternity.
  3. Hold a cumulative grade point average (“GPA”) of at least 2.50.
  4. Have lived in the Chapter house, if a Chapter house is available.
- 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. Have held an elected office within his respective Chapter.
  3. Hold a cumulative GPA of at least 2.50.
- C. Any elected official of the IFC Executive Board who is a Chapter President shall relinquish his position as Chapter President to avoid any conflicts of interest.
- D. No more than two (2) members 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. Ten minute maximum speech length.
  - b. Ten 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.
1. The Chapter President serving during the majority of the fall semester must attend the elections and vote in the elections.

#### **Section 4: Appointed Positions**

- A. In the event of the resignation or permanent disqualification of the IFC President, the Vice President for Standards shall succeed in office until a President is elected during the Presidents' Council according to the method set forth in this Article. This must be completed within a two week period.
- 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.

# 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 Morgantown, West Virginia, 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 Executive Board shall be composed of the President, Vice President for Standards, Vice President for Finance, Vice President for Recruitment, Vice President for Programming, Vice President for Membership Development, Vice President for Community Relations, Vice President for Athletics, and the Vice President for Athletics.

### 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 Conduct 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 Fraternity Review Board (FRB) and the Conduct Review Board (CRB).
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 Associate Dean and Director of Greek 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 Greek 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 Greek 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 be responsible for monitoring and supervising the Social Function Registration Program established by the IFC to assure that Social Functions are being registered in accordance with the policies and procedures established by the Interfraternity Council Conduct Program.
5. He shall be responsible for establishing and supervising the Social Function Monitor Program of the IFC to assure that chapters are hosting Social Functions in accordance with the policies and procedures established by the Interfraternity Council Conduct Program.
6. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

**I. Vice President for Athletics**

1. He shall be responsible for working with all recognized IFC fraternities to increase their involvement in the University Intramural program.
2. He shall be responsible for publishing the Omega Cup policies and procedures manual.
3. He shall be responsible for monitoring and supervising all fraternity intramural participation and responding to any incidents involving unsportsmanlike conduct that occurs during a University Intramural competition event.
4. He shall be responsible for publishing the Omega Cup standings at each meeting of the IFC.
5. He shall be responsible for advising all member fraternities of the various University Intramural events, registration deadlines, schedules, and schedule changes each week.
6. He shall perform such other duties as may be delegated to him by the President or the Executive 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 State College Borough 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.
  - 7. 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 \$50.00 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 Special Event Overall Chairperson, 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 Greek 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 Greek 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.
- F. 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.
  - G. Any program or event found to be in violation of any IFC policy will not be eligible for funding.
  - H. Chapter may not receive funding more than once each semester.
  - I. 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 Greek-or-Treat, Autism Speaks, CORE, Greek Week, Greek Sing, Homecoming, Relay-For-Life, 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

After a group makes initial contact with the Office of Greek Life and the application has been referred to the IFC, 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 probationary status. During this probationary status, the group is permitted to participate in all IFC-sponsored activities, but not permitted the privilege of voting during the President's Council.
4. If, during the course of their probationary 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. After one year, the group will submit a proposal for full recognition to the President. This should document the accomplishments of the group over the probationary period. The President reviews the proposal and makes a recommendation on full membership.

## **Section 2: IFC Chapter Recognition**

The following standards are in addition to the minimum expectations for expansion identified by the Office of Greek 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, unless said restrictions are recognized by their inter/national headquarters.
- 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 may 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 include a minimum of twenty-five (25) members for initial recognition, and maintain a minimum of twenty-five (25) 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 Chapter Accreditation and be a Chapter of Distinction (Good Standing). IFC recognition may be removed for failure to achieve Chapter of Distinction status.

### **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. **Deferred Recruitment:** Potential New Members must be a full-time, second semester student who has completed a minimum of 12 credits during the fall semester of full-time enrollment at the West Virginia University in Morgantown, West Virginia.
  - 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. **Minimum Grade Point Average:** Potential New Members must hold a cumulative grade point average of 2.5 that was earned as a full-time students (minimum 12 credits) at West Virginia University or as a full-time student (minimum 12 credits) at another college or university.
  - 5. **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 Involvement During Recruitment Policy:** Women 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, Pledges, Associates, etc.
- C. **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.
- D. **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.
- E. **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.
  3. 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.

- F. **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 Greek Life. The official membership report must be returned to the Office of Greek Life twenty-four (24) hours following the acceptance of the invitation to join unless arrangements have been made with Office of Greek 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 Greek 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 Greek 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 2.50 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 Greek 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 Greek Life according to the policies and procedures outlined by OGL for creating such a program and that program must be approved by OGL before the chapter may begin the New Member Education Program, and such activities will be no longer than ten (10) 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, with the exception of initiation, shall not take place between 11:00 pm and 10:00 am Sunday through Thursday, and 2:00 am and 10:00 am Friday and Saturday.
- 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.

### **Section 6: Chapters of Prominence**

The IFC shall support its own incentive system for those Chapters that achieve the "Chapter of Prominence" requirements set forth by the Office of Greek Life.

- A. Chapters of Prominence shall be explicitly recognized on the IFC website and/or literature distributed to fraternity recruits.
- B. Chapters of Prominence shall receive a 30% discount on their IFC dues for the academic semester in which they are recognized and the following academic semester.
  - 1. This reward shall be limited to the top five (5) scoring Chapters.
    - a. In the case of a tie, Educational Programming categories completed shall serve as the first tiebreaker.

- b. If Educational Programming does not break the tie, Community Service Hours shall serve as the second tiebreaker.
3. The IFC President shall collaborate with the Associate Dean and Director of Greek Life to draft a customized letter to the alumni and inter/national headquarters of each Chapter of Prominence that highlights the Chapter's accomplishments and explains the significance of the "Chapter of Prominence" distinction.

## **Article X – Conduct Policy**

The Interfraternity Council Conduct Policy governing the recognized fraternities within the Interfraternity Council is found in a separate document called The Conduct Program of the Interfraternity Council.

## **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.