Inter-Fraternity Council Bylaws

Article I

The name of this organization shall be the Inter-Fraternity Council, hereinafter referred to as the “IFC.”

The object and purpose of the IFC shall be to establish a forum for dialogue between the various fraternities on the Saint Leo University (herein referred to as “University”) campus. Its purpose shall also be to promote and foster a Greek community that displays a society of excellence, respect, personal development, responsible stewardship, community, and integrity while resolving to be mature, competent students performing to the best of our abilities. The IFC shall be a fair and balanced organization representing the views of all recognized Greek fraternal organizations on campus and shall not discriminate on any basis.

Article II

Section 1
There shall be the following classes of members:

A. Fraternal Organization

The fraternal organization shall be organizations as a whole that have met the specific qualifications set by these bylaws and shall have the right to send delegates to all general assembly meetings to represent its opinions and views to the greater Greek community.

B. Executive Board Member

Executive Board Members shall be those members who, upon election by their fellow peers, charged to serve and lead the IFC to the best of their abilities. Executive Board members shall have met all IFC financial and academic obligations.

C. Delegates

Delegates shall be members in good standing within their respective fraternal organization and in good standing with the IFC in accordance with these bylaws. Delegates have all the rights of membership and have the right to vote as a representative of their respective fraternal organization.

D. Advisor

The advisor shall be the Greek Advisor, employed with the Office of Student Involvement. The advisor shall be a non-voting member and will advise both the executive board members and delegate members.

Section 2

A. All Greek fraternal organizations that are recognized by the University Office of Greek Life, who meet its national and/or local requirements of accreditation and membership,
and is in good standing shall be considered a member of the IFC. Membership for a Greek fraternal organization shall meet these requirements:

a. Meet all financial obligations of the IFC.

b. Complete all required and necessary accreditation materials and events to be established at the beginning of each academic year by the IFC executive board and general assembly.

c. Participate in the greater Greek community in a respectful and mature manner, befitting of a fraternal organization of the University core values.

d. Attend all necessary general assembly or special meetings of the IFC or Greek community as a whole.

B. Qualifications to serve as either an executive board member or a delegate shall be as follows:

a. Must be a member in good standing with his organization and have met all financial and academic obligations of its national affiliate or local affiliate.

b. Must be a member in good standing with the University having met all academic qualifications therein.

c. Must be a member who has participated in a Greek fraternal organization for at least one (1) academic semester.

Section 3

A. Each member organization must meet all financial obligations as determined by the Treasurer of the IFC.

B. The Treasurer shall notify members each month or as requested of the status of financial obligation of member organizations. The treasurer shall also notify the president of each organization that has not met the entirety of the financial obligation of the IFC and shall assess all penalties therein.

C. Membership fees shall be no more than twenty-five dollars ($25) per active member of all organizations recognized by the IFC and shall be paid to the IFC treasurer by the deadline established by the IFC executive board at the beginning of each semester.

D. Penalties for late or missed payments shall be assessed and notified to the president of each organization within twenty-four (24) hours of a tardy or missed payment. A fee of five dollars ($5) per man shall be assessed to be paid with the original fees.

E. If, for any reason, a member organization does not pay its required fees and penalties within one month of the due date, the organization shall be brought to the Judicial Committee, where sanctioning and further action may be taken.

Section 4

A. If for any reason a member organization fails to meet all required financial obligations and accreditation requirements, that organization shall be sent to the Judicial Committee for appropriate sanctions. If the committee feels it necessary to disband the organization for dereliction of duty, it may do so with a two-thirds majority vote of all voting members on the committee.
B. Disbandment of a member organization can only be upheld if sufficient evidence of lack of commitments is documented and presented, and strict counsel from the Greek advisor has been sought.

C. Any organization that has been sanctioned with a disbandment verdict from the judicial committee has the right to appeal.

D. A member organization has the right to resign from the IFC, henceforth forfeiting its University accreditation, and shall no longer be considered an active fraternal organization on campus, and shall not receive nor participate in the rights and privileges of such status.

**Article IV**

**Section 1**
The elected officers of the IFC shall constitute the IFC executive board and shall be: president, vice president, secretary, treasurer, risk manager, recruitment director, and social/fundraising coordinator.

**Section 2**
The President shall:

a. Preside over all meetings of Inter Fraternity Council, the Executive Board, and/or the officers of Inter Fraternity Council;

b. Coordinate and supervise the reporting of all current plans and activities of the Inter Fraternity Council at all Inter Fraternity Council meetings;

c. Designate all committees of Inter Fraternity Council and serve as ex-officio members of all committees, except as stated in these bylaws;

d. Serve as the official spokesman of the Inter Fraternity Council;

e. Meet regularly with all advisors, including the Associate Director of Campus Life (Greek Advisor);

f. Perform any and all other duties arising from the office; and

g. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

The vice president shall:

a. Preside at all meetings of the IFC in the absence of the President;

b. Attend all IFC and Executive Board meetings;

c. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

d. Represent the IFC at all Student Government Union Senate meetings;

e. Perform such other duties as assigned by the IFC.

The secretary shall:

a. Keep a record of the proceedings of the meetings of the general assembly and the executive board;

b. Distribute the minutes of the proceedings to the respective members of either group by email and to the Greek advisor within twenty-four hours of the meeting.
c. Keep a record of the attendance of the meetings of the general assembly and the executive board and notify the president and Greek advisor regularly of all infractions based upon attendance of members of both the general assembly and executive board;
d. Attend all general assembly and executive board meetings;
e. Keep a record of all amendments and/or revisions made to the Constitution and/or bylaws of the Inter Fraternity Council, as well as add any such changes and/or addition to the necessary documents;
f. Write, edit, and distribute press releases and any and all additional material to the faculty, staff, and administration of Saint Leo University and, with the help of other offices, produce and distribute all advertisements for all events under the Inter Fraternity Council and to perform any other duties as assigned;
g. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

The treasurer shall:
a. Attend all Inter Fraternity Council and Executive Board meetings;
b. Keep accurate and up-to-date records of all financial matters involving Inter Fraternity Council and notify the president of any organizations that has not fulfilled their financial obligations.
c. Disburse active logs of all organizations of the Inter Fraternity Council to the organization presidents;
d. Disburse all Inter Fraternity Council funds as necessary and handle all financial dealings of Inter Fraternity Council with outside businesses, banks, or the university;
e. Chair the Joint Committee on finance and budget and develop a fiscally responsible budget and, with the advise and consent of the Executive Board, adhere to the budget with financial prudence.
f. Perform all other duties normally associated with the office or as directed by the President or Greek Advisor.
g. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

The risk manager shall:
a. Attend all Inter Fraternity Council and Executive Board meetings;
b. Review and approve the new member education processes that are submitted by organizations;
c. Review and approve any and all events that are submitted by member organizations;
d. Keep a thorough record of all events and new member processes for accreditation purposes and to notify the president, Greek advisor, and organization of incomplete accreditation programs by the end of each semester;
e. Establish risk management policies for this office and to enforce these and the University’s policies thoroughly and accurately;
f. Chair the Joint Committee on Judicial Hearings and to provide an objective viewpoint and sentence for all cases brought before the committee;
g. Work closely with the Pan-Hellenic Council Risk Manager;
h. Perform all other duties normally associated with the office or as directed by the President or Greek Advisor;

i. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

The recruitment director shall:

a. Attend all Inter Fraternity Council and Executive Board meetings;

b. Develop specific recruitment events throughout the year to attract men to Greek life on the University Campus;

c. Develop specific plans for Rush Weeks of both semesters and keep thorough records of all those who attend Rush Week events;

d. Report to the president and Greek advisor the plans for Recruitment Week and to work with the Recruitment Director of the Pan Hellenic Council;

e. Perform all other duties normally associated with the office or as directed by the President or Greek Advisor;

f. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

The social/fundraising coordinator shall:

a. Attend all Inter Fraternity Council and Executive Board meetings;

b. Organize events such as, but not limited to Greek Formal, Greek Week, All-Greek Events, and social and educational events sponsored by the Council;

c. Attempt to foster a spirit of cooperation among members groups, throughout interaction and social events;

d. Design and execute events to raise funds for the Inter Fraternity Council, and to report his plans to the president and Greek advisor;

e. Perform all other duties normally associated with the office or as directed by the President or Greek Advisor;

f. Notify any Executive Board member in the event of an inability to perform any of the aforementioned duties.

Section 3

A. The IFC shall have only full time Saint Leo students in good academic standing as its officers. Good academic standing shall be defined as having a cumulative GPA of at least a 2.5 and must be in good academic standing with the organization to which a member represents.

B. The officers shall be elected by secret ballot at the final meeting at the end of the University’s academic year to serve for one year. Successors’ terms of office shall begin on the day after the election date. Elections shall be by all incumbent delegates.

C. The quorum for election meetings of the IFC shall be two-thirds of the membership. A majority shall elect.

D. In the event that a candidate does not receive a majority of the votes cast, a second ballot listing the two candidates receiving a plurality of the votes cast will be conducted. A majority shall elect. If in the case a majority shall not be obtained by the third round the executive board shall hold the tie breaking vote.
E. If there is only one nominee for an office, election may be by voice vote without objection from any delegate. A majority shall elect.

F. Delegates shall be elected and nominated by the respective Greek organizations in the manner of their choosing.

Section 4
If a vacancy in any office of the executive board occurs, it shall be filled by majority vote at a regular or special general assembly meeting, for which notice of the vacancy has been given, except the office of the president, which shall be filled with the vice-president.

If a delegate from any member Greek organization assumes the vacant office by majority vote, it will be the duty of the organization president to fill the vacant delegate position. If any delegate position is left vacant for any reason, it will be the duty of the president of the respective organization to fill the vacancy in a manner aforementioned.

Section 5
No delegate shall hold more than one office within the IFC at a time and no executive board member shall be eligible to serve more than two consecutive terms in the same executive board office. Any part of a term in excess of four months shall be considered a full term. Delegates can serve as many terms as his respective organization shall elect him as a delegate.

Article V

Section 1
The general assembly shall consist of one delegate from all the University recognized Greek fraternal organizations, the executive board as non-voting members, and the Greek advisor (non-voting).

The general assembly shall have the power to conduct business of Greek matters involving all male Greek organizations on campus except that which is retained by the Executive board, the committees, and these bylaws.

Section 2
General assembly meetings shall be held once every week, September through May, unless otherwise ordered by the membership. Regular meetings must not conflict with the executive board meeting time and location or with the predetermined vacation dates of the University. The president, with the assistance of the Greek advisor, shall determine the time and place of meetings.

Special meetings of the general assembly may be called by the president and Greek advisor. The purpose of the meeting shall be stated in the notice of the meeting as communicated by the Executive Secretary via email. Except in cases of emergency, at least five (5) days notice shall be given to all delegates by telephone, in writing, or by electronic means by the Executive Secretary.

Section 3
The quorum for all regular general assembly meetings and any special meetings of the general assembly shall be ten percent (10%) of the total membership provided that at least two officers are present. Voting on ANY and ALL matters brought before either body of the IFC must constitute a two thirds (2/3 or 66%) majority of delegates present.
Article VI

Section 1
The executive board shall consist of the elected officers of the IFC and the IFC Greek advisor.

Section 2
The executive board shall have the power to conduct business of the IFC except that which is retained by the General assembly and committees as provided by these bylaws.

Section 3
Executive board meetings shall be held once a week at a time and place to be determined by the president and Greek advisor. Regular meetings must not conflict with the General assembly meeting time and location or with the predetermined vacation dates of the University.
Special meetings of the executive board may be called by the president. Except in Cases of emergency, at least five (5) days notice shall be given to all executive board members by telephone, in writing, or by electronic means by the Executive Secretary.

Section 4
A majority of the executive board members shall constitute a quorum. A two thirds (2/3) majority is required for any voting to occur.

Article VII

Section 1
Standing or special committees may be called for by the general assembly or the executive board and created by the president on the advice of the Greek advisor as necessary.

Section 2
Except as provided elsewhere in these bylaws, the president shall appoint the chairmen and members of standing and special committees with approval of the executive board.

Section 3
Joint Committee on Finance and Budget The purpose of this committee is to collaborate with members of the entire Greek community on the matter of the budget pertaining to all Greek events held on the University campus as well as allocating Greek funds to all University recognized Greek organizations, whether mail or female, for events pertaining to recruitment or accreditation based on the availability of funds. This committee shall be considered a permanent joint committee and shall be added to the bylaws of the National Pan-Hellenic Council.

a. The committee shall consist of the IFC treasurer and the NPC treasurer, two delegates each of the IFC and NPC, and the Greek Advisor. The chair of the committee shall be rotating with the NPC treasurer chairing first semester followed by the IFC Treasurer second semester.

b. One mandatory meeting of this committee shall meet at the beginning of each semester to determine and vote upon a budget that both the IFC and NPC will use
for all Greek events such as but not limited to Greek Formal, Greek Week, and Recruitment weeks, etc. The committee shall then meet based on need when organizations from either the NPC or IFC petition for funds to be allocated for specific events.

c. This committee, at its first meeting of every semester, shall revise and edit its policy as needed. All matters before the committee must pass with a two-thirds (2/3) majority of the committee. The chair shall not vote less the body be divided.

d. A majority of the voting members shall constitute a quorum.

B. Joint Committee on Judicial Hearings The purpose of this committee is to establish a body within the Greek community to hear and settle any judicial concerns that may be called in front of the committee. The committee shall hear cases relating to Recruitment violations, new member education violations, accreditation and financial violations, and any other violation of the Student Involvement policies of the University committee by any member of either a male or female University recognized Greek organization on the University Campus. Its goal is to ultimately improve relations between all Greeks.

a. The committee shall consist of the IFC Risk Manager, The NPC Risk Manager, Two Delegates from the IFC and NPC, a faculty/staff/administrator who is an advisor to a University recognized Greek organization to be determined by the members at the first meeting to serve a year term, and the Greek advisor. The Chair of the committee shall be rotating with the NPC risk manager chairing first semester followed by the IFC risk manager chairing second semester.

b. The committee shall meet once required by these bylaws at the beginning of each academic semester to revise its policy. The committee shall then meet based on need or when called upon to hear judicial sanctions against a University recognized Greek organization.

c. This committee, at its first meeting of every semester, shall revise and edit its policy as needed. All matters before the committee must pass with a two-thirds (2/3) majority of the committee. The chair shall not vote less the body be divided.

i. If for any reason, the member organization to which any member of this committee sits on stands before the committee for any reason, the committee member(s) can choose to suspend membership from the committee until the violations or infractions of his or her organization has been resolved. The president of the IFC and/or the NPC shall appoint a temporary replacement.

d. A majority of the voting members shall constitute a quorum.

C. The IFC executive board shall be considered for all matters before any committee; standing, select, or joint; to be the appellate process for any decision. All University recognized male Greek organizations have the right to appeal any decision from any committee. The IFC executive board has the privilege of hearing only cases it deems to be of necessary importance except in cases or verdicts dealing with suspensions, fines over fifteen dollars ($15) a man, or recruitment sanctions of any kind. The IFC, in appellate capacity, can overturn the decision of any committee or keep the decision of the company that handed down the verdict. The members of the executive board shall all receive one vote. The president shall act as chair and not receive a vote less the body be divided. Any member of the executive board may recue himself in cases to which he
would not feel impartial. If there is no majority for voting in any case, then the committee cannot rule, and thus the verdict stands.

**Article VIII**

The rules contained in the current edition of Roberts’ Rules of Order shall govern the IFC in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order the IFC may adopt.

**Article IX**

**Section 1**

The IFC agrees to abide by the policies of the University as well as federal, state, and local laws. The Executive Board and General Assembly must approve these bylaws and any amendments before implementation. Adoption of the bylaws must pass by a two-thirds vote of both bodies.

These bylaws may be amended at any regular meeting of the general assembly by a two thirds vote providing the amendment has been submitted to the membership at a previous regular meeting.

**Section 2**

Amendments to these bylaws shall take effect at the adjournment of the meeting at which they are adopted unless otherwise specified.

These Bylaws of the Saint Leo University Inter Fraternity Council were adopted on the _____ day of _________________ 20__ by the General Assembly and in the presence of the Associate Director of Student Involvement and the undersigned.

President: ________________________________ Date:_________________________

Vice- President: ___________________________ Date:_________________________

Secretary: ________________________________ Date:_________________________

Treasurer: ________________________________ Date:_________________________

Risk Manager: ____________________________ Date:_________________________

Recruitment Director: ______________________ Date:_________________________

Social/Fundr. Coordinator: __________________ Date:_________________________
Amendments to be added:

Amendment I: GPA Minimum Requirement

All member organizations of the IFC at Saint Leo University shall require from potential new members a minimum grade point average of 2.3. Any male interested in rushing a member organization must have at least a 2.3 GPA to receive a bid from any organization.

Amendment II: Expansion

The IFC reserves the right to regulate membership of all Greek Fraternities on campus. Any outside Greek-letter Fraternity wishing to colonize, start an interest group, or create a new organization on campus must petition before the IFC Executive Board. The IFC Executive Board must approve the expansion of Greek-letter Fraternities on the University Campus by a ¾ Majority vote. Any organization petitioning for expansion on campus that does not receive the required majority may re-petition the Executive Board one time during the same academic year.

Amendment III: Hazing

The IFC strictly adheres to a zero-tolerance policy on hazing. Any member organization accused of hazing will be brought to a Judicial Board meeting within 48 hours of the complaint being filed with any member of the IFC Executive Board or the Greek Advisor. The IFC Judicial Board reserves the right to sanction any member organization found guilty of hazing pledges or new members.