



**KENNESAW STATE UNIVERSITY.**

Constitution and Bylaws of the

Interfraternity Council at Kennesaw State University

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# **Constitution of the Interfraternity Council Kennesaw State University**

## Mission

We, the men's fraternities of the Kennesaw State University set forth this Constitution and Bylaws to promote and perpetuate the best interests of the university and the Interfraternity Council and to cultivate cooperative relationships among member organizations, the university administration, and the community.

## Article I. Name

Section I. This organization shall be known as the Interfraternity Council at the Kennesaw State University (KSU) hereafter referred to as "the IFC" or "the Council" in this Constitution and Bylaws.

## Article II. Purpose

Section I. The purpose of the IFC shall be to:

- A. provide a sovereign governance structure for its member fraternities;
- B. promote mutual cooperation among its member fraternities;
- C. promote the fraternity system through such activities, but not limited to, scholarship, fellowship, recruitment, leadership development, service, philanthropy, public relations, and athletics;
- D. promote mutual cooperation between the IFC and fellow governing councils and other student organizations at KSU;
- E. promote mutual cooperation between the IFC and KSU students, faculty, staff, alumni, and the local community;
- F. promote the interests of its member fraternities;
- G. promote the interests of men's fraternities in general;
- H. promote the interests of KSU;
- I. discuss questions of mutual interest and present to its member fraternities such recommendations as the IFC deems appropriate; and
- J. advocate on behalf of fraternity members therein.

Section II. The IFC derives its authority from the Department of Fraternity & Sorority Life (FSL) at KSU.

Section III. Aligning with the KSU policy on non-discrimination, IFC does not discriminate on the basis of race, color, religion, national origin, age, sexual orientation, or disability. The IFC is protected under Title IX in regards to gender discrimination.

### Article III. Definitions

Section I. For the purpose of this IFC Constitution and Bylaws, and with an understanding that each member fraternity may have its own terminology for internal use, the following terminology shall be the standard for the entirety of this document, unless otherwise indicated:

- A. Interfraternity Council (IFC): shall be construed to mean the council consisting of member fraternities to fulfill the purpose outlined in Article II, Section I.
- B. Fraternity: shall be construed to mean a member fraternity of the IFC.
- C. Active Member: shall be defined as any member who has been initiated/affiliated into any member fraternity.
- D. New/Associate Member: shall be defined as any member who has accepted a bid to join a member fraternity but has not been initiated.
- E. Potential New Member: shall be defined as any non-member who has not accepted a bid from any member fraternity.
- F. Quorum: shall be defined as the minimum number of voting members who must be present at a properly called meeting in order to conduct business, or 50% +1 of all IFC Chapters.
- G. Two-thirds Vote: A two-thirds vote means two-thirds of the votes cast at a meeting where a quorum is present. This must not be confused with a vote of two-thirds of the members present or two-thirds of the members. To illustrate the difference: Suppose 8 Fraternities vote on a question in a meeting conducted by the IFC, where 10 are present out of a total membership of 12, a two-thirds vote would be 6; a two-thirds vote of the members present would be 7; and a vote of two-thirds of the members would be 8.
- H. Majority Vote: More than half of the votes cast at a meeting where a quorum is present. This means 50% + 1.

### Article IV. Membership

Section I. Membership in the IFC is open to approved chapters and colonies of fraternities at KSU, as follows:

- A. Any chapter or colony of a North-American Interfraternity Conference (NIC) member organization;

- B. Any chapter or colony of a local, state, regional, or inter/national fraternity, which is not a member organization of the NIC, provided they are covered by a liability insurance Policy of at least One (1) Million US Dollars.

Section II. The membership classification of member fraternities at KSU shall be as follows:

- A. Full Member: Any approved fraternity chapter that has obtained its charter, any colony that has filed a petition for a charter from its inter/national organization, or any local fraternity chapter.
  - 1. Full membership grants the member fraternity all rights, privileges, and responsibilities under the IFC Constitution and Bylaws.
- B. Associate Member: Any approved fraternity colony of an inter/national organization that has not yet filed a petition for a charter from their inter/national organization.
  - 1. Associate membership grants the member fraternity all rights, privileges, and responsibilities under the IFC Constitution and Bylaws, except the rights to hold an IFC Executive Board position, participate in the slating and voting process for the Executive Board, and to have an IFC Judicial Board Justice.
- C. Sanctioned Member: any approved fraternity chapter or colony of an inter/national organization that has received sanctions from their inter/national headquarters, Department of Student Conduct and Academic Integrity, FSL, or the Department of Student Life. Organizations under this membership classification are not in good standing with the IFC.

Section III. Each member fraternity shall adhere to and abide by the following minimum expectations:

- A. Each member fraternity shall comply with all policies set forth by:
  - 1. The IFC Constitution and Bylaws, Code of Conduct, and other policies.
  - 2. The rules and regulations of the Student Code of Conduct, KSU, and FSL.
  - 3. The general values-based conduct of fraternity men.
- B. Each member fraternity shall maintain an adjusted cumulative semester GPA of a 2.65.
- C. Each member fraternity shall be current on all IFC dues and financial obligations owed.
- D. Each member fraternity shall be current on all mandatory documentation and registration requirements for IFC, FSL, and the Department of Student Life.
- E. Each member fraternity shall comply with the attendance policies for the IFC General Body and the IFC Judicial Board as outlined within this Constitution and Bylaws.
- F. Each member fraternity shall be in good standing with their respective inter/national or local organization.

Section IV. A member fraternity that has failed to meet any of the minimum expectations outlined in Section III of this Article shall be referred to the Vice President of Standards for potential judicial review.

- A. A member Fraternity that receives sanctions as results of a conduct hearing or equivalent from their inter/national headquarters, Department of Student Conduct and Academic Integrity, FSL, or the Department of Student Life shall undergo judicial review to determine membership status with the IFC Judicial Board within 30 days of sanctions being levied. This may result in the member fraternity status being changed from full or associate member, to sanctioned member status (see Section II).

Section V. Each member fraternity shall be entitled to the following rights and privileges unless otherwise noted in this Constitution and Bylaws or limited by IFC Judicial Board, FSL, their respective inter/national or local organizations, and/or other KSU Administrative bodies (ex. Dean of Students, SCAI, etc.):

- A. Cast a vote in the IFC General Body.
- B. Have eligible active members hold elected and/or appointed positions on the IFC Executive Board.
- C. Have eligible active members serve as a Judicial Board Justice.
- D. Participate in the IFC division of intramural sports leagues.
- E. Receive any available resources and services provided by the memberships the IFC holds.
- F. Participate in all IFC sponsored programs and events
- G. Participate in all programs and events sponsored by FSL and affiliated councils and organizations.
- H. Participate in programs and events sponsored by the Department of Student Life and affiliated organizations.
- I. Have additional member(s) serve on any standing or ad hoc committees.

Section VI. The membership status of member fraternities shall be as follows:

- A. Good Standing: A member fraternity shall be deemed to be in Good Standing if the member fraternity is currently meeting the minimum expectations outlined in Section III of this Article.
- B. Probationary Standing: A member fraternity shall be deemed to be in probationary standing if the member fraternity is currently operating under Non-Status Sanctions for failure to meet one or more of the minimum expectations outlined in Section III of this article.
  - 1. It shall be up to the discretion of the IFC Judicial Board to determine to withhold certain rights and privileges, which must be approved by a majority vote.

2. Members whose organization falls under these criteria who hold an IFC executive board position, may be subject to temporary suspension or removal from their position, under the discretion of the Department of Fraternity and Sorority Life.
  3. For failure to meet standards involving Organizational GPA requirements, see the IFC and Office of Fraternity and Sorority Life Academic Policies.
- C. Poor Standing: A member fraternity shall be deemed to be in Poor Standing if the member fraternity has been placed under suspension by the IFC, Kennesaw State University, and/or their inter/national organization or has currently failed to meet the minimum expectations outlined in Section III of this Article.
1. It shall be up to the discretion of the IFC Judicial Board to determine to withhold certain rights and privileges, which must be approved by a majority vote.
  2. Members whose organization falls under these criteria who hold an IFC executive board position, may be subject to temporary suspension or removal from their position, under the discretion of the Department of Fraternity and Sorority Life.
- D. Probationary and Poor standings status will not change to Good Standing unless the following is met:
1. Durations of Sanctions and guidelines of sanctions assigned by Kennesaw State Code of Conduct, Department of FSL, IFC Judicial Board, and/or IFC have been completed.
  2. Have reported to IFC Judicial Board on corrective action in regards of said offense.
  3. Expectations in Section III of this article are met.

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

- A. Each member fraternity shall communicate its values through its Ritual at least once annually, this may include new/associate member pinning/initiation.
- B. Each member fraternity shall communicate to its active members and new/associate members the importance and benefits derived from continuous membership education throughout the undergraduate experience and encourage or require its active members and new/associate members to participate in educational programming, whether conducted by the chapter, the Interfraternity Council, KSU, or independent organizations covering the following topics:
  1. Academic Achievement and Student Success
  2. Alcohol and Drug Use and Awareness
  3. Career Preparation
  4. Civic Engagement
  5. Hazing Awareness
  6. Leadership Development
  7. Sexual Assault/Abuse Awareness

8. Values and Ethics

- C. Each member fraternity shall only offer bids to join its fraternity to potential new members who meet the following academic requirements:
1. In order to be a part of our community, potential members must have a minimum 2.5 GPA out of high school and 2.65 with previous college experience. This number is based off of an individual's most recent cumulative GPA, whether that is their high school, transfer, or Kennesaw State GPA. It is important to note that the Department bases our GPA calculation in conjunction with Kennesaw State University, meaning for high school and transfer GPAs that only core, non-elective classes are counted. For the Kennesaw GPA, the department utilizes the adjusted cumulative GPA for membership purposes.
  2. While the above listed GPAs are the minimum requirements to receive an invitation of membership into an organization, having this GPA does not guarantee membership. For many of our organizations, a new/associate member must have a GPA that is at least equivalent to their organization's average GPA that is listed below in the community grade report. Due to this number constantly changing, other than publishing the minimum GPA for each council, the Department is unable to confirm the actual GPA needed to receive an invitation for membership into an individual organization.
  3. Upon acceptance of a bid, must sign an academic release waiver granting the Department of Fraternity and Sorority Life permission to view and release grades to the necessary member fraternity representatives during the duration of membership.
- D. Each member fraternity shall maintain an adjusted cumulative grade point average of 2.65, in addition to the semesterly grade point average discussed in the IFC and Department of Fraternity & Sorority Life Academic Policies.
- E. Each member fraternity shall prohibit women's auxiliary groups, such as "little sisters" and women's participation in ritualistic practices of the fraternity (Approved "Sweetheart Programs" can exist).
- F. Each member fraternity shall have and follow risk management policies covering the following areas:
1. Alcohol and Drugs
  2. Hazing
  3. Sexual Abuse and Harassment
  4. Fire, Health and Safety.
  5. Mental Health
- G. Each member fraternity shall prohibit the use of alcohol and drugs by all active members, new/associate members and potential new members during all recruitment activities.
- H. Each member fraternity shall prohibit the use of alcohol and drugs by all active members and new/associate members during all new/associate member educational programming.

- I. Each member fraternity shall prohibit hazing, as defined by local, state, and federal laws, Kennesaw State University and their inter/national organization, within all aspects of formal and informal chapter operations.
- J. Sanctions for violations of these rules will be handled by the IFC Judicial Board, see Article X in regards to the Judicial Board Policy.

#### Article V. IFC General Body

Section I. The powers of the IFC shall be vested in the IFC General Body as follows:

- A. The IFC General Body shall be the legislative body responsible for the governing policies of the IFC.
- B. Responsible for electing the Executive Board.
- C. Informing the Executive Board as to the activities and operations of the IFC.
- D. Ensuring activities and operations of the IFC respect the sovereignty of each member fraternity.

Section II. The IFC General Body shall be composed of one delegate from each full member fraternity. Associate or member fraternities who have lost their voting privileges are invited to attend General Body meetings; however, they will not serve as part of the official general body.

#### Article VI. Executive Board

Section I. The IFC Executive Board shall be responsible for fulfilling the purpose and operations of the IFC, as directed by the IFC General Body.

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

- A. President
- B. Executive Vice President
- C. Vice President of Standards
- D. Vice President of Finance
- E. Vice President of Membership Development
- F. Vice President of Recruitment
- G. Vice President of Programming
- H. Vice President of Communications

#### Article VII. IFC Judicial Board



Section I. The IFC shall be a self-governing organization with an independent Judicial Board, which shall have jurisdiction over cases involving alleged member fraternity violations, including but not limited to:

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

Section II. The IFC Judicial Board shall be composed of one IFC Justice from each full member fraternity, chosen by that member fraternity, and shall be chaired by the IFC Vice President of Standards.

#### Article VIII. IFC Committees

Section I. The IFC Executive Board or the IFC President may form an ad hoc committee as deemed necessary to perform the work of the IFC. The IFC President shall appoint the ad hoc committee chairman and committee members with the concurrence of the IFC Executive Board.

Section II. The IFC Directors Committee

- A. This committee shall consist of the following positions:
  - 1. Director of Logistics (Recruitment)
  - 2. Director of Operations (Administration)
  - 3. Director of Diversity & Inclusion (Recruitment)
  - 4. Director of Risk Management (Standards)
  - 5. Director of Chapter Relations (President)
- B. These Directors will report to and be given responsibilities by the member of the executive board in parenthesis. While not required to hold meetings of its own, this committee will be required to attend meetings of the general body and executive board.

Section III. All committees of the IFC shall conduct its meetings according to the following requirements:

- A. A majority of committee members present shall constitute a quorum in order to conduct committee business.
- B. Each committee shall meet as called by its committee chair.
- C. Any fraternity man who is an active or new/associate member of a Full or Associate Chapter of the IFC, provided that chapter is in good standing, may participate on a committee.

### Article IX. Financial Policy

Section I. As of December 2019, the Department of Fraternity and Sorority Life has implemented financial procedures for each council to follow. Failure to follow these procedures, including making unapproved purchases, failure to return receipts and/or the card, or providing the card to an unauthorized individual(s), will result in disciplinary sanctions. This may include reimbursement of money used, removal from position, and/or referral to the respective council's judicial board and/or the Department of Student Conduct and Academic Integrity.

### Article X.. Constitutional Amendments

Section I. This Constitution may be amended by a two-thirds vote of the voting members of the IFC General Body, provided notice of the proposed amendment has been provided to member fraternities at the preceding regularly scheduled business meeting of the IFC General Body. Exception of this section can allow for the vote to occur at the same meeting, if the amendment being changed is changed only in **format** and not in **content**.

Section II. This Constitution shall become effective and shall supersede all previous Constitutions of the IFC when adopted by a two-thirds vote of the IFC General Body.

# **Bylaws of the Interfraternity Council**

## **Kennesaw State University**

### Article I: Hazing

- Section I. Definition: Hazing is defined as any action or activity which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation; or admission into; or affiliation with any organization operating under the sanction of Kennesaw State University.
- Section II. All IFC member fraternities and colonies are prohibited from hazing in any capacity and must comply with all guidelines, rules, policies, laws, and procedures regarding hazing as outlined by: Kennesaw State University, the Department of Student Life, the Department of Fraternity and Sorority Life, as well as state, local and federal laws.

### Article II. Role of the General Body and IFC Delegate

- Section I. Each member fraternity shall have one IFC Delegate, chosen by that member fraternity, who serves on the IFC general body.
- Section II. Each member fraternity may also choose an IFC Alternate Delegate, who shall represent that member fraternity in the IFC General Body in the absence of its IFC Delegate.
- Section III. In order to serve as the IFC Delegate or an Alternate Delegate for a member fraternity, individuals must meet the following eligibility requirements:
- A. Be an active member in good standing of a member fraternity.
  - B. Maintain good academic and conduct standing with KSU.
  - C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
  - D. Have a working knowledge of the IFC Constitution and Bylaws, the Student Code of Conduct, FSL policies, NIC Standards, Robert's Rules, and FIPG risk management policies.
  - E. Not be a current member of the IFC Executive Board or currently serve as the IFC Judicial Board Justice for his member fraternity.

Section IV. The term of office for IFC Delegates shall be until their graduation, resignation, or replacement under the procedures determined by each member fraternity; or upon his election to serve on the IFC Executive Board or as his member fraternity's IFC Justice for the IFC Judicial Board. The FSL and/or the IFC executive board reserves the right to remove a delegate for failure to perform his duties in accordance with the mission and purpose of the IFC, as defined within this constitution.

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

- A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
- B. Of member fraternities present shall constitute a quorum in order to conduct IFC General Body business.
- C. The IFC General Body shall conduct regularly scheduled business meetings a minimum of twice a month during the academic year.
- D. Special meetings may be called by the IFC President and/or advisor at any time or at the request of two member fraternities, with notice of the time, location, and purpose of the special meeting provided to all member fraternities at least 24 hours in advance.

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

- A. Each full member fraternity, not in poor standing, shall have one vote to be cast by their IFC Delegate or Alternate.
  - 1. In the event the IFC Delegate or Alternate Delegate cannot be present, the full member fraternity may send a member of the chapter's executive board in good standing and with knowledge of the subject matter pertaining to the vote, to cast a vote on behalf of the full member fraternity.
- B. Individuals holding an IFC Executive Board positions are not entitled to a vote and cannot serve as the representative for the organization during a vote.
  - 1. In the event of a tie, the IFC President shall cast the deciding vote.
- C. With the exception of voting on the slate for the IFC Executive Board, there shall be no secret ballot votes.

Section VII. The duties and responsibilities of all IFC Delegates are as follows:

- A. Serve as a representative and voice for his member fraternity's concerns regarding the fraternity community.
- B. Represent the larger fraternity community's interests.
- C. Inform his member fraternity of the actions, discussions, and workings of the IFC General Body.

- D. Serve as a liaison between the IFC General Body and his respective member fraternity.
- E. Serve as an active member of IFC Committees, as necessary.
- F. Represent the highest ideals of fraternity life to the greater campus community.
- G. Attend the IFC Delegate training facilitated by the IFC Executive Vice President.

Section VIII. General Body Attendance Policies:

- A. Attendance to all General Body Meetings is mandatory for all Good or Probationary Standing Member Fraternities.
  - 1. This attendance requirement can be fulfilled by the Delegate, Alternate Delegate, or President.
  - 2. If the meeting pertains to a certain subject, i.e. recruitment, the attendance requirement can be met by the chapter representative with knowledge of the subject matter, such as the officer or chairman from the chapter in that position.
- B. The following structure will be used for absences:
  - 1. First absence: Warning
  - 2. Second absence: \$50 assessed to the organization
  - 3. Third absence: Referral to the IFC Judicial Board
  - 4. Any additional absences subsequent to the third will also be subject to \$50 fines.

Article III. Election and Removal of the IFC Executive Board Officers

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

- A. Be an active member in good standing of a full member, or associate member, fraternity that is in good standing with the Department of Fraternity and Sorority Life.
  - 1. If the active member's full member fraternity falls to probationary/bad standing status or is issued a cease and desist by Kennesaw State University and/or their national organization, the active member is subject to temporary suspension and/or removal at the discretion of the IFC Advisor.
- B. Possess and maintain an adjusted cumulative GPA of 2.75.
- C. Be enrolled in a minimum of 9 credit hours and not be participating in a co-op program.
- D. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- E. Have a working knowledge of the IFC Constitution and Bylaws, the Student Code of Conduct, FSL policies, NIC Standards, Robert's Rules, and FIPG risk management policies.
- F. Not be a serving and/or acting Chapter President and/or oversee their chapter's recruitment after the date of installation of the Executive Board.

- G. Be an initiated/active member of a full member fraternity by the date of installation of the Executive Board. Exceptions will be made in the case of the individual being a member of an associate member fraternity who does not allow for initiation of their members until chartering.
- H. Not currently serve as his member fraternity's President, IFC Delegate, Alternate Delegate, or IFC Judicial Board Justice. For individuals holding the IFC Vice President of Recruitment position, they cannot serve as a member of their chapter's recruitment team, including serving as the Vice President, Chair, or Director of Recruitment.
- I. The active member is required to attend all meetings of the IFC.
  - 1. The following structure will be used for absences:
    - a. First absence: Warning
    - b. Second absence: \$50 assessed to the organization
    - c. Third absence: Referral to the IFC Judicial Board
    - d. Any additional absences subsequent to the third will also be subject to \$50 fines.
  - 2. More than three absences in a semester shall result in the officer being referred to the IFC Vice President of Standards for potential judicial review/removal of position.
    - a. If said member is the Vice President of Standards, the member will be referred to the IFC President and IFC Advisor for judicial review.

Section II. The term of office for the Executive Board members shall be one calendar year beginning January 1.

- A. Mid-Year Appointments and Elected members shall finish the current one year calendar term.

Section III. The following policies and procedures shall be utilized for the election and appointment of IFC Executive Board officers:

- A. The IFC Executive Board will be nominated by a slating committee to be presented to the IFC General Body for final vote.
- B. The slating committee will comprise of the following individuals:
  - 1. IFC Advisor or Staff member of the Department of Fraternity and Sorority Life
  - 2. A representative (either the current delegate, alternate delegate, president, or an individual with past experience on IFC) of each organization.
    - a. Chapters will be given at least two weeks notice of the date/time of the slating committee meeting for interviews.
      - i. If this representative does not attend the slating committee meeting for conducting interviews, the organization loses their representation on the slating committee and their vote for the slate.

- b. This representative shall be in good standing and not seeking election to the Executive Board.
- C. The IFC President shall preside over the slating committee and oversee the slating process.
  - 1. In the event the individual acting as the IFC President is seeking election then the next ranking IFC Executive Board member not seeking election shall preside over the slating committee and oversee the slating process.
- D. The slating committee will be responsible for creating a slate based off quorum (set by the individuals present, including the advisor and the president receiving one vote) through a majority vote. This means 50% + 1 of those in the room.
- E. Applications to serve on the Executive Board shall be due at a set time, with at least two weeks notification of the deadline to all chapters, preferably no later than the first IFC General Body meeting of November.
- F. All applicants must interview with the slating committee. The date/time of the interviews must be set by the time applications are available.
  - 1. The slate will be nominated at this meeting by a majority vote of the committee present.
- G. The slating committee will present the slate at an IFC General Body meeting.
  - 1. The slate will be presented and voted on in its entirety.
    - a. If the slate is not passed, each position will be individually voted on in the following order:
      - i. President
      - ii. Executive Vice President
      - iii. Vice President of Standards
      - iv. Vice President of Finance
      - v. Vice President of Membership Development
      - vi. Vice President of Recruitment
      - vii. Vice President of Programming
      - viii. Vice President of Communications
    - b. Individuals who applied for the slate and were interviewed are allowed to run from the floor against a slated position during the individual votes.
- H. Individuals who applied for the slate and were interviewed are allowed to run from the floor against a slated position.
- I. Elections will occur based off of a 2/3 vote with quorum vote cast by secret ballot by the IFC General Body.
  - 1. The IFC Advisor shall be responsible for counting votes under the supervision of the IFC President, Executive Vice President, and Vice President for Standards; unless the officer is on the slate.
  - 2. The IFC General Body shall have elections no later than the second to last general body meeting of the semester. in alignment with the academic calendar maintained by the Office of the Registrar.

- J. Installation of the IFC Executive Board officers shall take place no later than the week prior to final examinations in alignment with the academic calendar maintained by the Office of the Registrar.
- K. In the event of a vacancy in any IFC Executive Board position, the IFC President shall appoint a successor to complete the term under the advice and consent of the remaining members of the IFC Executive Board and the IFC Advisor. This process must include an application and interview process led by the IFC President.
- L. Should a vacancy occur in the office of the IFC President, any member of the Executive Board may run for the position on the floor of the next General Body meeting, and will be elected by a majority vote of the present quorum. If no candidate gets a majority vote of the quorum, there will be a revote with the two candidates receiving the highest percentage of the votes. This process will be carried out under the advice and consent of the remaining members of the IFC Executive Board and the IFC Advisor.
- M. No member fraternity shall have more than two active members serving on the Executive Board during a term and no member fraternity shall have active members serving in both the President and Executive Vice President roles.

Section IV. The following policies and procedures shall be utilized for the removal and IFC Executive Board officers:

- A. Executive Board officers may be removed from office for the following reasons:
  1. Failure to fulfill responsibilities as an officer
  2. Failure to uphold the good name of IFC
  3. Behavior inconsistent with that of an Executive Board officer
  4. Violation of conduct unbecoming of a member of a Greek-Letter organization
  5. Failure to maintain an adjusted cumulative GPA of a 2.75 or higher
  6. Failure to attend General Body and/or IFC Executive Board meetings
  7. Failure to maintain the required office hours in the Department of Fraternity and Sorority Life
  8. Failure to produce a minimum of two tangible projects, events, or activities per semester pertaining to the specific role of the officer. These two tangible projects must be created in consultation with the other members of the Executive Board, with approval coming from the IFC Advisor.
  9. Failure to follow the Department of Fraternity and Sorority Life's financial procedures, including making unapproved purchases, failure to return receipts and/or the card, or providing the card to an unauthorized individual(s), will result in disciplinary sanctions. This may include reimbursement of money used, removal from position, and/or referral to the respective council's judicial board and/or the Department of Student Conduct and Academic Integrity.
  10. Failure to maintain good standing within their organization.



11. The active member's full member fraternity falls to probationary/bad standing status or if their fraternity is issued a cease and desist by Kennesaw State University and/or their national organization.
- B. In order to remove an Executive Board member from their position, a written complaint must be filed to the IFC Vice President of Standards and/or the IFC Advisor by a member fraternity or individual member for violating any reason listed in Article III, Section IV, Part A (with exception for removal based on grades), the IFC Vice President of Standards will convene a special session of the Judicial Board to investigate the complaint. If the allegation is against the IFC Vice President of Standards, then the IFC President will preside over the special session. If the allegation is against both of these individuals, the session will be presided over by the highest ranking Executive Board member not in question.
1. The officer in question must be present at this special session for the purpose of defending himself from the claim against him. If the claim is substantiated then the process will continue as is laid out in the following points.
  2. In accordance with Article VII, Section VI, of the IFC Constitution, the IFC Vice President of Standards will select five (5) Judicial Board Justices, as predetermined by an alphabetical rotation of the member fraternities, to hear the case. In the event the IFC Judicial Board rotation for service on a Judicial Board hearing falls upon an IFC Justice whose member fraternity is involved in the alleged violation, the rotation will skip to the next member fraternity in the alphabetical rotation.
  3. The Judicial Board Justices must be given 72 hours notice of the special session.
  4. If the Judicial Board Justices at the special session conclude the complaint has merit then the Executive Board member in question will be informed in writing of the charges against him.
  5. The charges would be presented at the next IFC General Body meeting.
    - i. The IFC Vice President of Standards will present the case to remove the Executive Board member in question.
    - ii. The Executive Board member in question will have the opportunity to present his case or will be permitted to resign.
    - iii. The IFC Delegates will vote on the validity of the charges.
    - iv. A two-thirds vote of the member fraternities is required to remove the Executive Board member.

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

#### Article IV. Role of the IFC Executive Board Officers

Section I. The duties and responsibilities of the President are as follows:

- A. Provide guidance and focus to the efforts of the IFC General Body and Executive Board.
- B. Preside over all meetings of the IFC General Body and the Executive Board.
- C. Preside over the slating committee and election process.
- D. Cast the final vote in the event of a tie.
- E. Build rapport and establish positive working relationships between IFC and member fraternity presidents and leaders.
- F. Serve as the official spokesperson for the fraternity community.
- G. Plan and facilitate the IFC Executive Board Transition Retreat.
- H. Organize regular meetings of member fraternity presidents.
- I. Establish positive working relationships with key university administrators.
- J. Establish positive working relationships with the leaders of other governing councils and student organizations.
- K. Meet regularly with the IFC Advisor.
- L. Attend all IFC General Body and Executive Board meetings.
- M. Serve as a liaison to the North American Interfraternity Conference.
- N. Other duties as assigned.

Section II. The duties and responsibilities of the Executive Vice President are as follows:

- A. In the absence of the President, the Executive Vice President shall exercise all the powers and complete all the duties of the President.
- B. Take meeting minutes at IFC Executive Board and IFC General Body meetings. All minutes shall be distributed or accessible to General Body Members and Executive Board members within 24 hours of any meeting.
- C. Plan and implement training programs for IFC Delegates and Alternate Delegates.
- D. Assist the Vice President of Standards in managing risk management concerns.
- E. Responsible for coordinating, compiling, and submitting materials for FSL, regional, and national IFC awards.
- F. Organize regular meetings of member fraternity housing managers.
- G. Organize regular meetings of member fraternity risk reduction/management chairs.
- H. Meet regularly with the IFC Advisor.
- I. Attend all IFC General Body and Executive Board meetings.
- J. Other duties as assigned.

Section III. The duties and responsibilities of the Vice President of Standards are as follows:

- A. Serve as the chair of the IFC Judicial Board
- B. Serve as the non-voting Chief Justice of Judicial Board hearings
- C. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:

1. The IFC Constitution and Bylaws, Code of Conduct, and other policies.
  2. The rules and regulations of the Student Code of Conduct, KSU, and FSL.
  3. The general values-based conduct of fraternity men.
  4. Federal, state, and local laws.
- D. Ensure proper filing and preparation for all judicial actions.
  - E. Ensure compliance with all IFC judicial action imposed upon a member fraternity.
  - F. Plan and implement training programs for Judicial Board Justices and the Executive Board.
  - G. Review all IFC governance documents each semester and propose amendments if necessary.
  - H. Meet regularly with the IFC Advisor.
  - I. Attend all IFC General Body and Executive Board meetings.
  - J. Other duties as assigned.

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

- A. Serve as the chief financial officer and custodian of IFC accounts.
- B. Ensure compliance with the Department of Fraternity and Sorority Life's financial procedures.
- C. Collect all member fraternity dues and other assessments (fines) in a timely and professional manner.
- D. Maintain accurate records throughout the year through invoicing and receipts.
- E. Supervise the annual budgeting process with input from the IFC General Body and Executive Board.
- F. Provide weekly expense reports and budget updates in IFC General Body and Executive Board meetings.
- G. Make timely bank deposits.
- H. Pay and handle all bills of the IFC in conjunction with the IFC Advisor.
- I. Organize regular meetings of member fraternity financial officers.
- J. Meet regularly with the IFC Advisor.
- K. Attend all IFC General Body and Executive Board meetings.
- L. Other duties as assigned.

Section V. The duties and responsibilities of the IFC Vice President of Membership Development are as follows:

- A. Plan and implement a scholarship program for new/associate members.
- B. Plan and implement a scholarship program for active members.
- C. Plan and execute two New Member Symposiums for the potential new members who have accepted bids each semester of the term in office. This New Member Symposium should include educational material relevant to the role and functions of the IFC, how fraternity

men are expected to and should conduct themselves at KSU, as well as general information on the Greek Community and other councils.

- D. Providing educational programming including, but not limited to the following:
  - 1. Scholarship
  - 2. Leadership development
  - 3. Chapter development
  - 4. Physical health/nutrition
  - 5. New/associate member education
  - 6. Risk reduction/management
  - 7. Professional development/career preparation
- E. Organize regular meetings of member fraternity scholarship/academic chairs.
- F. Organize regular meetings of member fraternity new/associate member education chairs.
- G. Meet regularly with the IFC Advisor.
- H. Attend all IFC General Body and Executive Board meetings.
- I. Other duties as assigned.

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

- A. Plan and implement recruitment events, including but not limited to:
  - 1. Formal recruitment, PNM registration, Bid Day activities
  - 2. First-year/transfer student orientation events
  - 3. Welcome Week events
  - 4. Information sessions throughout the academic year
- B. Assist in the development and distribution of promotional materials to all incoming students and unaffiliated students.
- C. Utilize technology and social media in recruitment and marketing efforts.
- D. Plan and implement recruitment training workshops and programs for member fraternities.
- E. Organize regular meetings of member fraternity recruitment chairs.
- F. Collect and report recruitment and new/associate member retention statistics.
- G. Meet regularly with the IFC Advisor.
- H. Attend all IFC General Body and Executive Board meetings.
- I. Other duties as assigned.

Section VII. The duties and responsibilities of the IFC Vice President of Programming are as follows:

- A. Plan and implement two (2) fraternity-wide events per semester, including but not limited to:
  - 1. New/associate member and IFC community service projects
  - 2. IFC philanthropy events

3. Social events
- B. Responsible for coordinating IFC involvement with community, university, and student organizations, including but not limited to:
    1. Welcome Week
    2. Homecoming
    3. NPHC Week
    4. Relay for Life
    5. Dance Marathon
    6. KSU Day of Service
    7. Greek Week
  - C. Coordinate the IFC Intramural Cup program.
  - D. Serve as the IFC Executive Board liaison to the Greek Programming Board.
  - E. Collaborate with the Panhellenic Council, National Pan-Hellenic Council, and the Multicultural Greek Council on cross-council programming initiatives.
  - F. Organize regular meetings of member fraternity philanthropy/service chairs.
  - G. Meet regularly with the IFC Advisor.
  - H. Attend all IFC General Body and Executive Board meetings.
  - I. Other duties as assigned.

Section VIII. The duties and responsibilities of the IFC Vice President of Communications are as follows:

- A. Develop and execute a public relations and social media strategy.
- B. Responsible for monitoring and maintaining an IFC and Greek-Wide calendar of events.
- C. Responsible for the development of various IFC publications, press releases, and outreach programs.
- D. Responsible for the development and distribution of promotional materials to all incoming students and unaffiliated students about IFC.
- E. Responsible for maintaining relations with parents, alumni, and external stakeholders.
- F. Assist member fraternities with the public relations and fundraising initiatives.
- G. Maintain the IFC website.
- H. Organize regular meetings of member fraternity public relations chairs.
- I. Organize regular meetings of member fraternity alumni relations chairs.
- J. Aid Executive Board officers in the marketing and promotion of their events and programming.
- K. Meet regularly with the IFC Advisor.
- L. Attend all IFC General Body and Executive Board meetings.
- M. Other duties as assigned.

## Article V. Role and Requirements of the IFC Judicial Board and Justices

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

- A. Be an active member or new/associate member in good standing of a full member fraternity.
  - 1. If the active member's full member fraternity falls to a "sanctioned member" status (Article IV, Section 2), the active member is subject to temporary suspension or removal at the discretion of the IFC Advisor.
- B. Possess and maintain an adjusted cumulative GPA of a 2.75.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, the Student Code of Conduct, FSL policies, NIC Standards, Robert's Rules, and FIPG risk management policies.
- E. Not be a current member of the IFC Executive Board or serve as his member fraternity's IFC Delegate or Alternate Delegate for the IFC General Body.
- E. Must complete formal judicial policies and procedures training prior to serving on an IFC Judicial Board hearing.

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

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

- A. Serve as an impartial justice, as called, on IFC Judicial Board hearings.
- B. Uphold:
  - 1. The IFC Constitution and Bylaws, Code of Conduct, and other policies.
  - 2. The rules and regulations of the Student Code of Conduct, KSU, and FSL.
  - 3. The general values-based conduct of fraternity men.
- C. Attend training provided by the Vice President of Standards.
- D. Maintain confidentiality in all judicial hearings, matters, and deliberations.

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

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

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

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

Section VI. If definitive proof/evidence is submitted/received, the IFC Advisor and/or Vice President of Standards may initiate a motion for executive action in regard to said offense, including the recommendation of sanctioning.

- A. If sanctions are received, the fraternity has 72 hours to appeal said decisions to the Director of Fraternity and Sorority Life and/or IFC Vice President of Standards, whichever the sanctions came from.
  - 1. In the case of appeal, the sanctions will be withheld and the incident will be referred to the IFC Judicial Board

#### Article VI. Role of the IFC Advisor

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

- A. Advise the IFC Executive Board and its member fraternities.
- B. Advise financial processes.
- C. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies.
- D. Facilitate, promote, or provide resources, workshops, programs, retreats, and seminars on relevant topics, including, but not limited to the following:
  - 1. Multicultural Competence
  - 2. Leadership Development
  - 3. Recruitment and Intake
  - 4. Risk Reduction/Management

- E. Monitor academic achievement of the Executive Board members, member fraternities and the entire community for purposes of improving academic support and recommending intervention strategies.
- F. Monitor membership and retention of member fraternities for purposes of improving retention and recommending intervention strategies.
- G. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
- H. Provide assistance and advice in planning and assessing IFC and member fraternity programs.
- I. Organize and facilitate leadership programs, retreats, and workshops.
- J. Organize regular meetings of IFC Chapter and Faculty Advisors.
- K. Communicate regularly with IFC Chapter, Faculty Advisors, and inter/national organization representatives.
- L. Connect the members and New/Associate members of member fraternities to leadership opportunities across campus, in the local community, and within their inter/national organizations.
- M. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
- N. Provide for the recording and archiving of information about the fraternal community and encourage member fraternity leaders to do the same within their organizations.

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

- A. The all-university, all-men's, all-fraternity, and individual Member Fraternity grade point averages, reported each semester.
- B. The total number of men who pledged all member fraternities during each academic year.
- C. The total number of men who were initiated in all member fraternities during each academic year.
- D. The percentage of fraternity men compared to the total number of all men enrolled at KSU during each academic year.
- E. The total number of chapters and colonies opened and closed during each academic year.
- F. The total number of full-time professionals employed by KSU who work directly within fraternity and sorority life, during each academic year.
- G. The five-year graduation rate of fraternity men compared to the five-year graduation rate of all men enrolled at KSU during each academic year.

#### Article VII. Financial Management Policy



- Section I. The Vice President of Finance shall propose a budget to the IFC Executive Board prior to the start of the semester. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification prior to formal recruitment.
- Section II. IFC funds are under the jurisdiction of the IFC member fraternities and shall only be used in a manner that benefits the fraternity community and that is congruent with the values of fraternity life. IFC funds shall not be used to purchase alcoholic beverages or illegal drugs/substances.
- Section III. Section IV. The Vice President of Finance shall provide a financial report to the IFC General Body at each IFC General Body meeting, including all income and expenses during the given period of time and in relation to the overall budget for each line item.
- Section V. The IFC Vice President of Administration shall maintain accurate and organized financial records consisting of all receipts and invoices, copies of all monetary disbursements and deposits, IFC financial forms and reports, actual dues levied, canceled checks, ledgers, and journals.
- Section VI. In order to provide oversight and accountability regarding finances, the IFC will follow the financial procedures outlined below by the Department of Fraternity and Sorority Life.
- A. IFC will be responsible for having an off-site account with either the Credit Union of Georgia, Fifth Third Bank, Bank of America, or other recognized financial institutions. Two individuals, preferably the president and Vice President of Finance or administrative officer must be on the account. The IFC advisor must also be on the account. The advisor will be responsible for ensuring the appropriate individuals are on the account, including removing officers at the end of their term. If needed, the Department of Fraternity and Sorority Life will be responsible for submitting a document signed by the Director to the financial institution to verify the reflective changes.
  - B. IFC will utilize Quicken money management software to track budget and expenses. Through Quicken, the treasurer or administrative officer overseeing each account will create categories that coincide with each budget item. Minimally once a week, this individual will download all recent transactions into the software and itemize it to the specific category as well as attach a receipt. All transactions must be categorized, have an accompanying receipt, and have a memo describing the purchase.
    - 1. At the start of an officer's term, IFC will pay the software costs for Quicken to be downloaded to the officer's computer of choice. A Quicken account will be shared

with the new officer and the password will be updated for the new officer. This password will then be shared with the president and advisor of IFC in order for these individuals to be able to use Quicken online to view the budget and account. An ongoing Quicken file will be utilized by each council to ensure the budget and transitions are documented year after year. Each time changes are made to the Quicken account by the treasurer or administrative officer, the account must be backed up to the officer's Gmail Drive.

- C. All bank issued credit/debit cards will be kept in the office of the IFC advisor. When the card is needed for payment, a form must be completed which outlines the reasoning and price of the purchase and submitted to receive the card. If possible, a quote for the purchase should be included with the request. Cards are not allowed to be transferred from one person to another after it is checked out of the office before it is returned. After the purchase is made, the card must be returned to the office within a specified period of time (typically within 24 hours, unless a weekend or an event deems it necessary to have the card for an extended period of time) and must be accompanied by the receipt. Failure to provide a receipt may result in the individual with the card being responsible for the charges incurred during that time.
  - 1. Credit/debit cards will be prohibited from being saved on any computer or app.
- D. All checks will be kept in the office of the IFC advisor. When a check needs to be written for payment, a form must be completed which outlines the reasoning and price of the purchase, including a quote or invoice for the item, for the check to be written. Two signatures, which can be either the president, administrative officer, and/or advisor, must be on each check, unless special permission is given. A check cannot be paid to and signed by the same individual.
- E. Preapproval is required for all reimbursements by completing a form. Money spent by an individual without this approval may result in not receiving the reimbursement. Reimbursement requests must be made within 5 business days from the date of purchase.
- F. Failure to follow these procedures, including making unapproved purchases, failure to return receipts and/or the card, or providing the card to an unauthorized individual(s), will result in disciplinary sanctions. This may include reimbursement of money used, removal from position, and/or referral to the respective council's judicial board and/or the Department of Student Conduct and Academic Integrity.
- G. All promotional and apparel items must be approved through the IFC advisor. If the words "Kennesaw State University, "KSU," or the KSU logo are on the item, the design must be sent to Kennesaw State University's Design Approval at [designapproval@kennesaw.edu](mailto:designapproval@kennesaw.edu).

#### Article VIII. Member Fraternity Financial Obligations

Section I. The semester dues for each member fraternity shall be fixed at \$17 per active member.

- A. These dues will be discounted to \$12 per member for all fraternities who exceed the chapter IFC Average GPA as long as the average is above the minimum GPA requirement of 2.65 per the Academic Policies of the IFC and Department of Fraternity & Sorority Life.

Section II. The aggregate total of dues assessed shall be based upon each Member Fraternity's semester active member roster that is filed with the IFC Advisor in accordance with the requirements of Article V, Section III of the Constitution. These rosters are due no later than the second Monday of classes by 5:00 p.m.

Section III. The IFC Vice President of Finance shall invoice each member fraternity within one week of receipt of an active member roster. Invoices shall be paid within one month of receipt of invoice. Invoices must be paid by check or money order.

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

Section V. Each member fraternity of the IFC in good standing will be eligible to propose a vote of the General Body to obtain a dollar amount from the IFC Programming budget not to exceed twenty percent (20%) of that chapters contribution to dues for the calendar year. This money may only be used for the purpose of donation to a philanthropic effort or educational event of said chapter's choosing and will effectively serve as an IFC sponsorship of this effort or event. The proposal must be approved by a majority of the present quorum.

#### Article IX. IFC Code of Conduct

Section I. As members of the IFC, we, the Member Fraternities, hereby agree to and adopt the following Code of Conduct:

- A. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
- B. We will strive for academic achievement and practice academic integrity.
- C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically or sexually abuse or harm any human being.
- D. We will protect the health and safety of all human beings.
- E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
- F. We will meet our financial obligations in a timely manner.

- G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
- H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
- I. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

Section II. In addition to the requirements listed in Section I of this article, we, the member fraternities, hereby agree to and adopt a ban on the serving of alcohol over 15% ABV (alcohol by volume) at any of our events where alcohol is not served by a Georgia licensed and insured third party vendor.

- A. “Event” in this context shall be defined as any event with any one or more of our member fraternities presented and/or advertised as the host or co-host, include parties, mixers, socials, and tailgates. The policy will apply to any location where such an event could be held where a third party vendor is not serving the alcohol.
- B. Members of the IFC Executive Board will be welcomed at all Member Fraternities’ events, and will be able to observe adherence to the policy.
- C. Violations of the ban will be referred to and investigated by the VP of Standards, and sanctions handled in the same process as laid out in Appendix II. Sanctions are up to the discretion of the VP of Standards and the Judicial Board.
  - 1. Photographic or video evidence submitted by anyone at an event will be taken into consideration when investigating potential violations
  - 2. Guests should be discouraged from bringing their own hard liquor, but organizations will not be held in violation unless evidence is found of brothers consuming the liquor.
- D. This policy is only in regards to the consumption of alcohol over 15% ABV by individuals of age. Consumption or supply of any alcohol regardless of percentage ABV by individuals under the age of 21 is illegal and will be subjected to different disciplinary processes.

#### Article X. IFC Judicial Policy

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

- A. The IFC Constitution and Bylaws, Code of Conduct, and other policies.
- B. The rules and regulations of the Student Code of Conduct, KSU, and FSL.

C. The general values-based conduct of fraternity men.

Section II. In appearing before the Judicial Board, each member fraternity or individual shall be granted certain rights termed “due process.” Those rights are:

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

Section III. For all IFC policy regarding the judicial and appeals processes, please see Appendix II of these bylaws.

#### Article XI. Expansion Policy

Section I. In accordance with the North-American Interfraternity Conference’s Position on Open Expansion, the IFC at KSU believes the best interests of higher education and of the fraternity movement are served through the establishment of new chapters that provide a fraternal experience for an increasing number of college men. Expansion gives men more choices; it brings new influence and direction to a campus fraternal community; it provides new leadership and renewed motivation. To that end, the member fraternities of the IFC will collaborate with FSL and the Department of Student Life to establish guidelines and a timeline for expansion of the IFC when necessary and appropriate.

Section II. Associate Membership grants the member fraternity all rights, privileges, and responsibilities under the IFC Constitution and Bylaws, except the rights to hold an IFC Executive Board position, participate in the slating and voting process for the Executive Board, and to have an IFC Judicial Board Justice.

Section III. Upon completing the standards and goals set forth by their national organization, the associate member fraternity shall petition to become a full member of the IFC with all rights privileges and responsibilities under the IFC Constitution and Bylaws.

- A. This petition may be approved by a 2/3<sup>rd</sup> vote of IFC General Body.

## Article XII. IFC Recruitment Policy

- Section I. The IFC supports open recruitment and believes a man shall be free to join a member fraternity at a time that is mutually beneficial to both himself and the member fraternity.
- Section II. This Article reflects the Appendix I: Recruitment Policy & Guidelines of the Interfraternity Council, and contains only more general rules of recruitment. For questions on all rules and specifics of recruitment one should reference Appendix I.
- Section III. Any potential new member shall meet the following GPA requirement in order to be accepted as a new/associate member by any member fraternity:
- A. A minimum high school GPA of a 2.5 for first semester, first-year students as defined by the Office of Admissions.
  - B. A minimum adjusted cumulative college GPA of a 2.65 as defined by the Office of Admissions for those students enrolled at Kennesaw State, or any other University/College, previous to accepting a bid.
- Section IV. Under the guidance of the IFC Vice President of Recruitment, the IFC shall designate periods of time (formal recruitment) during each semester when the IFC will assist member fraternities by advertising their recruitment events, hosting campus-wide recruitment events, and educating potential new members on the fraternity community. Refer to Appendix I: Formal Recruitment Policy and Guidelines.
- Section V. The IFC Vice President of Recruitment shall solicit and maintain a potential new member roster, which shall be a roster of men interested in fraternity recruitment, and shall make that list available to each member fraternity.
- Section VI. Member fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and timelines as determined to best serve that member fraternity. However, the Department of Fraternity and Sorority Life outlines requirements of when bids are able to be extended, that IFC will follow.
- Section VII. Each member fraternity shall develop recruitment events, materials, and activities that are:

- A. Values-based;
- B. Alcohol-free and illegal substance-free;
- C. Specifically, in good taste;
- D. Not derogatory, degrading, or slanderous;
- E. For off-campus events, no farther than ten (10) miles away from either the Kennesaw or Marietta Campus, and outside of the perimeter set by Interstate 285. This distance will be measured by the length of road traveled given by Google Maps.
- F. In support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment.

Section VIII. Each member fraternity shall reserve the right to extend or retract a bid utilizing a process and timeline as determined by that member fraternity, provided that this process is within the requirements of the IFC as laid out by Article V of Appendix I.

Section IX. Each potential new member shall reserve the right to accept or decline any bid at any time without any penalty or pressure placed upon them.

Section X. Each member fraternity shall submit a new/associate member roster to the IFC Vice President of Recruitment and IFC Advisor by the designated date following formal recruitment or within 24 hours of bidding any potential new member.

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

Section XII. Each member fraternity shall submit an updated new/associate member roster to the IFC Vice President of Recruitment and IFC Advisor within one week of any new/associate member disassociating / de-pledging.

Section XIII. No member fraternity shall initiate communication with a new/associate member or member of another member fraternity about disassociation / de-pledging in order to become a new/associate member or member of their own member fraternity.

#### Article XIII. Publication and Distribution of the IFC Constitution and Bylaws

Section I. The IFC's current Constitution and Bylaws shall be published on the IFC website.

Section II. An updated copy of the IFC Constitution and Bylaws will be electronically

distributed to each member fraternity and the NIC after any amendment is adopted.

#### Article XIV. Amendments

- Section I. These Bylaws may be amended by a two-thirds vote of the IFC General Body provided notice of the proposed amendment has provided to member fraternities at the preceding regularly scheduled business meeting.
- Section II. These Bylaws shall become effective and shall supersede all previous Bylaws of the IFC when adopted by a two-thirds vote of the IFC General Body.



# **Appendix I**

## **Recruitment Policy & Guidelines of the Interfraternity Council**

### **Kennesaw State University**

#### Article I. Definitions

- Section I. For the purpose of this IFC Recruitment Policy & Guidelines, and with an understanding that each member fraternity may have its own terminology for internal use, the following terminology shall be the standard for the entirety of this document, unless otherwise indicated:
- A. Recruitment: shall be defined as a process of mutual selection during an activity, or period of activities in which a member fraternity promotes its organization to influence and gain the membership of enrolled undergraduate students
  - B. Recruitment event/activity: shall be defined as any action, formal or informal, by one or more active members or new/associate members, to meet, experience, develop associations with, and/or persuade any potential/non-members in an attempt to provide the opportunity for membership to a fraternal organization
  - C. Formal Recruitment: shall be defined as a period during which member fraternities participate in recruitment activities coordinated and overseen by the IFC Vice President of Recruitment and IFC Executive Board.
  - D. Informal Recruitment: shall be defined as recruitment activities held by a member fraternity occurring outside of the designated formal recruitment period.
  - E. Bid: shall be defined as a formal invitation, written or oral, to join a member fraternity.
  - F. Potential New member: shall be defined as any non-member who has not accepted a bid from any member fraternity or been initiated in a men's fraternity
  - G. New/Associate Member: shall be defined as any member who has accepted a bid to join a member fraternity but has not been initiated
  - H. Active member: shall be defined as any member who has been initiated into any member fraternity
  - I. Open Recruitment Event: shall be defined as recruitment activities held by a member fraternity in which any potential new member may attend.
  - J. Invite-Only Recruitment Event: shall be defined as recruitment activities held by a member fraternity in which potential new members are formally invited to attend.
  - K. Bid Day: shall be defined as the day during formal recruitment designated for potential new members to accept an invitation of membership to a member fraternity.
  - L. Recruitment Roundtable: shall be defined as a formal meeting called by the IFC Vice President of Recruitment or IFC President in which representation from each member fraternity attend to discuss information related to recruitment.

## Article II. Potential New Member Eligibility

- Section I. In order to accept an invitation to membership into a member fraternity, either during formal or informal recruitment, a potential new member must meet the following eligibility requirements:
- A. Must be an undergraduate male student enrolled at Kennesaw State University
  - B. Any potential new member shall meet the following GPA requirement in order to accept an invitation to membership into a member fraternity:
    - 1. A minimum high school GPA of a 2.5 for first semester, first-year students as defined by the Office of Admissions.
    - 2. A minimum adjusted cumulative college GPA of a 2.65 as defined by the Office of Admissions for those students enrolled at Kennesaw State, or any other University/College, previous to accepting a bid.
  - C. Must be enrolled in a minimum of 12 undergraduate credit hours.
  - D. Must not have been initiated into an IFC member fraternity or local, national, or international men's fraternity associated with another governing council or previous institution.
  - E. Must sign an academic release waiver granting the Department of Fraternity & Sorority Life permission to view and release academic grades to the necessary member fraternity representatives to establish eligibility.
  - F. Upon acceptance of a bid, must sign an academic release waiver granting the Department of Fraternity & Sorority Life permission to view and release grades to the necessary member fraternity representatives during the duration of membership.

## Article III. Formal Recruitment

- Section I. Formal Recruitment shall be defined as a period during which member fraternities participate in recruitment activities coordinated and overseen by the IFC Vice President of Recruitment and IFC Executive Board.
- Section II. During the formal recruitment process, the IFC Executive Board and the IFC Advisor shall supervise the bidding process between member fraternities and potential new members.
- Section III. Any potential new member interested in participating in formal recruitment must complete the recruitment registration form, pay the registration fee by the designated deadline, and attend Chapter Values Night prior to open recruitment events.

Section IV. Aligning with the National Panhellenic Conference's Unanimous Agreement X, Panhellenic women are not permitted to attend any recruitment event/activity hosted by either a member fraternity or a Council during formal recruitment. This applies to any recruitment event/activity or any event a casual observer would associate with fraternity recruitment.

Section V. The timing of the formal recruitment period may vary each academic semester, with dates to be determined at the discretion of a committee containing each Chapter's Recruitment Directors and the IFC Vice President of Recruitment.

#### Article IV. Informal Recruitment

Section I. Informal Recruitment shall be defined as recruitment activities held by a member fraternity occurring outside of the designated formal recruitment period.

Section II. Aligning with the National Panhellenic Conference's Unanimous Agreement X, Panhellenic women are not permitted to attend any informal recruitment event/activity hosted by a member fraternity. This applies to any recruitment event/activity or any event an observer would associate with fraternity recruitment.

#### Article V. Bidding

Section I. Each member fraternity shall reserve the right to extend or retract a bid utilizing a process and timeline as determined by that member fraternity.

Section II. Each potential new member shall reserve the right to accept or decline any bid at any time without any penalty or pressure placed upon them.

Section III. Each member fraternity shall submit a new/associate member roster to the IFC Vice President of Recruitment and IFC Advisor by the designated date following formal recruitment or within one week of bidding any new/associate member.

Section IV. A bid may only be offered to an eligible potential new member as outlined in Article II of this document.

Section V. Bids, if accepted, are not a formal acceptance of joining a particular organization, merely an acknowledgement of preference. Accepting a bid from one organization does not preclude a Potential New Member from accepting a bid from another at a

later date. Before a Potential New Member may join another organization after accepting a bid, they must notify the organization that they are disassociating. See Article VI for this process.

#### Article VI. Disassociation/ De-Pledging

- Section I. A new/associate member shall reserve the right to disassociation / de-pledge from the new/associate member process of a member fraternity at any time prior to initiation and may accept a bid from another member fraternity at any time following that disassociation / de-pledging.
- Section II. Each member fraternity shall submit an updated new/associate member roster to the IFC Vice President of Recruitment and IFC Advisor within one week of the initiation of that semester's New/Associate Member Class, for the purpose of removing disassociated New/Associate Members from the Chapter's roster.
- Section III. No member fraternity shall initiate communication with a new/associate member or active member of another member fraternity about disassociation / de-pledging in order to become a new/associate member or active member of their own fraternity.

#### Article VII. Dry Recruitment Policy

- Section I. The possession, consumption, or use of alcohol or drugs shall not be permitted at any recruitment event/activity hosted by either a member fraternity or the Council.
- Section II. Those persons under the influence of alcohol or drugs are not permitted to be in attendance at any recruitment event/activity hosted by either a member fraternity or the Council. Persons including but not limited to:
- A. Potential new members
  - B. Active or New/Associate members of a member fraternity
  - C. Alumni members
  - D. Chapter/Faculty Advisors
  - E. Non-members (sorority women, affiliated students, unaffiliated women and students)
- Section III. Member fraternities and individual chapter members shall not host/sponsor any "open parties" or "after parties" of any sort at their chapter house, off-campus residence owned/rented by members of the fraternity, on-campus residence halls, or any third-party vendor as a means of recruitment.

Section IV. A potential new member found in violation of the Dry Recruitment Policy as outlined in Section I of this article shall lose eligibility and be removed from the recruitment process and must wait until the following academic semester to participate in any recruitment activities or accept an invitation of membership into a member fraternity. Furthermore, individuals may be subject to additional violations under the Student Code of Conduct.

Section V. Chapter members (active or new/associate members) shall not consume alcohol with any potential new member present during any recruitment event hosted by either a member fraternity or the Council. This applies to any recruitment event/activity or any event an observer would associate with fraternity recruitment.

Section VI. Persons as outlined in Section II of this Article shall not consume alcohol with any potential new member present during any recruitment event hosted by either a member fraternity or the Council. This applies to any recruitment event/activity or any event an observer would associate with fraternity recruitment.

## Appendix II

### IFC Judicial Policy and Due Process

- Section I. All fraternities under the jurisdiction of the IFC shall be afforded all rights given in the Constitution, as well as due process rights outlined within Article X, Section II of the Bylaws. There is no circumstance where a chapter will lose the right to due process.
- Section II. Any individual or group may file a complaint against a member fraternity, specifying in writing the particular alleged acts of the accused. This may must be done by submitting an IFC Judicial Complaint Form or written notice to the IFC Vice President of Standards or IFC Advisor. The IFC Vice President of Standards shall promptly review and investigate the allegation. Upon determination that an allegation has merit, the IFC Vice President of Standards may charge a member fraternity with a violation.
- Section III. Once the IFC Vice President of Standards has determined the filed complaint has merit, the member fraternity is to be provided written notification of the charges at least one week in advance of the hearing. This written notification shall include the following:
- A. Date, time and location of their informal judicial hearing;
  - B. Description of the alleged violation; and
  - C. Due Process Rights.
- Section IV. All evidence related to a complaint shall be compiled and presented to all parties prior to any Informal Judicial Hearing or Formal Judicial Board Hearing. All evidence shall be directly related to the complaint(s) alleged against the member fraternity and shall be approved by the IFC Vice President of Standards prior to circulation.
- Section V. Upon a finding of the IFC Vice President of Standards that a filed complaint has merit, he shall offer the charged member fraternity the opportunity to participate in an Informal Judicial Hearing.
- Section VI. In cases in which the charged Member Fraternity accepts an Informal Judicial Hearing, the IFC Vice President of Standards shall meet with a representative of the charged member fraternity to discuss the allegations of the complaint. Within three (3) business days of the Informal Judicial Hearing, the IFC Vice President of

Standards may dismiss the complaint with a finding of no violations or provide the charged member fraternity with his finding of violations and recommendation for a resolution through disciplinary sanctions. The charged member fraternity has three (3) business days to accept or reject the terms of resolution. If the charged member fraternity accepts the resolution, the charged member fraternity waives all rights of appeal and the outcome is final.

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

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

Section IX. The IFC Vice President for Standards shall convene a Formal IFC Judicial Board Hearing if:

- A. The charged member fraternity rejects having an Informal Judicial Hearing;
- B. the charged member fraternity rejects the Informal Judicial Hearing recommendation for resolution; or
- C. the IFC Vice President of Standards determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition;

Section X. The IFC Vice President of Standards will select five (5) Judicial Board Justices, as predetermined by an alphabetical rotation of the member fraternities, to hear the case. In the event the IFC Judicial Board rotation for service on a Judicial Board hearing falls upon an IFC Justice whose member fraternity is involved in the alleged violation, the rotation will skip to the next member fraternity in the alphabetical rotation.

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

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

- A. Participants: Attendance at all IFC Judicial Board hearings shall be limited to the member fraternities involved, any witnesses, the IFC Justices assigned to serve on the Judicial Board for the hearing, the IFC Advisor, and the IFC Vice President of Standards. Additionally, the charged member fraternity may be accompanied by its chapter advisor during any Judicial

Board hearing. The chapter advisor must be registered as an the official member of the chapter advisory team of the member fraternity with FSL.

B. Confidentiality: All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:

1. Any individuals, member fraternities, or IFC Justices involved.
2. Details of the proceedings
3. Witness testimony.

C. Hearing Process:

1. Initiation of the Hearing: The IFC Vice President of Standards shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, he shall advise the charged member fraternity of the formality of the hearing and the necessity of all parties to be truthful.
2. Overview of Judicial Hearing Process: The IFC Vice President of Standards shall outline the process for the remainder of the hearing as follows:
  - a. Presentation of alleged charges, violations, and investigatory evidence against the charged member fraternity shall be presented by the Vice President of Standards;
  - b. Charged member fraternity may ask questions;
  - c. IFC Justices may ask questions;
  - d. Presentation of charged member fraternity;
  - e. IFC Justices may ask questions;
  - f. Calling of Witnesses
  - g. Charged member fraternity may ask questions;
  - h. IFC Justices may ask questions;
  - i. Charged member fraternity may give final statement;
  - j. IFC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

Section XIII. In the event the IFC Vice President of Standards member fraternity is involved in the alleged violation, the highest-ranking IFC Executive Board officer, starting with the IFC President, as listed in Article VI, Section II of the IFC Constitution, shall serve in his stead.

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

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



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

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

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

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

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

Section XIX. The IFC Vice President of Standards shall notify the IFC General Body of any sanctions imposed upon a member fraternity through any Informal or Formal Judicial Hearing.

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

- A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
- B. The severity of the sanction did not match the severity of the violation.
- C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence.
- D. Sanctions imposed through the Judicial Process shall stand until an appeal is heard.

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

Section XXII. The IFC General Body shall hear appeals for Status Sanctions. The IFC Vice President of Standards shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member fraternity shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. Upon completion of the member fraternity appeal presentation, all representatives of the member fraternity shall be dismissed from the meeting, including the member fraternity's IFC Delegate and/or Alternate Delegate. The IFC General Body shall first vote on whether to uphold the status sanction, which shall require a two-thirds vote. In the event the IFC General Body fails to uphold the decision, the IFC General Body shall determine by a two-thirds vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed. The decision of the IFC General Body shall be final with no further appeal rights.