Bylaws of the Interfraternity Council of the University of North Texas

Section I: Membership

A. The attachment “Fraternity Expansion Procedures” delineates the procedures and guidelines for establishing new membership in the IFC.

B. Dues:

1. IFC dues shall be based upon a fraternity’s previous semester GPA. Dues are assessed by a flat rate per member, and there will be five incremental levels of payment based on the defined GPA below:

<table>
<thead>
<tr>
<th>GPA Range</th>
<th>Dues per Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.0 to 3.5</td>
<td>$5 per member</td>
</tr>
<tr>
<td>3.49 to 3.0</td>
<td>$8 per member</td>
</tr>
<tr>
<td>2.99 to All Men’s GPA</td>
<td>$12 per member</td>
</tr>
<tr>
<td>All Men’s GPA to 2.0</td>
<td>$20 per member</td>
</tr>
<tr>
<td>Below 2.0</td>
<td>$25 per member</td>
</tr>
</tbody>
</table>

2. A fine of 10% of the amount due shall be assessed if the bill is not paid within second (2) meeting of written issuance. Fraternities must pay fifty percent (50%) by the third IFC meeting, and the second fifty percent (50%) by the fifth (5) IFC meeting.

Section II: Meetings

A. The IFC Full Council shall meet every week throughout the academic year, or more often as circumstances require. Each fraternity member shall have two (2) representatives in attendance at each meeting.

B. If at any time a fraternity does not have two (2) representatives, of which being earlier specified, the fraternity will be fined as outlined in the policies section.

C. The first meeting of each calendar month shall be attended in formal attire which will consist of dress pants, a collared shirt, and dress shoes. Those delegates not dressed properly shall be counted absent and fined as outlined in the policies section.

D. Representatives not present by the time of the first Vice President’s report shall be counted absent and fined as outlined in the policies section.
E. IFC meetings shall be run by Robert’s Rules of Order, unless otherwise specified.

Section III: Representatives

A. The IFC shall be composed of two initiated members of each fraternity, who will be appointed or elected for a term equal to that of their President or Vice-President, from each member fraternity. Each chapter’s delegates must be initiated members of the chapter he represents, with the exception of colonies.

B. Substitutes

1. In case of the absence of both of the official representatives, a substitute may act as the representative. A substitute may vote on all matters except bylaws, amendments to the Constitution and the election officers.

2. Substitutes may petition the executive board at least twelve hours (12) prior to the meeting for approval to vote on bylaws, constitutional amendments and officer elections. The IFC executive board must vote unanimously to grant voting rights to a substitute.

C. It is each member organizations responsibility to inform the executive board of the delegate names at the beginning of each semester or if a change is made mid-semester.

Section IV: Elections

A. Elections shall be held no later than two (2) weeks prior to the end of the fall semester.

B. Nominations shall be solicited at least two (2) weeks prior to the date of elections and shall be closed immediately prior to the balloting for each respective office.

C. Qualifications of Officers

1. Officer nominees shall not concurrently hold the office of the chapter president or chapter recruitment chair.

2. Officer nominees shall have passed a minimum of thirty (30) hours of college work.
3. Officer nominees must be full-time (12 hours) students at the University of North Texas, with a cumulative GPA equal to or greater than 2.5.

4. Officer nominees must be initiated members in good standing with their respective fraternities.

D. The order of elections shall be as follows: President, Vice President of Administration, Vice President of Recruitment, Vice President of Finance, Vice President of Public Relations, Vice President of Risk Management, and Vice President of Judicial Affairs.

E. Officers shall be elected by a majority vote of the legislative body. In case of a tie, a re-vote will be taken following discussion. If a tie remains after two (2) consecutive re-votes, the executive board shall break the tie.

F. The newly elected officers will take office at the last meeting of the fall semester.

G. Officer transition must be completed by the first semester in which the Executive Board will serve.

Section V: Vacancies of Office

A. In case the President is unable to fulfill his term in office, the Vice President of Administration shall become President. In the event neither is able to serve as President, a special election to fill both offices will be held.

B. Vacancies in the offices of Vice President of Recruitment, Vice President of Finance, Vice President of Public Relations, Vice President of Risk Management or Vice President of Judicial Affairs shall be filled by appointment from the president and approved by the executive council.

Section VI: Duties of Executive Board Officers

A. General Duties

1. Attend all regularly scheduled, special meetings and executive board meetings.

2. Attend the SEIFC Annual Conference.
3. To prepare a report and record of activities at the end of their term, this information will be passed to the next officer at an annual transition retreat.

B. **Duties of the President are:**

1. Announce meetings of the IFC and the Executive Board.
2. Conduct the meetings of the IFC and the executive board.
3. Supervise all activities and operations of the IFC.
4. Represent the IFC in all dealings with the University and outside community.
5. Create and appoint any special committees deemed necessary by the IFC and/or executive board, and to serve as an ex officio member of all committees, excluding the judicial board.
6. Appoint IFC representatives or delegates to other committees as desired.
7. Represent IFC during the orientation activities marts and other university events.
8. Hold an annual IFC General Assembly Meeting for all chapters and their respective membership.
9. Ensure IFC officers are performing and adhering to weekly office hours.
10. Maintain office hours each week as determined by the IFC executive board.

C. **The duties of the Vice President of Administration are:**

1. Assume the role of the President, in his absence.
2. Record the minutes of all the IFC and executive board meetings.
3. Distribute the minutes of all meetings to the General Body, and place one copy in the IFC archives file.
4. Maintain a membership list of the IFC delegates and check attendance at all council, executive board, and committee meetings.

5. Inform chapter treasurers immediately when a fine has occurred due to an absence of non-compliance.

6. Oversee the completion of the SEIFC Awards Program and any other such awards programs.

7. Maintain the IFC office, equipment and supplies.

8. Maintain office hours each week as determined by the IFC Executive Board.

D. **The duties of the Vice President of Recruitment are:**

1. Direct and coordinate all IFC recruitment program(s).

2. Form and maintain an IFC Recruitment Committee.

3. Develop and coordinate a summer recruitment publication, as well as any other promotional activities.

4. Represent the IFC during the orientation activities marts and other university activities.

5. Organize all bid day activities.

6. Evaluate recruitment practices each semester with the assistance of chapter recruitment chairs from each IFC chapter and provide updates as needed.

7. Maintain office hours each week as determined by the IFC Executive Board.

E. **The duties of the Vice President of Finance are:**

1. Prepare an annual budget to be approved by the legislative body.

2. Prepare bills, receive disbursements, and keep an accurate account of all IFC funds and to prepare accurate financial reports at the end of each month and term for distribution to all chapters.
3. Maintain accurate records through the year by invoicing and maintaining receipts.

4. Receive all check requests and make disbursement with a cosigner.

5. Form and maintain a finance committee.

6. Maintain office hours each week as determined by the IFC Executive Board.

F. The duties of the **Vice President of Public Relations** are:

1. Serve as the liaison or appoint a liaison to the other governing councils.

2. Coordinate all IFC sponsored new member educational initiatives.

3. To prepare the IFC calendar to be distributed prior to the last meeting of the previous semester.

4. Serve or appoint a delegate as the IFC representative to the Student Government Association.

5. Develop, compile and coordinate the public relations efforts of the IFC.

6. To organize and coordinate all philanthropic/community service projects of the IFC, at least one per semester.

7. To serve as the co-chair of the Greek Week Committee.

8. Serve as one of the co-chairs of the Greek Newsletter Committee.

9. Maintain office hours each week as determined by the IFC Executive Board.

G. The duties of the **Vice President of Risk Management** are:

1. Oversee the implementation of the UNT/IFC Risk Management Policy.
2. Implement the UNT housing standards for fraternities.

3. Aid the IFC, Judicial Board and member fraternities in interpreting and understanding all aspects of risk management.

4. Annually inform IFC legislative body of the policies and procedures of the IFC risk reduction guidelines.

5. Coordinate Risk Management training in the Fall Semester for all chapter Risk Management Officers.


7. Co-chair with the VP of Public Relations, the coordination of IFC sponsored new member risk reduction initiatives.

8. Maintain office hours each week as determined by the IFC Executive Board.

H. The duties of the Vice President of Judicial Affairs are:

1. Interpret all rules of order and provisions of the constitution and by-laws, with assistance from the Greek Life Staff.

2. Advise the IFC President on Parliamentary Procedures for each called meeting.

3. Serve as the executive board representative to the IFC Judicial Board, but not as a member, maintaining voice but not vote.

4. Preside over all meetings of the Judicial Board.

5. Provide written summary of the judicial hearings to IFC President and the Greek Life Staff.

6. To serve as chair of the IFC constitution/bylaws committee.

7. To conduct the IFC Judicial Board as outlawed in bylaws and all other supplemental documents as necessary.

8. To distribute the procedures of the IFC Judicial Board on an annual basis.
9. Maintain office hours each week as determined by the IFC Executive Board.

Section VII: Standing Chairs and Committees:

A. In addition to the executive offices, three (3) committee heads will be appointed by the IFC President and approved by the Executive Council. The committee heads must include, but are not limited to, the Scholarship Chair, Webmaster, and Intramural Chair. Each chair will head their committee, composed of appointed members from each fraternity, and will hold bi-weekly meetings.

B. The president and executive board of the IFC shall appoint any standing or ad hoc committees and committee chairmen deemed necessary for the operation of the IFC and its services (Standing committees are appointed as articulated in Section IV).

C. The IFC delegate from each member fraternity is required to serve on at least one standing committee. Chapter Executive Board members are encouraged to serve on a standing committee, but are not required to do so. Fraternities whose delegates do not attend committee meetings shall be fines as outlined in the Policies Manual.

D. Any additional members may be added at the request of the committee chairman.

E. Committee chair and members hold office at the discretion of the IFC President and Executive Board.

F. Committees shall meet regularly throughout the fall and spring semesters at the discretion of the committee chair.

G. The duties of the Scholarship Chairman are:

   1. Develop and coordinate the academic programming of the IFC.
   2. Coordinate all scholarship activities of the IFC.
   3. Co-chair with the VP of Public Relations, the coordination of IFC sponsored new member scholarship initiatives.
   4. Co-Chair IFC scholarship banquet with the VP of Administration.
   5. Create scholarship recognition strategies.
H. The duties of the Webmaster are:

1. Maintain the IFC independent website.

2. Coordinate with the Vice President of Public Relations to ensure all events, pictures and information is communicated via the website.

I. The duties of the Intramural Chairman are:

1. Organize and present, in conjunction with Recreational Sports, a program that includes a fraternity league, schedules of events and rules for each intramural event.

2. Co-chair with the VP of Public Relations, the coordination of IFC sponsored Philanthropic sports event each year.

3. Manage rosters for good standing and involvement in intramurals.

4. Obtain and present a traveling perpetual plaque for: flag football, outdoor soccer, indoor volleyball, basketball, indoor soccer and sand volleyball.

5. Plan for one major “Greek out the Game” in conjunction with other governing councils per semester, not to include homecoming.

Section IX: Judicial Board

A. The purpose of the IFC Judicial Board shall be to arbitrate conflicts between fraternities and to uphold the constitution, bylaws, and policies of the Interfraternity Council of the University of North Texas.

B. Violations of any IFC rules and policies may result in disciplinary action as determined by the IFC Judicial Board.

C. Each fraternity will have one designated member (and one alternate to serve in their absence), to serve as a Justice on the Judicial Board. Absences from Judicial Board meetings will be sanctioned as outlined in the IFC Policies. Absences will be excused at the discretion of the Vice President of Judicial Affairs when notified 24 hours in advance of a Judicial Board meeting.
D. All Justices must be initiated members in good standing with a member fraternity and a student at the University at the time of appointment.

E. The Vice President of Judicial Affairs will serve as the Chairman of the Judicial Board, maintaining voice but no vote. However, in the event of a tie, the Vice President of Judicial Affairs will have the authority to break the tie.

F. Only one (1) member from a fraternity may be elected to any position on the Judicial Board, excluding the Vice President of Judicial Affairs.

Section X: Judicial Procedures

A. Incident Reports shall be presented within one week (5 business days; with the deadline being at 5:00 pm after the completion of the 5th business day) of the incident to the Vice President of Judicial Affairs, and/or the Office of Greek Life. All cases will be given to the Judicial Board to be considered.

B. Upon receiving a complaint, the Judicial Board must within five (5) business days inform the fraternity of the charges to be considered.

C. Eight (8) members and the chair must be present for a case to be considered. No board member will participate in a case involving his own fraternity.

D. If the IFC Judicial Board Chair is a member of the fraternity involved in a hearing, an alternate is appointed by the IFC President. Alternates for the Judicial Board Chair can be one of the current members of the Judicial Board (if chosen, the member fraternity’s alternate can serve as the Judicial Board delegate).

E. The Judicial Board shall have the power to levy fines and/or other disciplinary action deemed necessary by the Judicial Board.

F. The Vice President of Judicial Affairs shall present all cases to the Judicial Board.

G. For incident reports filed when school is not in session, or in the event the Judicial Board has not had its semi-annual training, all cases will be heard and sanctioned by the Office of Greek Life.

H. All Judicial hearings must take place within 2 weeks of notification to the chapter.
Section XI: Judicial Appeals

A. Written intent to appeal must be submitted to the Vice President of Judicial Affairs within five (5) business days of receiving the Judicial Board decision.

B. As soon as the organization is informed of their sanctions, they will be enforced.

C. When the chapter in question informs the IFC Vice President of Judicial Affairs in writing of their intent to appeal, the sanction will be lifted until the appeals process is completed. If the VP of Judicial Affairs and Office of Greek Life do not overturn the sanctions, the time between the appeal notification and the appeal will be added to the end of the sanction.

D. The VP of Judicial Affairs and Office of Greek Life will make the final decision on appeals.

E. The Vice President of Judicial Affairs and Office of Greek Life must make a decision within five (5) business days of the appeal meeting.

Updated November 15th, 2010 @ 3:35 PM.
IFC Policies

Section I: A member fraternity along with its membership must operate in accordance with the Constitution, Bylaws, Policies, NIC, FIPG standards and all other governing documents, as well as the latest edition of the University of North Texas Code of Student Conduct.

Section II: Meetings

Meetings Missed Per Semester:
1 Fine of $20
2 Fine of $40
3 Loss of IFC vote (for semester) and a fine of $50
4 Referred to Judicial Board
5 Social Probation (for semester)

Section III: Deadlines Set Forth by the Executive Board
The following sanctions will apply to chapters who fail to meet deadlines set forth by the executive board.

First week: loss of IFC vote.
Second week: fine of $20 and loss of IFC vote.
Third week: fine of $40 and referral to the Judicial Board

Section III: Social Events
All social events must be registered with the office of Greek Life seven (7) days prior to the event with all appropriate signatures and requirements completed.

Section IV: Policy Approval
A policy shall be approved by a majority vote at a regularly scheduled meeting, provided that a quorum is present.

Approved April 20, 2009