

University of La Verne Interfraternity Council Constitution

ARTICLE I- Name

Section 1

The name of this organization shall be the Interfraternity Council (hereafter: IFC) established at the University of La Verne (hereafter: ULV).

ARTICLE II- Purpose

Section 1

The purpose of the IFC shall be to stand for good scholarship, for guarding of good health, for maintenance of fine standards, and for serving, to the best of our ability our college community. The IFC stands for service through the development of character inspired by the close contact and deep friendship of individual fraternity life. The opportunity for wide and wise human service, through mutual respect and helpfulness, is the tenet by which the IFC strives to live. Additionally the IFC:

- Clause 1: Considers the goals and ideals of member groups as continually applicable to campus and personal life.
- Clause 2: Cooperates with member Fraternities and the ULV administration in concern for and maintenance of high scholarship, social and moral standards.
- Clause 3: Acts in accordance with National Interfraternity Conference (hereafter: NIC) policies.
- Clause 4: Acts in accordance with such rules established by the IFC, as defined in Article VI, Section 1, as to not violate the sovereignty, rights and privileges of member Fraternities.
- Clause 5: Serves to promote the knowledge of the Greek system in order to increase Greek membership.

ARTICLE III- Membership

Section 1

There shall be three classes of membership: Active, Associate and Affiliate.

- Clause 1: The active membership of the IFC shall be composed of all chapter members in good standing of the NIC fraternities.

ARTICLE IV- Officers

Section 1

The Executive Board of the IFC shall be the President, Executive Vice President, Secretary/Treasurer, Vice President of Recruitment, Vice President of Scholarship and Vice President of Programming and Marketing.

Section 2

The Executive Board shall be representatives from member Fraternities holding active or affiliate membership in the IFC.

Section 3

The Executive Board shall serve for a term of one academic year. The transitions of the new Executive Board will take place during the twelfth week of the Spring semester. The positions to be rotated as stated in the rotation schedule addendum.

Section 4

Any Executive Board officer failing to perform his duties as outlined in the IFC Bylaws, Article IV, section 1-6 shall be considered by the Judicial Board for removal from office and a successor be designated by the IFC Bylaws, Article II.

ARTICLE V- Greek Council Meetings

Section 1- Greek Council Meetings

The Greek Council, which includes members from the IFC and College Panhellenic Association (hereafter: CPA) shall hold at least one regular meeting each semester. The meeting(s) shall be held at a time and place established by the Executive Boards of both the IFC and CPA at the beginning of each academic semester.

Section 2- Greek Council Special Meetings

A special meeting of the Greek Council may be called by the President of the IFC or CPA when necessary and shall be called by her/him upon written request of any active or affiliate member Fraternity at ULV. At least twenty-four (24) hours notice must be given prior to the special meeting.

Section 3- Notification of Meetings

The delegates from each active Fraternity shall be responsible for notifying his Chapter members of all regular and special meetings of the Greek Council. Regularly scheduled Greek Council meeting(s) shall be noted on the Fraternity calendars of each member Fraternity.

Section 4- Attendance

All members of the IFC (Chapter delegates and Executive Board) are required to attend all meetings.

ARTICLE VI- THE IFC Assembly

Section 1

The executive and representative bodies of the IFC shall be the IFC Assembly.

Section 2

The duty of the Assembly shall be to conduct all business related to the overall welfare of the IFC and to compile rules governing the IFC, which do not violate the sovereignty, rights and privileges of member Fraternities.

Clause 1: Membership- The Assembly shall be composed of one Chapter delegate and one alternate Chapter delegate from each fraternity holding active and affiliate membership at ULV. Executive Board officer(s), elected from the Assembly will also hold active and affiliate membership at ULV.

Clause 2: Executive Board Officers- The Executive Board of the IFC shall serve

as the executive body of the Assembly. Executive Board positions are listed in Article IV. The selection and duties of the Executive Board officers are outlined in the IFC Bylaws Articles II, IV, and V.

Clause 3: Chapter Delegates- The Chapter delegates of the IFC shall serve as the representative body of the Assembly. The selection and duties of the delegates are outlined in the IFC Bylaws Article III.

Clause 4: Assembly Meetings- Regular Assembly meetings shall be held weekly at a time and place established prior to the start of each semester. Special meetings of the Assembly may be called by the IFC President when necessary and shall be called by him upon the written request of any member delegate of the Assembly. At least twenty-four (24) hours notice must be given prior to the special meeting.

Clause 5: Attendance- All members of Assembly are required to attend all meetings.

(1) Notification of an absence must be given to the Secretary/Treasurer at least 24 hours prior to the start of the meeting.

(2) Excused absences include:

- Medical Reasons
- Appointments with university officials
- Family emergencies
- Other reasons for absences will be excused at the discretion of the Executive Board and the Greek advisor

Clause 6: Voting- the IFC voting power shall be vested in Chapter delegates.

(1) The voting members of the Assembly shall be the Chapter delegates of each Fraternity holding active membership. If a delegate is absent, the vote of his Fraternity shall be cast by the designated alternate. If both Chapter delegate and alternate are absent, the fraternity will forfeit their vote. No other member will be allowed to cast a vote representing their fraternity without the written permission of the Chapter President. At no time can a member of the Executive Board be allowed to cast a vote on behalf of their fraternity. On constitution, bylaw changes and recruitment changes matters should be taken back to the respective chapters and voted on the following week. If a delegate or alternative delegate is not prepared to vote after the week, they forfeit their vote.

(2) A complete up to date roster of all IFC members, including alternate delegate is due at the first IFC meeting of the Fall semester and during the transitional meeting in the Spring.

(3) Unanimous agreements should try to be reached when voting.

(4) In a case where a vote is tied, the IFC President shall act as a voting delegate.

Clause 7: To appeal a vote after the President votes, a third party designated by the Greek Advisor shall be the tie breaking vote. This person must be a Student Affairs administrator.

Clause 8: Voice- The Executive Board, the Advisor, chairpersons, and any guest to the Assembly shall have voice but no vote

ARTICLE VII- Advisor

Section 1

The Advisor (ex officio, non-voting) shall be appointed by the ULV administration. It is recommended that he/she have a Greek background.

Section 2

The Advisor shall ensure that the IFC upholds and abides by its Constitution, Bylaws, Fraternity Recruitment Policies and all other standing rules and regulations of ULV and the NIC.

Section 3

The Advisor shall also advise the IFC as to the proper regulations, procedures, and financial affairs of ULV.

ARTICLE VIII- Standing Committees

Section 1

Standing committees and special officers may be necessary to carry out the work of the IFC. Such committees shall be appointed by the Executive Board to serve during the tenure in office and officers of the Board, which appoints them.

ARTICLE IX- NIC Agreements and Policies

Section 1

All members of the IFC shall act in accordance with the fundamental policies established by the NIC.

Section 2

All IFC rules and policies shall be in compliance with those currently established by the NIC and ULV.

ARTICLE X- Violations

Section 1

Violations of any regulations of the Constitution, Bylaws, Fraternity Recruitment Policies, or the NIC Agreements shall be considered for penalties established by the IFC in compliance with those recommended by the NIC.

Section 2

Any dispute growing out of the violation of the IFC rules and regulations shall be mediated through arbitration principles of the NIC.

ARTICLE XI- Amendments

Section 1

This Constitution may be amended by a unanimous vote of the voting members of the IFC Assembly, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Section 2

The Assembly, Advisor, and member Fraternities' Advisors shall review this constitution at least once an academic year.

University of La Verne Interfraternity Council Bylaws

ARTICLE I- Finance

Section 1- Fiscal Year

Clause 1: The fiscal year of the Interfraternity Council (hereafter: IFC) shall be from July first to June thirtieth inclusive.

Section 2- Contracts

Clause 1: The signature of the President and the Advisor shall be required to bind the IFC.

Section 3- Checks

Clause 1: The Secretary/Treasurer and the Advisor shall sign all checks issued on behalf of the IFC.

Section 4- Payments

Clause 1: The Secretary/Treasurer shall collect all payments due to the IFC and record them. Checks for payments shall be made payable to the ULV Interfraternity Council.

Section 5- Membership Dues

Clause 1: Amount- The amount of dues shall be determined annually by the IFC Assembly (hereafter: Assembly) at the last meeting of the spring semester.

Clause 2: Time of payment- The dues of each IFC member Fraternity shall be payable on or before the fourth week of the Fall semester.

ARTICLE II- Selection and Replacement of Officers

Section 1- Selection of Officers

Clause 1: The office of the President, Executive Vice President, Secretary/Treasurer, Vice President of Recruitment, Vice President of Scholarship and Vice President of Programming and Marketing, shall be elected each spring by the individual chapters and installation of officers will take place the twelfth week of the spring semester.

Clause 2: It is strongly recommended that all candidates for the Executive Board should have a minimum of one (1) semester membership in their fraternity. All members of the IFC Executive Board shall be required to meet and maintain (defined as both semester and cumulative) a GPA of 2.75 on a 4.0 scale.

Section 2- Officer Vacancies

Clause 1: When an Executive Board officer vacancy occurs, it shall be the responsibility of the chapter to coordinate a selection process in order to find his replacement.

Clause 2: If an officer cannot complete a full term, and the chapter is unable to slate a qualified replacement, the positions duties and responsibilities will be taken on by other Executive Board members of the IFC.

Section 3- Selection of Chapter Delegates and Delegate Vacancies

- Clause 1: All Chapter Delegates shall be selected by their respective Fraternity and be available to serve for a term of one year.
- Clause 2: When a Chapter Delegate vacancy occurs, it shall be the responsibility of the Fraternity concerned to select a replacement within two weeks and to notify the Secretary/Treasurer of his name, address, and telephone number. When a meeting of the Assembly occurs while a delegate vacancy exists, the alternate delegate of the Fraternity concerned shall fulfill the duties of the delegate in all cases.
- Clause 3: Chapter Delegates shall be required to meet and maintain (defined semester and cumulative) a GPA of 2.5 on a 4.0 scale.

ARTICLE III- Officer Duties

Section 1- President

- Clause 1: The President shall have overall responsibility for the operation of the IFC.
- Clause 2: The President shall call and preside over all regular and special meetings of the IFC.
- Clause 3: The President shall review, approve, and sign all IFC contracts.
- Clause 4: The President shall serve as an ex-officio member on all IFC Committees with voice only.
- Clause 5: The President shall maintain a complete and up-to-date President's file which should include a copy of the current IFC Constitution, Bylaws, and Standing Rules, the budget, and all NIC policies and procedures.
- Clause 6: The President shall be the liaison between the IFC and CPA.
- Clause 7: The President shall perform all other duties usually pertaining to this office.
- Clause 8: Shall act as a voting delegate in a case where a vote is tied.

Section 2- Executive Vice President

- Clause 1: The Executive Vice President shall perform the duties of the President in his absence, inability to serve, or at his call.
- Clause 2: The Executive Vice President shall serve as chair of the Judicial Board and keep any files related to this office.
- Clause 3: The Executive Vice President shall serve as the parliamentarian.
- Clause 4: The Executive Vice President shall perform all other duties usually pertaining to this office.
- Clause 5: The Executive Vice President shall oversee all committees and special offices.

Section 3- Secretary/Treasurer

- Clause 1: The Secretary/Treasurer shall keep an up-to-date roll of members of the Council and call it at all Council meetings.
- Clause 2: The Secretary/Treasurer shall be responsible for keeping full minutes of all meetings of the IFC and the Assembly, maintaining a record of all actions taken, and distributing such to the Assembly by the next Assembly meeting.

- Clause 3: The Secretary/Treasurer shall maintain a complete and up-to-date file which should include the minutes of the IFC and Assembly meetings from the date of organization; copies of all contracts made by the Assembly; current correspondence.
- Clause 4: The Secretary/Treasurer shall be responsible for the official correspondence of the Assembly unless provided otherwise.
- Clause 5: The Secretary/Treasurer shall be responsible for the general supervision of the finances of the Assembly.
- Clause 6: The Secretary/Treasurer shall be responsible for the preparation of the annual budget and, following its approval by the Assembly, for providing a copy to each IFC member Fraternity.
- Clause 7: The Secretary/Treasurer shall receive all payments due to the IFC, collect all dues, and give receipts.
- Clause 8: The Secretary/Treasurer shall be responsible for the prompt payments of all bills of the IFC.
- Clause 9: The Secretary/Treasurer shall maintain up-to-date financial records, give a financial report at each regular Assembly meeting and an annual report at the close of his term of office.
- Clause 10: The Secretary/Treasurer shall perform all other duties usually pertaining to this office.

Section 4 – Vice President of Recruitment

- Clause 1: The Vice President of Recruitment shall coordinate two recruitment programs annual as defined in the IFC Recruitment Policies. These recruitment processes include coordinating all recruitment schedules, communication with individual fraternity recruitment chairs of the IFC policies and procedures, marketing and promotions, and program evaluation.
- Clause 2: The Vice President of Recruitment shall keep current statistics concerning the number of initiated members and new members of each IFC member fraternity.

Section 5 – Vice President of Programming and Marketing

- Clause 1: The Vice President of Programming and Marketing shall assist the Vice President of Recruitment with all marketing and promotions related to the IFC recruitment programs.
- Clause 2: The Vice President of Programming and Marketing shall coordinate IFC-wide marketing efforts including, but not limited to: brochures, information booths, website listings, general fraternity information and IFC-wide policies and procedures for the ULV community.
- Clause 3: The Vice President of Programming and Marketing shall coordinate IFC-wide programs such as but not limited to: Greek Reveal, IFC/CPA mixers, Greek Awards and Graduation Ceremony as well as other events and activities which promote Greek Life at ULV.

Section 6 – Vice President of Scholarship

- Clause 1: The Vice President of Scholarship shall coordinate one mandatory scholarship-related program each semester for the members of the IFC.
- Clause 2: The Vice President of Scholarship shall serve as the IFC representative to the Order of Omega.

- Clause 3: The Vice President of Scholarship shall assist in the collection and verification of individual IFC active, affiliate and associate chapter member semester and cumulative GPA's.
- Clause 4: The Vice President of Scholarship is required due to the sensitive nature of their position to complete FERPA training.
- Clause 5: The Vice President of Scholarship will coordinate recognition awards each semester for outstanding individual members and overall chapter scholarship.

ARTICLE IV- The Executive Board

Section 1- The Executive Board

- Clause 1: The Executive Board shall appoint all standing and special committees and their chairs and, in making these appointments, recognize representatives from all member Fraternities.
- Clause 2: The Executive Board shall administer routine business between meetings of the Assembly when advisable and such other business as has been approved for action by Assembly vote.
- Clause 3: The Executive Board shall report all actions taken by the Executive Board at the next regular meeting of the Assembly through the Secretary/Treasurer and record the actions in the minutes of that meeting.

ARTICLE V- Standing Committees

Section 1- Standing Committees

- Clause 1: The IFC standing committees shall be the Judicial Board.

Section 2- Term of Office

- Clause 1: The standing committee's members shall serve for a term of one academic year. A committee chair or member may be appointed to serve for a further term of office.

Section 3- Judicial Board

- Clause 1: Membership- The Judicial Board shall consist of the Executive Vice President as the Chair, the Chapter Delegates from each member Fraternity, and the Advisor (ex officio, non-voting).
- Clause 2: Duties- It shall be the duty of the Judicial Board to deal with violations of the IFC Constitution, Bylaws, Fraternity Recruitment Policies, or all other standing rules and regulations.

ARTICLE VI- Administration of Membership Selection

Section 1- House Total

- Clause 1: Every regularly enrolled newly pledged, active or affiliate of a Chapter shall be counted in House Total.
- (1) A list of newly pledged, initiate and affiliated members shall be filed, in writing, with the Greek Advisor by the end of rush week.
 - (2) Any depledging, termination or other change in membership shall be reported, in writing, to the Greek Advisor no later than seventy-two hours after it has occurred.

Section 2- Time of Recruitment

- Clause 1: Recruitment will take place each semester.
- (1) The events of Recruitment will be determined by IFC and will be included in the Recruitment Rules.
 - (2) When possible, Recruitment will take place with a Monday through Friday format. (Must not exceed 7 days)
 - (3) For additional policies, see the Fraternity Recruitment Policies.

Section 3- Pledge Lists

- Clause 1: Complete new member lists shall be turned into the Greek Advisor for record keeping seventy-two hours after initiation of all new members. The list will then also be submitted to the Vice President of Recruitment at the next IFC meeting.

Section 4- Continuous Open Bidding

- Clause 1: Continuous Open Bidding is a time other Rush during which Bids may be extended and accepted.
- Clause 2: Currently ULV prohibits Continuous Open Bidding.

Section 5- Fraternity Recruitment Policies

- Clause 1: All IFC Recruitment Policies shall be adhered to and upheld by all collegiate members, alumnae, and pledges.

Section 6- Summer Contacts

- Clause 1: The IFC may make a cooperative effort with CPA to contact Potential New Members during the summer months by sending published information (i.e., a Greek system brochure or information booklet). At no time is an individual Fraternity to make summer contacts. All information must be approved by the Office of Student Life prior to publication and distribution.
- Clause 2: Mailing addresses will be secured by the Office of Student Life and no student addresses will be made available to Greek organizations. Postage will be paid by CPA and IFC.

ARTICLE VII- New Member Period and Initiation

Section 1- Recruitment and New Member Eligibility

- Clause 1: A man must be a fully matriculated student, completed at least 12-units, and be in good standing at the University of La Verne to be eligible for Recruitment and New Membership.

Section 2- Invitation Timeline

- Clause 1: An IFC member Fraternity may not issue an invitation of membership or formally initiate or pin a man outside of established Recruitment and Bidding periods, or during any school recess.

Section 3- New Member Period

Clause 1: The New Member period of any member Fraternity may not exceed eight weeks.

Section 4- New Member Requirements

Clause 1: A new member must be initiated whenever he has met the requirements of the Fraternity to which he has committed as well as the requirements established by ULV.

ARTICLE VIII- Hazing

Section 1- Hazing

Clause 1: All forms of hazing and or pre-initiation activities which are defined as hazing shall be banned and are illegal.

Clause 2: Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk or injury, or causes discomfort, embarrassment, harassment, or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a member fraternity.

Such activities and situations include, but are not limited to, creation of excessive fatigue; physical and psychological shocks; wearing, publicly apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; participating in treasure or scavenger hunts; normally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities or normal sleep patterns; and any other activities which are not consistent with fraternal law, ritual, or the regulations and policies of the member fraternity or educational institution. And all member groups will affirm their polices on hazing through mailings and through workshops presented by IFC

ARTICLE IX- Extension

Section 1- Extension

Clause 1: When all member Fraternities at ULV are close to or over Total, the IFC Assembly shall consider raising Total or adding another member Fraternity.

Clause 2: The extension policies for adding another member Fraternity are outlined in the ULV Greek Guidelines.

ARTICLE X- Violations

Section 1- Disputes

Clause 1: Any dispute arising out of the violation of the IFC rules and regulations shall be addressed through mediation as described in the Judicial Procedures.

Section 2- Agreement

Clause 1: If an agreement is not reached through the mediation process, the matter shall be referred to the Judicial Board.

Section 3- Appeal

Clause 1: If the decision of the Judicial Board is not acceptable, the matter may be appealed. Notice of the intention to appeal shall be given to the Greek Advisor to be submitted by the Associate Dean for Student Affairs.

Section 4- Attendance

Clause 1: Chapter Delegates- A fine will be charged to the delegate's member fraternity for unexcused absences; there will be a ten dollar (\$10) fine for the first absence and an increase of ten dollars (\$10) for every unexcused absence thereafter. After the third unexcused absence the delegate will be removed from his position and a new delegate will need to be appointed.

Clause 2: Special Committees- A fine will be charged to the individual special committee members for unexcused absences; there will be a five dollar (\$5) fine for the first unexcused absence and an increase of five dollars (\$5) for every unexcused absence thereafter. (\$10 second unexcused absence, \$15 for the third unexcused absence etc.)

Clause 3: Executive Board- A fine will be charged to the chapter Executive Board members for unexcused absences; there will be a twenty dollar (\$20) fine for the first unexcused absence and an increase of twenty dollars (\$20) for every unexcused absence thereafter. After the third unexcused absence the Executive Board member will be removed from his position and a new Executive Board member will need to be appointed.

ARTICLE XI- Rules of Order

Section 1- Rules of Order

Clause 1: The IFC Assembly shall be governed by Robert's Rules of Order Newly Revised, except in matter specifically provided for in the IFC Constitution, Bylaws, and Standing Rules.

ARTICLE XII- Amendment

Section 1- Amendment

Clause 1: These Bylaws may be amended by unanimous vote of the voting members of the Assembly, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.