

INTERFRATERNITY COUNCIL BYLAWS

LEHIGH UNIVERSITY

9 April 2007

Article 1: Meetings

- 1.1 At least one regular meeting of the IFC shall take place once every two weeks each academic month of the school year. The time and place shall be designated by the IFC President.
- 1.2 Final notice of time and place of all meetings shall be issued via e-mail by the President or Secretary at least three days prior to the date of the meeting.
 - 1.21 A tentative schedule of meeting dates, times, and locations shall be issued to all member fraternity representatives at the beginning of each semester. Indication should be made that the schedule is subject to change.
- 1.3 Special meetings will be called by the President:
 - 1.31 If an emergency exists.
 - 1.32 At the written request of one-third (1/3) of the member fraternities.
- 1.4 Any member fraternity not represented at any special or regular meeting of the IFC during an academic year will incur a \$100 fine for that fraternity.
- 1.5.1 Any member fraternity displaying on-going attendance problems will be open, at the discretion of the Executive Committee, to IJC action.
- 1.6 The Executive Board of the Interfraternity Council may, at their discretion, designate four programs (at maximum) throughout their term in office, or one academic year, as a mandatory event. At these events, each fraternity house must send at a minimum five members; two of which must be upperclassmen. If a member house does not have five members of their brotherhood in attendance, they will be fined the equivalent of missing a general meeting of the IFC.

Article 2: Elections

- 2.1 The elections of all officers shall be by secret ballot from nominations.
 - 2.11 Ballots shall be counted by the IFC President, IFC Advisor, and the current Executive Board member of that position. Winners will be announced by the IFC President following the result of each elected position.

- 2.2 Nominations for all officers shall be made from applications distributed at least four weeks before the election meeting. Completed nominations shall be due the week prior to the election meeting.
- 2.3 On election night, the candidates will be allowed 3-5 minutes for speeches.
- 2.4 Elections shall occur in the following order: President; Vice President of Administrative Affairs; Vice President of Judicial Affairs; Secretary; Treasurer; Recruitment Chairman; Communications Chairman.
- 2.5 Officers shall be elected by a simple majority of votes cast.
- 2.6 In case no majority is reached on the first ballot, the lowest candidate is dropped until a majority is reached.
- 2.61 Note the following hypothetical example:
 - Three candidates run for a position. There are 22 voters. The results are 8, 7, 7. Thus, there is no single lowest candidate to drop and no single candidate has a majority of the votes, so at this point, the election becomes a plurality, in which case the candidate with 8 votes wins, even though he has not reached majority.
- 2.7 The newly elected officers shall assume their positions at the conclusion of that academic year (not following the conclusion of the election meeting).
- 2.8 Voters shall consist of one representative for each member fraternity of the IFC. The IFC President shall vote only in the case of a tie.
- 2.9 Any voter is allowed to abstain on his vote. He must notify the Executive Committee of this prior to doing so.

Article 3: Impeachments

- 3.1 Vacancies
 - 3.11 The President shall have the power to fill any vacancies by appointment, which is subject to approval by a majority of the IFC.
 - 3.12 Should the office of the President become vacant, the Vice President of Administrative Affairs shall assume the position and conduct election procedures as prescribed in Article 2 of the By-Laws. This must take place within two weeks of the vacancy.

3.2 Dismissal

- 3.21 The grounds for dismissal of officers shall be: neglect of duties, undue absence from meetings, failure to accept responsibilities of the office, or failure to work in harmony with the purpose of the organization.
- 3.22 A motion for dismissal that states the reason for the motion must be made at a regular IFC meeting, and, if passed by a majority of those present, the IJC shall investigate and make its recommendation to the IFC at a special meeting to be called within one week by the IFC Advisor. If the judicial committee's report is for dismissal, a three-fourths (3/4) majority vote of those in attendance is required for such action to take place.

Article 4: Committees

4.1 Standing committees of the IFC:

- 4.11 All standing committee memberships shall last for one year.
- 4.12 The Executive Committee shall consist of the seven elected officers of the IFC: President, Vice President of Administrative Affairs, Vice President of Judicial Affairs, Secretary, Treasurer, Rush Chairman, Communications Chairman.
- 4.121 The Executive Committee shall meet at least once each week, before each regular IFC meeting.
- 4.122 The Executive Committee shall appoint from nomination applications all Chairpersons and members of all IFC standing and special committees, unless otherwise specified in the By-Laws.
- 4.123 The Executive Committee shall have the power to dismiss all appointed chairmen and members of all IFC standing and special committees.
- 4.13 The membership of the Interfraternal Judicial Committee (IJC) shall consist of one member per fraternity chapter. Representation by each fraternity is required, though one member is the maximum per chapter (this includes the Vice President of Judicial Affairs). The newly elected IJC Chairman shall appoint from nomination applications all other members of the committee prior to the conclusion of each academic year. The committee shall be approved annually by the University Conduct Officer.
- 4.131 If only one member applies to be that chapter's IJC representative for a certain academic year, he shall automatically be appointed to the Committee.
- 4.132 If more than one member per chapter applies for that chapter's one IJC

spot, the IJC Chairman shall interview the candidates and appoint one.

4.133 Once an IJC representative is appointed to the Committee, he shall have the choice to continue to represent his chapter in consecutive year terms until he completes his undergraduate term at Lehigh University.

4.1331 The IJC representative has the option to step down from the position at the conclusion of any academic year to allow someone else represent the chapter for the following year.

4.134 The purpose of the Judicial Committee shall be to further the best interest of the University community by protecting and upholding the rights and responsibilities essential to an academic atmosphere. It is the duty of the Judicial Committee to adjudicate alleged cases of fraternity misconduct brought to their attention.

4.135 The University Conduct Officer shall advise and train the Judicial Committee on matter of due process, procedures, and precedent.

4.136 The IFC Vice President of Judicial Affairs shall appoint an IJC Vice Chairman in the event that the former is forced to step down due to conflict of interest. The Vice Chairman shall be a member of a different fraternity than the Vice President of Judicial Affairs, and shall already be one of the members of the IJC.

4.137 The Judicial Committee shall have the power to determine, by majority vote of its panel members, the guilt of any member fraternity brought before it, and to invoke suitable penalties for violations as prescribed elsewhere in the Constitution and By-Laws of the IFC and the University Code of Conduct.

4.138 Should a member of the Judicial Committee or his fraternity be directly involved in any case brought before the committee, he shall not be permitted to sit on the panel or have a say in the verdict during that case.

4.139 Only full-time, undergraduate brothers of active, IFC-recognized fraternity chapters are eligible for membership in the IJC.

4.2 Appointed Positions:

4.2.1 All appointed positions shall last for one year.

4.2.2 Applications for the following positions are to be collected in the first month of school by the Executive Board: Campus Relations Chair, Scholarship Chair and Community Service Chair. The Greek Week chair shall be filled before the last day of classes in the fall semester.

- 4.2.3 All positions are filled by appointment of the Executive Board.
- 4.2.4 No chapter may be represented by more than one appointed position.
- 4.2.5 Duties of the Campus Relations Chair:
 - 4.2.5.1 Attend all IFC general council meetings.
 - 4.2.5.2 Attend IFC executive board meetings at the request of the executive board.
 - 4.2.5.3 Serve as the official IFC liaison to non-Greek governing bodies and any other relevant student organization and/or University department to explore partnerships.
 - 4.2.5.4 Assist with completion of NGLA programming awards.
 - 4.2.5.5 Compile a list of resources of university organizations and staff to be kept in the OFSA resource library.
 - 4.2.5.6 Communicate and provide relevant resources to the IFC and member chapters.
- 4.2.6 Duties of the Scholarship Chair:
 - 4.2.6.1 Attend IFC meetings at request of the IFC executive board.
 - 4.2.6.2 Attend IFC executive board meetings at the request of the IFC executive board.
 - 4.2.6.3 Assist with completion of the NGLA awards.
 - 4.2.6.4 Serve as official liaison to the Office of Academic Outreach.
- 4.2.7 Duties of the Community Service Chair:
 - 4.2.7.1 Attend IFC meetings at request of the IFC executive board.
 - 4.2.7.2 Attend IFC executive board meetings at the request of the IFC executive board.
 - 4.2.7.3 Coordinate one major Greek community service event each semester that involves a majority of member chapters.
 - 4.2.7.4 Coordinate Greek and non-Greek service efforts.
- 4.2.8 Duties of the Greek Week Chair:
 - 4.2.8.1 Facilitate the Greek Week planning meetings.
 - 4.2.8.2 Oversees the process of allocating all charitable donations raised during Greek Week.
 - 4.2.8.3 Attend IFC executive board meetings at the request of the IFC executive board.

Article 5: IFC Judicial Procedures Proposal

- 5.1 Procedures of the Interfraternal Judicial Committee, hereafter referred to as the "IJC":
- 5.11 Any member of the University may file a report with the Office of Student Conduct who can forward it to the Chairperson of the Judicial Committee if it falls within the IJC's jurisdiction.
- 5.12 Related information is gathered by the University Conduct Officer and/or the Lehigh University Police.
- 5.13 The accused fraternity is informed in writing of the charges against it by the University Conduct Officer. This notice will state the specific regulations from the provisions which the fraternity is alleged to have violated.
- 5.14 A pre-hearing interview is conducted by the University Conduct Officer with the charged student fraternity. During this interview, the fraternity:
- a. Receives a copy of the "Notice of Charges" if this has not been done by letter.
 - b. Has the charges explained in terms of the specifics of the incident and evidence.
 - c. Has the IFC and/or University Code of Conduct explained in detail.
 - d. Is notified of the time, place, and date of the hearing sufficiently in advance of the hearing so that the fraternity has a reasonable opportunity to prepare its defense.
 - e. Has the option to have the IJC Chairman present.
- 5.2 Conduct of Hearing
- 5.2(a) All five voting members of the Interfraternal Judicial Committee must be present for the duration of the hearing.
- 5.2(b) The hearing shall be conducted in such a manner as to do substantial justice and shall not be restricted unduly by rules of procedures or evidence. Evidence not directly related to the matter at hand will not be considered.
- 5.2(c) The hearing is closed unless the panel and the Conduct Officer agree with the request of the organization. The IJC reserves the right to close a hearing if there is a threat to a victim or witness, unless the victim or witness states otherwise. A closed hearing shall be defined as only fraternity members allowed in the hearing. The number of members allowed to attend will be decided by the Chairperson. The University Conduct Officer may designate other individuals to be present at a

hearing held by the IJC for training and educational purposes.

- 5.2(d) The accused fraternity may challenge any member of the committee for such causes as bias or preformed judgment. The University Conduct Officer and the Chairperson of the Judicial Committee shall determine whether the member be replaced by an alternate to be designated by the Chairperson. In the event the Chairperson is challenged, the IJC Vice Chairman will replace him.
- 5.2(e) The University Friend shall not assume responsibility for conducting the defense of the accused.
- 5.2(f) The charges and evidence will be presented by the Chairperson or University Conduct Officer on behalf of the IFC.
- 5.2(g) The fraternity charged shall have the right to question all witnesses.
- 5.2(h) The fraternity shall have the right to call a reasonable number of witnesses (designated by the Chairperson) on its behalf, who shall be subject to questioning by members of the Judiciary Committee.
- 5.2(i) The testimony of unknown or unidentifiable witnesses shall not be admissible.
- 5.2(j) The committee may address questions to any party or to any witness called by the parties, provided that the fraternity charged shall not be compelled against its wishes to testify or answer questions, and its silence shall not be held against the chapter. The board shall limit the scope of the testimony to matters relevant to the defense and thereto. The committee and/or the accused fraternity may request that the Dean of Students Office require any member of the University community to appear as a witness at the hearing. In the event that any person, including the accused, shall disrupt the hearing, the Chairperson shall exclude that person and proceed with the hearing without him/her.
- 5.2(k) The IFC shall have the burden of proof of guilt by clear and convincing evidence.
- 5.2(l) In the event of the refusal of the accused fraternity to appear at the hearing, the evidence in support of the charge shall be presented, considered, and adjudicated.
- 5.2(m) The Interfraternal Judicial Committee shall make a written report of the hearing consisting of: the notice of charges and other hearing documents, a summary of evidence presented, the findings of the committee, and the sanctions levied. The report shall be transmitted to the IFC and the Dean of Students Office. In cases involving the University Code of Conduct, the Dean of Students office will review the report and render a final decision on the outcome of the case. In cases involving IFC rules, the IJC decision will be final. The fraternity shall have seven calendar days from the date of the hearing in which to submit a written request for an appeal to the University Conduct Officer. If there is no request for an appeal within seven calendar days, the IFC shall implement a sanction.

5.2(n) Hearings shall be business casual attire for all in attendance.

5.3 Appeals

5.31 An appeal may be requested on the grounds that: (1) information was not available at the time of the hearing, is now available, and could reasonably be expected to have altered the outcome of the case; (2) the University or IFC disciplinary procedures were violated in a way that probably adversely affected the outcome of the case; or (3) the sanction was unduly harsh and not justifiable.

5.32 Violation of the University Code of Conduct must be appealed to the University Appeals Committee. The group's procedures are outlined in the Lehigh Handbook.

5.33 Infractions of IFC rules will be appealed to the IFC Executive Committee. Decisions by the Executive Committee will require a unanimous vote to rescind, revise, or modify the action of the Judiciary Committee.

5.4 Referral

5.41 Once a hearing date has been set, the committee reserves the right to postpone it due to unexpected circumstances. All parties must be informed of this in advance.

5.42 The Judicial Committee may determine whether it is qualified to examine itself as qualified or not to dispose of any case. Should it find itself unqualified, it may refer the case to the Office of the Dean of Students.

5.5 The Code of Conduct

5.51 All violators of IFC rules will be tried generally by the IJC.

5.52 If a fraternity as a whole is charged with corporate responsibility for a violation of the University Code of Conduct, it may be given the option of an IJC or an Administrative hearing, as determined by the University Conduct Officer.

5.521 Corporate responsibility for group violations is defined under the University Code of Conduct.

5.53 The IJC will not adjudicate cases involving individuals.

5.54 When the University Code of Conduct is used as a basis of charges, the Interfraternal Judicial Committee's findings will be in the form of a recommendation to the Dean of Students, who may accept, reject, or alter the recommendation.

5.6 Appellate Hearing Panel

- 5.61 The Executive Appellate Panel of the Interfraternity Council is designed to hear any challenges or appeals to IFC policy as it applies to any individual house or member. With one notable exception, the Appellate Panel will not hear individual cases of academic qualification for rush. The Appellate Panel will be composed of the Interfraternity Executive Council President and Vice President, the Judicial Chairman, and two IFC house Presidents, chosen at random. The Appellate Panel Hearing will be led by the Interfraternity Judicial Chairman and will be structured and run using the same proceedings as the Interfraternity Judicial Council.

Article 6: IFC Guidelines

6.1 Scholarship

- 6.11 Any fraternity with a GPA of 0.30 below the University all men's average will be placed on academic probation for one semester. Academic probation shall require that the fraternity be brought before the IFC Vice President of Administrative Affairs and IFC Advisor. The two will review the study conditions and the individual grades of the chapter to detect problems. Based on this analysis, the IFC Vice President and Advisor will make recommendations for changes in these areas. If the fraternity is on academic probation for two consecutive semesters, it will be placed on social probation for the following semester. Continued academic probation will result in referral to the IJC for appropriate action.

6.2 Hazing

- 6.21 Fraternities will adhere to the University policy on hazing as outlined in the Lehigh Handbook.
- 6.22 The Lehigh Handbook defines hazing as:

Hazing is any action taken or situation created, whether on or off campus, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Hazing includes but is not limited to any brutality of a physical nature, such as paddling, whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of any food, liquor, drug or other substance, or any other forced physical activity that would subject the individual to physical harm or mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which would adversely affect the mental health or dignity of the individual. Among prohibited activities are forced or coerced activities which create excessive fatigue; cause physical and psychological shocks; involve kidnapping;

involve morally questionable quests, treasure hunts, scavenger hunts, or any other such activities; involve publicly wearing apparel that is conspicuous and not normally in good taste; cause students to engage in public stunts and buffoonery, morally degrading or humiliating games and activities, or late night activities which interfere with scholastic activities. Also prohibited are any activities that are in violation of federal, state, or local laws, this Code of Conduct, or accepted standards of good taste or propriety. For purposes of this definition, any activity described in this paragraph upon which the admission into or affiliation with an organization is directly or indirectly conditioned shall be presumed to be "forced or coerced" activity, the willingness of an individual to participate in such activity notwithstanding.

6.3 Recruitment

- 6.31 Recruitment is defined as any organized contact between a male student and a fraternity member.
- 6.32 See official and most updated IFC Recruitment Guidelines document for a full set of rules and regulations on what is permitted during the fall and spring semesters. As mentioned in Article 5.6 of the Constitution, it shall be the job of the IFC Recruitment Chairman to make necessary amendments or modifications to the document.
- 6.33 Etiquette toward other houses shall be observed at all times while conducting recruitment.
- 6.34 Downgrading of other houses or disclosure of private matters of other houses as a means of recruitment is strictly forbidden.
- 6.35 Alcohol in any form may not be present at any activity or event at which a potential new member is present.
- 6.36 Fraternities are prohibited from purchasing or providing alcohol to any potential new member through any means at anytime during recruitment.

6.4 Degrading the Fraternity system

- 6.41 Any fraternity or fraternity person performing an act which could be deemed degrading to the fraternity system as a whole shall be in violation of the IFC Code of Conduct.

6.5 Offenses of contempt against Interfraternal Judicial Committee

- 6.51 Sanctioning will be determined by the severity of the case and a fraternity's prior record. Refer to sanctioning for groups and organizations in the Lehigh Handbook

for general ideas for sanctions.

- 6.52 Knowingly violating the terms of any disciplinary sanction imposed by the Interfraternal Judicial Committee.

Article 7: Dues

- 7.1 The annual dues of the IFC shall be determined by the IFC Treasurer. The dues must be approved by a three-fourths (3/4) majority vote of the IFC.
- 7.2 When necessary, pro rata assessments may be made among the member fraternities of the IFC to cover expenses, provided the assessments are sanctioned by a three-fourths (3/4) majority vote of the IFC.
- 7.3 Any member in arrears are paid in full.

Article 8: Finances

- 8.1 The Treasurer of the IFC shall be bonded to the amount of that year's approved budget.
- 8.2 A budget for the school year shall be drawn up by the Treasurer, approved by the FMA, and passed by the IFC prior to the end of the [previous] spring semester.
- 8.3 All disbursements must be made by checks signed by the FMA and approved by the IFC President and Treasurer.
- 8.4 No funds shall be paid for disbursement of any committee except upon detailed statement thereof approved by the Executive Committee.
- 8.5 Checks processed by the FMA for any collected proceeds or funds raised by fraternity chapters, with the purpose of donating to charity, shall only be made out directly to the charity, and not the fraternity.
- 8.6 No chapter-specific payments or donations shall be solicited at IFC meetings. Chapter representatives may inform the council of the charitable cause, but requesting direct billings during an IFC meeting is not permitted.
- 8.7 No Interfraternity Council funds may be used for the sole purpose of social functions, gifts or benefits benefiting the IFC Executive Board without $\frac{3}{4}$'s chapter approval.
- 8.8 No Interfraternity Council funds may be used for the purchase of alcoholic beverages with $\frac{3}{4}$'s chapter approval.

Article 9: Order of Business

- 9.1 Roll Call
- 9.2 Guest Speaker(s)
- 9.3 President's Report
- 9.4 Vice President of Administration's Report
- 9.5 Vice President of Judicial Affairs' Report
- 9.6 Secretary's Report
- 9.7 Treasurer's Report
- 9.8 Rush Report
- 9.9 Communications Report
- 9.10 [Supplemental Position] Report
- 9.11 IFC Advisor(s) Report
- 9.12 New Business/Announcements
- 9.13 Courtesy of the Floor (if called in advance)

Article 10: New Member Education

- 10.1 A pledge's activities in preparation for his initiation shall take place when these activities do not interfere with the pledge's active participation in the curricular or non-curricular program supported by the University.
- 10.2 New Members shall be permitted to visit his fraternity house in accordance with relevant University policies.
 - 10.21 If a University disciplinary investigation is pending with the chapter, the University may mandate that new members not visit the house for a designated period of time.
 - 10.22 The Interfraternity Council, in conjunction with the University, may implement policies related to New Member education that impact Section 10.2, as long as those policies are not in violation of University policies or these By-Laws.
- 10.3 Hazing is not be permitted by the IFC. The IFC defines hazing as outlined by the

definition in the University Handbook and referenced previously in Article 6.22 of the By-Laws.

- 10.4 Hazing shall be considered a University Code of Conduct violation and shall be tried according to Article 6.21 of the By-Laws.
- 10.5 Member fraternities should determine their own procedures in regards to selection of pledges and/or initiates. These procedures must comply with University regulations regarding minority group discrimination.
- 10.6 New member education may not exceed six consecutive weeks. The start and end dates for new member education shall be determined by the Interfraternity Council.

Article 11: Amendments

- 11.1 Any portion of these By-Laws may be eliminated, revised, or supplemented upon a two-thirds (2/3) vote of the member fraternities, provided the proposed change has been presented in paper at a previous meeting (minimum of seven days prior). Any section(s) of the By-Laws or the Constitution may, at regular or specially-called meetings, be suspended by a two-thirds (2/3) member vote.
- 11.2 Amendments to these By-Laws shall be submitted to the Office of Fraternity and Sorority Affairs to be put on permanent record.

Article 12: Junior IFC (JIFC)

- 12.1 The name of this organization shall be the Junior Interfraternity Council, hereafter referred to as the "JIFC".
- 12.2 Consists of one new member from each member fraternity.
- 12.3 Shall meet at least once every full month during the New Member education period.
- 12.4 Members of the JIFC shall inform their chapter's representatives of the workings of IFC.
- 12.5 Duties of representatives:
 - 12.51 Shall report information to respective new member member class.
- 12.6 Shall be overseen by the IFC Secretary and the IFC Advisor.
- 12.7 Shall elect executive officers (President, Vice President, Secretary) from within its membership. The JIFC representative from each member fraternity shall be entitled to one vote. Officer elections are outlined in Article 2 of the By-Laws.
- 12.8 The JIFC is encouraged to participate in at least one community service project each spring semester.

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