

The Bylaws of the Rensselaer Interfraternity Council (IFC)

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Article I - Preamble

Section I – Establishment

This body shall be officially known and designated as the Interfraternity Council of Rensselaer Polytechnic Institute.

Section II – Interfraternity Council Objectives

- A. The objective of the Interfraternity Council shall be:
 - a. To promote the continued growth and excellence of the Rensselaer Polytechnic Institute fraternity community
 - b. To facilitate discussions between all member fraternity chapters with the goal of the betterment of the common fraternity member
 - c. To operate the council in accordance with the Bylaws established by this Interfraternity Council
- B. The objectives of the Interfraternity Council Executive Board shall be:
 - a. To represent all member fraternity chapters to all administrative bodies of Rensselaer Polytechnic Institute
 - b. To represent all member fraternity chapters to the Alumni Fraternity and Sorority Council (AFSC)
 - c. To represent all member fraternity chapters to any other student body
 - d. To help facilitate all campus wide Interfraternity Council events and activities
 - e. To hold all member fraternity chapters accountable to the goals and standards set by these Interfraternity Council Bylaw

Section III – Definitions

- A. Member - Shall refer to all chapters who are recognised by the IFC under [Article II Section I](#), subsections A, B or C.
- B. Good Standing - Shall refer to all chapters who are recognised by the IFC under [Article II Section I](#), subsections A or B. Allows a member the full rights and responsibilities of associate or full membership.
- C. The Council - Shall herein refer to the Interfraternity Council of Rensselaer Polytechnic Institute and all of its members.
- D. Conducting Business - Includes introducing, discussing, or voting on motions outlined in [Article III Section II](#).
- E. Council Review - Consists of the Council's consideration by way of introduction, discussion and vote on any motion concerning any document, action, or activity that requires approval. Unless otherwise noted, approval consists of a majority vote of present members in good standing.
- F. Chapter Delegate - The Chapter Delegate must be the Chapter President or Vice-President and is responsible for representing their chapter during IFC General

Body Meetings. Only Delegates shall have voting rights at General Body Meetings.

- G. Chapter Representative - Individual appointed by each member chapter to represent the chapter on IFC committees and other such groups.

Article II – Council Membership

Section I – Recognition

- A. Associate membership shall be granted to a petitioning group upon two-thirds (2/3) vote of all full members of the Council that are in good standing, provided the following requirements have been met prior to the vote:
- a. Shall if appropriate, obtain the written approval of an RPI administrator such as the Greek Dean.
 - b. Shall have their constitution accepted by the Executive board of the council.
 - c. Shall show they are capable of operating on a sound financial basis.
 - d. Shall demonstrate genuine interest in fraternal, academic and community activities.
 - e. Shall have agreed to adhere to all rules and regulations set forth in the IFC Bylaws, Policies, and other documents meant to regulate the Greek community.
 - f. Shall provide a roster, bylaws, and contact member for chapter executive board members.
 - g. Having satisfied the above requirements, the petition may be read at one meeting and may be voted on at the next meeting, provided at least one week shall have elapsed between the two meetings.
- B. Full membership shall be granted a petitioning associate member by the Interfraternity Council Executive Board that are in good standing, providing the following requirements have been met prior to the vote
- a. Shall have been in good standing for at least one continuous year.
 - b. Shall have demonstrated the ability to be fiscally stable.
 - c. Shall have maintained members from at least three class years and had at least 11 members for the duration of at least one academic year.
 - d. Shall have demonstrated genuine interest in fraternal, academic and community activities.
 - e. Shall have agreed to adhere to all rules and regulations set forth in the IFC Bylaws, Policies, and other documents meant to regulate the Greek community.
 - f. Having satisfied the above provisions, the petition may be read at one meeting and may be voted on at the next meeting, provided that at least one week has elapsed between the meetings. The threshold for this vote will be $\frac{3}{4}$ of the council.
- C. Probationary membership shall be applied to members in good standing by the

Executive Board or Judicial Board for:

- a. A substantial violation of an IFC policy.
- b. Being the subject of investigation for Illegal activities.
- c. Consistent violations of IFC policies.
- d. Having been cleared of charges the probationary member shall regain their previously held status.
- e. Having been found in violation, probationary members may lose all recognition or become associate members per a decision of the IFC Judicial Board.

Section II – Standards

- A. Each member Chapter shall abide by a set of minimum standards in order to maintain council membership. Members that do not meet one (1) of these standards may be subject to removal as outlined in Section IV. Such standards are as follows:
 - a. Members must abide by the IFC Bylaws, policies, rules, and regulations.
 - b. Members must maintain an overall semester Grade Point Average at or above a 2.5/4.00 (effective Jan 1st 2020)
 - c. Member chapters must maintain an overall semester chapter cumulative Grade Point Average at or above a 2.7
 - d. Members must keep on record with the IFC an accurate record of the chapter's new member education plan.
 - e. Members must submit to the Vice president of Philanthropy and Service by the end of the year evidence of one of the following:
 - i. The chapter has hosted or co hosted at least one philanthropic event
 - ii. At least 20% of the chapters active members have participated in an IFC philanthropic event
 - iii. At least 20% of the chapter has volunteered at least two hours as part of another organization's philanthropic event.
 - f. Members must not incur two (2) consecutive unexcused absences of the same type from Council meetings, Regional meetings, or any other mandatory function which all members are required to attend.
 - g. Members must not incur three (3) unexcused absences throughout the semester.
 - h. Members must operate on a sound financial basis
 - i. Members must number more than zero (0) active members
 - j. Members must not fail to pay IFC dues or any other IFC financial obligation within six (6) weeks of formal notification of such financial obligation

Section III – Representation

- A. Each member chapter shall submit the names of all its officers, Chapter Delegate, and Chapter Representative to all appropriate parties immediately after that officer has assumed their position. Also, each must register the name of its Chapter Delegate and Chapter Representative with the Vice President of Internal

Communication.

- B. Each member chapter in good standing shall have one vote unless such voting rights have been revoked as outlined in the Bylaws or other document.
- C. Proper representation at Council meetings consists of attendance by the Chapter Delegate. If a chapter cannot properly represent itself, a substitution may be arranged with the Vice President of Internal Communication prior to the start of the meeting.
- D. Any chapter failing to provide proper representation at a meeting will be denied good standing status for that meeting, counted absent, and fined \$25.00.
- E. If a chapter has more than three absences in a semester, the Executive Board may bring the chapter before the IFC Judicial Board.
- F. Chapters on probationary standing while still members of the council will lose the following rights:
 - a. Right to bring business before the council, other than business relating to their probationary status.
 - b. Right to attend closed meetings
 - c. Right to participate in IFC sponsored events
 - d. Right to have members of their chapter hold IFC office
 - e. Right to have the council sponsor their events

Section IV – Removal

- A. Associate membership may be removed from a group upon a two-thirds (2/3) vote of all members of the Council that are in good standing for any of the following reasons:
 - a. Failure of the Associate to comply with the requirements outlined in [Article II, Section I](#), Part A.
 - b. Failure to adhere to the standards outlined in Article II section II.
- B. Removed associate members become completely dissociated from the IFC and are not recognized by the IFC as a fraternity at RPI.
- C. Full membership may be revoked from a group upon three-quarters (3/4) vote of all full members of the Council that are in good standing for any of the following reasons:
 - a. Failure of the Associate to comply with the requirements outlined in [Article II, Section I](#), Part B.
 - b. Failure to adhere to the standards outlined in Article II section II.
- D. Removed full members become recognized solely as associate members for the IFC and lose their privileges of full membership, unless they are removed for lack of membership as per Article II section II point h, in which case they become completely dissociated from the IFC and are not recognized by the IFC as a fraternity

at RPI.

- E. Probationary members may be removed from the IFC by the IFC Judicial Board as a ruling on a case.
- F. Probationary members may be removed from the council by a majority ($\frac{1}{2}$) vote of the council for any of the following reasons:
 - a. Committing any infraction which would warrant a member in good standing being given probationary standing, per article II section I part C
 - b. Failing to adhere to the standards outlined in Article II Section II

Article III – General Body Meetings

Section I - Procedures

- A. General Body Meetings will be run by the IFC president following the responsibilities of a committee chair as per [Article VII Section I.E](#).
- B. With the help of the Executive Vice President in their role as parliamentarian, the president will conduct meetings in accordance with Robert's Rules of Order, newly revised, so long as this does not conflict with the IFC constitution, bylaws, or other policies.
- C. General Body Meetings must occur at least once per full month during the academic year.
- D. Council meetings shall be open to the public, except when declared otherwise by the President or a majority vote of the council.
- E. Members of the public may participate in discussion but may not conduct business.
- F. Closed meetings shall be limited to:
 - a. Chapter Delegates
 - b. Chapter Representatives
 - c. Executive Board Members
 - d. Others approved by the president or a majority of the council.
- G. Members in good standing may conduct business in all council meetings with the exception that associate members may not introduce or vote on motions concerning the IFC constitution or bylaws.

Section II - Business

- A. The IFC may create standing policies with a two thirds ($\frac{2}{3}$) vote of members in good standing, which are then binding to all members of the IFC.
- B. The IFC may create new rules and regulations enforceable by the IFC Judicial Board with a two thirds ($\frac{2}{3}$) vote of members in good standing. Such rules can not be

applied retroactively.

- C. The IFC may adopt official position on relevant issues with a majority vote of members in good standing.
- D. The IFC can adopt nonbinding recommendations and guidelines with a majority vote of members in good standing.
- E. The IFC may override or void an Executive Order with a two thirds ($\frac{2}{3}$) vote of members in good standing.
- F. The IFC may alter these bylaws by a three fourths ($\frac{3}{4}$) vote of full members.
- G. The IFC may grant a petitioning group associate membership with a $\frac{2}{3}$ vote of members in good standing per Article II Section I.
- H. The IFC may grant an associate member full membership standing with a $\frac{3}{4}$ vote of members in good standing per Article II Section I.
- I. The IFC may revoke a member's associate membership with a $\frac{2}{3}$ vote of members in good standing per Article II Section III.
- J. The IFC may revoke a member's full membership with a $\frac{3}{4}$ vote of members in good standing per Article II Section III.
- K. The IFC may revoke a probationary member's recognition and membership with the IFC with a majority vote of members in good standing per Article II Section III.
- L. The IFC may vote to extend the term of a replacement officer with a $\frac{2}{3}$ vote of members in good standing per Article VI section I.
- M. The IFC may hold an impeachment hearing with a $\frac{2}{3}$ vote of full members per Article VI Section III.
- N. The IFC may remove an elected Executive Board member following an impeachment hearing with a $\frac{3}{4}$ vote of members in good standing per Article VI Section III.
- O. The IFC may overturn a decision of the IFC Judicial Board with a $\frac{3}{4}$ vote of members in good standing, excluding the subject of the appeal, per Article VIII section V.

Section III – Proposing Business

- A. An eligible member must submit any proposed bylaw change to the Executive Board no later than two days before the next general body meeting
- B. All motions which are to be presented to the general body may be presented by the member chapter independently of the Executive Board without prior submission, however a member chapter must notify both the IFC President and the IFC Executive Vice President that the motion will be presented to the general body no later than 24 hours before the next general body meeting

- a. All motions must be seconded by another member chapter of the Interfraternity Council provided said chapter is eligible to put that motion before the council.
- C. Any and all voting procedures not specified here in these bylaws are outlined in Robert's Rules

Section IV – Bylaw Voting Procedure

- A. All prepared bylaws and bylaw changes will be presented to the Interfraternity Council General body by the IFC Executive Vice President
 - a. The IFC Executive Vice President may elect to nominate the member chapter who submitted the bylaw(s) and/or bylaw change(s) to present the bylaw to the General Body
 - b. All prepared bylaws and bylaw change(s) will be subject to a period of discussion
- B. Once presented to the General Body and after subsequent discussion, discussions on said bylaw(s) and/or bylaw change(s) will be closed until the subsequent General Body meeting
 - a. Any presented bylaw or bylaw change requires two periods of discussion (equivalent to two general body meetings) in order to move to voting procedure
 - i. The first presentation of the bylaw in question is credited as the first period of discussion
- C. Voting procedure commences after the second period of discussion concludes, but no earlier than one week after the presentation of the bylaw
- D. A two-thirds majority vote in favor of any bylaw and/or bylaw change is required to pass any presented bylaw and/or bylaw change. This vote may either be done via hand ballot or secret ballot, motion of which may either be made by the General Body or the Executive Board
 - a. In the case that a bylaw does not meet the two-thirds majority vote in favor of the change, but does not have greater than fifty percent of votes opposed to the proposed change, another period of discussion will follow with a duration of which determined by the IFC President
 - i. On the subsequent vote, if the two-thirds majority vote in favor of the proposed change is not met, discussions are suspended, and the bylaw vote is pushed back to the next General Body Meeting
 - b. If a bylaw receives a simple majority vote opposing the bylaw presented, the bylaw does not pass, and discussions on said bylaw are dismissed

- E. In the special case that multiple bylaws and or bylaw changes are presented to the General Body, the IFC Executive Vice President may motion to pass all presented bylaws, with the subsequent vote needing three-quarters vote in favor to pass all presented bylaws
- F. All outlined voting procedures can be overridden and/or suspended based on a motion by the Executive Vice President and by a simple majority vote

Section V– Chapter Motion Voting Procedure

- A. All chapter motions are made independent from the Executive Board and will be presented by the member chapter who drafted said motion
- B. Any member chapter may request a period of review for the motion in the case that they may object to any contents of said motion.
 - a. This review is to be done independently from the Executive Board, and any corrections must be presented at the following GBM,
 - i. A simple majority vote by the General Body is required to initiate this review period. This vote may either be done via hand ballot or secret ballot, motion of which may be made by the General Body

Article IV – Members

Section I – President

- A. Shall preside over all meetings of the Council and be fully responsible for the conduct of all Council business as well as carrying out the duties of the Bylaws, and any other IFC document.
- B. Shall chair the Executive Board and delegate to its members any responsibilities deemed necessary or desirable for the smooth operation of IFC business.
- C. Shall appoint Officers to standing committees according to their preferences to the best of his ability while operating within the committee composition guidelines as outlined in these bylaws.
- D. Shall have the power to create special committees and appoint members to committees.
- E. Shall have the power to appoint representatives and agents of the IFC with the approval of the Executive Board.
- F. Shall be an ex-officio member of all committees and boards and have the authority to convene any of their meetings with reasonable notice.
- G. Shall instruct and cause all delegates at any Council meeting or conference to submit a verbal or written report.

- H. Shall represent the Council before other bodies as the official representative of the fraternities at RPI.
- I. Shall meet regularly with the Panhellenic President and the Associate Dean of the Fraternity and Sorority Commons.
- J. Shall perform all necessary functions to ensure a smooth transition from office.
- K. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section II – Executive Vice President

- A. Shall preside over meetings in the absence of the President.
- B. Shall maintain records of all Officers, committee chairs and members, elected as well as appointed.
- C. Shall coordinate all standing and special committees.
- D. Shall serve as a voting member of the Executive Committee.
- E. Shall serve as a voting member of the Resource and Audit Committee.
- F. Shall serve as an ex-officio member of all special committees.
- G. Shall communicate all standing and special committee activities to the IFC and the Cabinet.
- H. Shall serve as the council's parliamentarian; as such, know and understand the IFC Constitution and Bylaws, ensure continuity thereof, ensure the IFC is acting accordingly, propose changes to those documents when necessary, interpret any point not clearly defined in the Constitution, Bylaws or rules and regulations of the IFC and RPI as necessary, or call for such interpretation by majority vote of the IFC members present.
- I. Shall have the ability to independently make grammatical changes to the IFC Constitution and Bylaws that do not alter the bylaw's intentions. Changes made in this way take effect only after they have been announced to the council and no member objects. Substantive changes must be approved by the Council.
- J. Shall track the performance of Executive Board members, and be prepared to temporarily execute any member's office in the event he is unable to do so; if there is a vacancy in any position, either Officer (except for the President), the Executive Vice President will execute that office until a new Officer is elected and upon that election ensure a smooth transition of responsibilities.
- K. Shall chair the IFC Judicial Board and be responsible for the fulfillment of its duties.

- L. Shall write all records pertaining to cases heard before the IFC Judicial Board and provide them to the Vice President of Internal Communication for archival.
- M. Shall organize and preside over all IFC judicial cases as described in Article VIII
- N. Shall assume the Presidency in the event of a Presidential vacancy and then within two academic weeks preside over the election of a new Executive Vice President.
- O. Shall carry out all other reasonable duties assigned by the President.
- P. Shall have the power to appoint additional members to the Resource and Audit Committee if need be to assist in operational duties.
- Q. Shall perform all necessary functions to ensure a smooth transition from office.
- R. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section III – Vice President of Finance

- A. Shall be responsible for the collection and disbursement of all IFC funds. This includes assigning and collecting dues and assessments, and levying and collecting fines when approved by the Executive Board.
- B. Shall maintain accurate accounting for all money collected and dispersed, and keep these records on file for seven calendar years.
- C. Shall serve as a voting member of the Executive Committee.
- D. Shall chair the Resource and Audit Committee.
- E. Shall perform all necessary functions to ensure a smooth transition from office.
- F. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section IV – Vice President of Internal Communication

- A. Shall notify the Executive Board of any member who is delinquent in attendance.
- B. Shall serve as a voting member of the Executive Committee.
- C. Shall ensure that all documents are recorded, appropriately accessible, and up-to-date. These documents include but are not limited to:
 - 1. IFC Bylaws
 - 2. IFC Policies
 - 3. IFC Programs

4. IFC Guidelines
5. IFC Resolutions
6. IFC Statements of position
7. IFC Committee Charters
8. Minutes for all committee meetings
9. Reports from IFC committees and officers
10. IFC Attendance records
11. Records of membership status
12. Contact information for member chapter officers
13. Correspondence

D. Shall in an effort to promote transparency and open communication:

1. Be responsible for the publication and announcement of the time, place, and date of all meetings, the agenda for these meetings, and any other pertinent information that needs distribution to. Allow for a minimum of twenty-four (24) hours notification time.
2. Maintain all IFC related mailboxes and other communication aides.
3. Act as corresponding Vice President of Internal Communication of the IFC, drafting, typing, and sending documents as needed.
4. Distribute minutes of all Council meetings, committee reports, and newly revised documents, and any other pertinent information to all members, officers, and the Greek advisor in a timely manner.

E. Shall call roll and announce quorum at all Council meetings.

F. Shall perform all necessary functions to ensure a smooth transition from office.

G. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section V – Fraternity Greek Senator

A. Shall be a member of an Interfraternity Council recognized chapter who shares the office of Fraternity Senator with a Panhellenic counterpart. The Fraternity Senator represents the interest of the Interfraternity Council in the Rensselaer Student Senate during his tenure. The Fraternity Senator serves as the primary point of communication between the IFC and the Student Senate.

B. The IFC appointee to the Senate is an ex-officio member of the Executive Board. He shall report to the Executive Board any pertinent Senate business.

C. Greek affiliated students elect the Interfraternity Council Fraternity Senator to office annually during the spring GM Week Elections.

- D. The Fraternity Senator serves a one-year term, with a duration lasting from the week following Spring GM Week Elections until the following year's Spring GM Week Elections.
- E. Shall perform all necessary functions to ensure a smooth transition from office.
- F. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section VI – Vice President of Member Development

- I. Shall serve as the chairman of the Chapter Success Committee.
- II. Work with all chapters of the Interfraternity Council to raise or keep the All Fraternity Cumulative Grade Point Average above the All Men's Cumulative Grade Point Average:
 - A. Collect written scholarship plans from each chapter whose cumulative Grade Point Average falls below the All Men's Average. Plan monthly meetings with these Chapters to discuss academic development and improvement.
 - B. Work with the Advising & Learning Assistance Center (ALAC) on setting up faculty academic advisers for chapters falling below the All Fraternity Cumulative Grade Point Average.
 - C. Provide advice, support and appropriate orientations for member chapter scholarship officers.
- III. Work alongside the Panhellenic Council's Director of Member Development to create programming that enriches the academic and member development of the Fraternity and Sorority Community.
- IV. Host open study hours along with exam review sessions for undergraduate classes (open to the entire student body):
 - A. Reach out to Professors and Teaching Assistants of first and second year classes to host pre-test study sessions.
 - B. Reach out to chapters with high GPAs to act as facilitators/tutors for study sessions.
- V. Monitor and inform all members of campus-wide academic/professional opportunities:
 - A. Host professional development seminars and resume critique sessions before each career fair.
 - B. Distribute important academic dates and deadlines to the IFC Community.

- C. Promote information about career counseling and placement services.
 - D. Promote company presentations at least one week in advance at each GBM.
 - E. Promote campus-wide tutoring services, Student Success Office services, ALAC services and other services supporting student academics.
- VI. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- VII. Develop, implement and enforce an accreditation process for member chapters in conjunction with the Fraternity and Sorority Commons office:
 - A. Set accreditation standards with the Executive Board.
 - B. Provide advice, support and appropriate orientations for member chapter officers responsible for accreditation.
 - C. Hold accreditation office hours to assist member chapters in completing the accreditation process.
 - D. Provide example submissions and appropriate templates for the accreditation process.
 - E. Work to provide timely evaluations of accreditation submissions.
 - F. Distribute accreditation results through the IFC Community.
- VIII. Award and recognize chapters for accreditation performance:
 - A. Provide appropriate incentives for chapters to complete the accreditation process.
 - B. Implement award systems in conjunction with the Fraternity and Sorority Commons Office for chapters that perform above the set standard in both the entirety of the process and specific aspects of it.
- IX. Assist member chapters in applying for awards with their national organizations and assist the IFC in applying for relevant council targeted awards.
- X. Enforce any established penalties towards chapters who fail to meet established academic standards or who fail to meet established accreditation standards
- XI. Shall perform all necessary functions to ensure a smooth transition from office.
- XII. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section VII – Vice President of Recruitment

- I. Shall serve as the chairman of the Future Member Committee.

- II. The Vice President of Recruitment will help facilitate chapter's compliance with the Interfraternity Council Recruitment Policy.
 - A. Hold a Recruitment Policy Revision Meeting no later than one year after the policy was previously approved. The meeting is open to all chapters.
 - B. Ensure no policies are placed on new member recruitment that are unnecessarily restrictive.
- III. Due to the sensitivity of recruitment:
 - A. The office of Vice President of Recruitment shall not be held by any chapter recruitment chairman or individual who otherwise directly oversees chapter-specific recruitment activities.
 - B. During the formal recruitment period, the Vice President of Recruitment will not actively participate in chapter-specific recruitment activities.
- IV. Focus on fostering interest in joining fraternities and marketing the fraternity experience to incoming students and potential new members.
 - A. Produce and distribute promotional materials to all incoming students and unaffiliated students.
 - B. Maintain an interest list of Potential New Members and appropriately share this list with chapters.
- V. Collect and maintain accurate New Member Rosters for each member chapter.
- VI. Develop recruitment workshops, programs and recruitment officer orientations for member chapters.
- VII. Organize all formal and informal recruitment processes:
 - A. For Informal Recruitment:
 - 1. Finalize all dates and deadlines for the informal recruitment period by the end of the previous semester. Communicate this information to member chapter recruitment chairmen.
 - B. For Formal Recruitment:
 - 1. During the previous semester, coordinate with the Vice President of External Communication to increase Fraternity and Sorority Life awareness among accepted students.
 - 2. During the other parts of the year, work alongside the Fraternity and Sorority Commons Office, the Panhellenic Vice President of Recruitment, and the Office of the First Year Experience to expose Fraternity and Sorority Life at Student Orientation and Navigating

Rensselaer & Beyond.

3. Finalize all dates and deadlines for the formal recruitment period by the end of the previous semester. Communicate this information to member chapter recruitment chairmen.
4. Hold a pre-recruitment informational meeting for all chapter recruitment chairman prior to "Meet the Greeks".
5. Organize and host "Meet the Greeks" during the first week of recruitment. Attendance is mandatory for all chapters.
6. Publish chapter recruitment calendars on the IFC website in coordination with the Vice President of External Communication.
7. Organize and host "Bid Commitment Day" at the end of the formal recruitment period.

VIII. Shall perform all necessary functions to ensure a smooth transition from office.

IX. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section VIII – Vice President of External Communication

- I. Shall serve as the chairman of the Community Relations Committee.
- II. Maintain and update a strategic communication plan for the IFC and its member chapters including:
 - A. A guide to press relations.
 - B. Contact info for local and national newspapers, radio and television stations, relevant websites and relevant social media pages.
 - C. Protocols for crisis response.
 - D. Guidelines for social media, marketing and media engagement.
- III. Assist in the development of IFC publications, and aid the IFC and its member chapters in obtaining publicity and media coverage for its events or potential news.
 - A. Collect and disseminate information on the fraternity community to all campus and community media sources.
 - B. Organize the creation of advertisements and necessary graphics for the IFC Community.
 - C. Maintain and regularly update the IFC Website and any appropriate listings on Institute websites.

- IV. Maintain and regularly update IFC and Fraternity/Sorority Community social media accounts while keeping records of the account credentials.
- V. Maintain updated lists of all member chapter social media.
- VI. Find ways to promote positive relations between Fraternity members and their three publics: the student body, the Administration, and the community.
 - A. Maintain a database of Fraternity-friendly organizations for the purposes of sponsorship.
- VII. Coordinate fraternity participation in Grand Marshall Week, Greek Week (and Greek Block Party).
- VIII. Encourage participation in and organize any socially oriented inter-Greek events, including working to cooperatively plan parties and other registered social events.
- IX. Persistently find ways for the Fraternity and Sorority system to improve the social environment on campus.
- X. Shall perform all necessary functions to ensure a smooth transition from office.
- XI. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section IX – Vice President of Health and Safety

- I. Shall serve as the chairman of the Health and Safety Committee.
- II. Educate member chapters on the NIC Health and Safety Guidelines and IFC risk management policies.
- III. Work with the Fraternity and Sorority Commons Office and coordinate with other councils to facilitate chapter safety inspections, fire safety meetings, house manager meetings, alcohol awareness, and other chapter-risk relevant activities as directed by the Executive Board.
- IV. Assist in preparing for Environmental Health and Safety inspections, maintaining safe living situations, and remedying problems identified by the aforementioned inspections.
- V. Ensure that necessary and important trainings are provided to the IFC membership and trainings requirements set by the IFC, Rensselaer Student Union and Fraternity and Sorority Commons are fulfilled. These trainings can include:
 - A. Alcohol and Other Drug Trainings
 - B. Bystander Intervention Training
 - C. TIPS Training

- D. CPR Training
- E. Fraternity and Sorority New Member Orientations
- VI. Provide support and appropriate orientations to chapter Risk Management and Health and Safety Officers.
- VII. Develop and enforce social event policies and best practices:
 - A. Assist in the management and facilitation of the social event registration and monitoring process.
 - B. Report any violations of the Social Event Management Manual to the Executive Board.
 - C. Maintain a policy regarding alcohol and how fraternities may use it. Enforce that policy through a monitoring program.
 - D. Assist member chapters in the implementation of and compliance with the NIC Alcohol & Drug Guidelines.
 - E. Work with advisors and university officials to establish a Medical Good Samaritan Policy or reaffirm existing state or university policies.
- VIII. Will work with the IFC President to ensure that the IFC has sufficient liability insurance coverage. Assist member chapters in obtaining liability or property insurance when necessary.
- IX. Shall perform all necessary functions to ensure a smooth transition from office.
- X. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section X – Vice President of Philanthropy and Service

- I. Shall serve as the chairman of the Philanthropy and Service Committee.
- II. Provide advice and support to member chapter community service/philanthropy officers.
- III. Develop and host one service event and one philanthropic event each semester for the IFC (and larger Fraternity and Sorority) Community.
- IV. Be notified of and aid (if possible) all fraternal and inter-fraternal service projects and philanthropic efforts.
- V. Keep records of all fraternity involvement in service and philanthropy including member chapter community service hours and philanthropic dollars raised. Provide these records to the Vice President of External Communications.

- VI. Enforce IFC standards for philanthropy and service.
- VII. Attend meetings of the RPI Community Service Committee. Refer service opportunities and other philanthropic endeavors to members of the Council.
- VIII. Shall perform all necessary functions to ensure a smooth transition from office.
- IX. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Section XI – Vice President of Diversity, Equity and Inclusion

- I. Shall serve as the chairman of the Diversity, Equity and Inclusion Committee.
- II. Coordinate diversity, equity and inclusion programming for member chapters.
- III. Promote inclusion within member chapters in order to make the Fraternity Community more welcoming and inclusive to individuals from diverse backgrounds.
- IV. Organize and host educational programming on diversity, equity and inclusion.
- V. Collect and distribute information about campus and community diversity, equity and inclusion programming and resources.
- VI. Build and maintain relationships with staff members and administrative departments that support diversity, equity and inclusion.
- VII. Provide advice and support to member chapter new member education officers and total membership education officers to help them in providing diversity, equity and inclusion programming.
- VIII. Shall perform all necessary functions to ensure a smooth transition from office.
- IX. Shall perform such other duties as are imposed on him by the By-Laws, customs, and usages of the IFC.

Article V – Elections

Section I – Qualifications for Candidacy

- A. Candidates for membership on the Executive Board must be a member of a full member chapter in good standing.
- B. Candidates for membership on the Executive Board must be nominated and seconded by a full member chapter in good standing.
- C. Candidates for membership on the Executive Board must be planning to be a student of RPI for the full term of their prospective office.
- D. Candidates for office must hold a minimum GPA of 2.5. Unless the candidate is running for IFC President or Executive Vice President or a standing committee

chairman, in which case the candidate must have a minimum GPA of 2.7.

- E. Candidates for the office of the President or Executive Vice President must have previously been an officer of their fraternity or a member of the IFC Executive Board.
- F. Candidates for the membership on the Executive Board must be available to hold the term for a full academic year.
- G. Candidates are unable to run in an election if their election would place three members from their fraternity onto the Executive Board.

Section II – Annual Elections

- 1. During the last Council meeting of October, the Executive Vice President shall open nominations for all Executive Board positions .
- 2. Elections of these positions shall occur during the second Council meeting of November. Each candidate is allotted five minutes to speak. After speaking, the candidate may field questions from the Council.
- 3. A vote is then conducted per [section III](#) of this article.
- 4. Elected officers shall shadow the outgoing officers until they are inaugurated. In this time the Executive Board shall call a special meeting to transition the elected officers.
- 5. Elected officers shall be inaugurated during the first Council meeting of December.

Section III – Voting Procedures

- 1. All elections for officers shall be held by secret ballot. Candidates shall be elected by a simple majority of votes cast. If none of the candidates win a majority of votes, the candidate with the least number of votes shall be dropped, and another vote will be taken.
- 2. Elections shall conclude in the order of:
 - 2.1. President
 - 2.2. Executive Vice President
 - 2.3. Vice President of Finance
 - 2.4. Vice President of Internal Communication
 - 2.5. Vice President of Member Development
 - 2.6. Vice President of Recruitment
 - 2.7. Vice President of External Communication
 - 2.8. Vice President of Health and Safety
 - 2.9. Vice President of Philanthropy and Service
 - 2.10. Vice President of Diversity, Equity and Inclusion

Article VI – Impeachment and Resignation

Section I – Resignations

- A. An officer wishing to retire early from office is asked to give three weeks notice.
- B. Upon giving notice, the Executive Vice president will call for nomination at the next General Body Meeting.
- C. At the second General Body Meeting, the following nomination(s) and election of the vacant position will be held following the procedures set forth in [Article V Section III](#).
- D. The retiring officer will spend one week transitioning the newly elected officer, who takes office at the General Body Meeting after the election.
- E. The newly elected officer's term will run until the intended end of the previous officer's term. If the previous officer's term was going to end in the fall semester, and the new officer will be present for the spring, a two thirds (2/3) vote of the council can extend the new officers term through until april.
- F. If an officer is unable to give the full three weeks notice, they are asked to remain in office for as much of the transition as possible, then upon leaving the Executive Vice President will assume their responsibilities and conclude the transition.

Section II - Reasons for Impeachment

- A. An officer of the Executive Board could be impeached for accumulating two (2) consecutive absences from IFC meetings, Executive Board meetings, or any other mandatory function which all Executive Board officers are required to attend.
- B. An officer of the Executive Board could be impeached for accumulating three (3) unexcused absences from IFC meetings, Executive Board meetings, or any other mandatory function which all Executive Board officers are required to attend throughout a semester.
- C. An officer of the Executive Board could be impeached for failing to adequately execute the duties of their office:
 - a. For spending IFC funds without proper approval.
 - b. For violating IFC policies.
 - c. For being a member of a chapter that is not in good standing with the IFC.

Section III – Impeachment Proceedings

- A. Any member of the council that can propose business may bring forward a motion to hold an impeachment hearing of an officer. This proposal must cite at least one of the reasons stated in section II of this article as the grounds for the hearing.
- B. Holding an impeachment hearing requires a two thirds (2/3) vote of full members excluding the chapter the officer in question is from.
- C. The Impeachment hearing would take place at the next General Body Meeting. In this hearing the person who brought the motion forward, or someone appointed to

speak on their behalf, will have five minutes to elaborate on the reason for the motion to the council. The officer in question will then have five minutes to defend themselves, and the person making the motion will have two minutes to respond. The council will then be able to ask questions.

- D. Once all questions have been answered there will be a vote to remove the officer from office. The motion to remove the officer requires a three quarters (3/4) vote of the council, excluding the chapter the officer in question is from.

Section IV - Filling Vacancies

- A. The moment a vacancy is created the Executive Vice President will assume the roles of the vacant office.
- B. With the exception of a vacancy in the position of President, The Executive Vice President will hold a nomination to fill the vacancy as soon as possible. If the vacancy was the president the nominations will instead be for the Executive Vice President, not the president.
- C. At the second General Body Meeting, the following nomination(s) and election of the vacant position will be held following the procedures set forth in [Article V Section III](#).
- D. The Executive Vice President will spend one week transitioning the newly elected officer, who takes office at the General Body Meeting after the election.
- E. The newly elected officer's term will run until the intended end of the previous officer's term. If the previous officer's term was going to end in the fall semester, and the new officer will be present for the spring, a two thirds (2/3) vote of the council can extend the new officers term through until april.

Article VII – Committees

Section I – Responsibilities of Committee Chairmen

Committee Chairmen shall be responsible for:

- A. Running committee meetings
- B. Setting the time and location of meetings
- C. Ensuring minutes are recorded and given to the IFC Vice President of Internal Communication for archival
- D. Reporting progress and providing relevant suggestions to the council, Executive Board, or officer of the Executive Board as appropriate.
- E. May schedule special meetings outside the scope of required meetings. Such a meeting must have at least 24 hours notice to enforce attendance penalties.
- F. Must schedule a special meeting within 48 hour of receiving a petition to hold a special meeting signed by twenty percent of the other committee members.

Section II – Standing committees

1. The Executive Board

- a. Shall be chaired by the President
- b. Shall have as members all officers of the IFC
- c. Shall meet at least fortnightly.
- d. Shall promote cooperation and collaboration between chapters.
- e. Shall work towards achievable goals while maintaining strong chapter support.
- f. Shall manage all IFC operations including but not limited to:
 - i. All committees and special projects.
 - ii. Finances
 - iii. Recruitment
 - iv. Communications
 - v. Institute and community liaison
 - vi. NEIFC and NIC business
 - vii. Elections
 - viii. Panhel relations
 - ix. All meetings
- g. Shall have the power to pass Executive Orders by a majority vote of the board. Such an order is to be enforced within the IFC.

2. The Executive Committee

- a. Shall be chaired by the President of the Executive Board
- b. Shall be composed of all of the Officers of the Executive Board, the Fraternity Senator, and any other person the chairman may request participate.
- c. It shall be convened by the President as needed
- d. It shall be charged with handling any issues requiring immediate attention from the Executive Board that are in any way related to fraternities or fraternity operations.
- e. Decisions carry the full weight of the Executive Board effective immediately.
- f. Decisions must be voted on by the entirety of the Executive Board at the next scheduled meeting. This vote requires a $\frac{2}{3}$ majority for the decision to pass.

3. The Resource and Audit Committee

- a. Shall be chaired by the Vice President of Finance of the Executive Board.
- b. Shall include the Executive Vice President as a voting member.
- c. Shall prepare the annual budget proposal to the Executive Board at the beginning of the spring semester. Assure that it is approved by the beginning of the fiscal year, as detailed in Article IX.
- d. Shall assure that Council members are not financially delinquent. Report any financial delinquency to the Executive Board and the Council. Levy fines for such delinquency as determined by the Executive Board.
- e. Shall produce a financial report every month to the Executive Board and Council. Also, submit a written financial report at the end of each semester. This report must include a statement of cash flow, balance sheet, and a profit and loss statement at a minimum.
- f. Shall perform all necessary functions to ensure a smooth transition to the next committee.
- g. Aid member chapters in financial planning and management.

4. The Future Member Committee

- a. Shall be chaired by an elected Officer of the Executive Board
- b. Members of the committee shall not use their position as an advantage for their chapter during the formal recruitment period.
- c. Shall ensure a smooth recruitment process through the following tasks:
 - i. Finalize all dates and deadlines for each recruitment period at least 45 days prior to the start of the recruitment period and communicate this information to member chapter recruitment chairman in a timely manner.
 - ii. Organize and host "Bid Commitment Day" at the end of each formal recruitment period.
 - iii. Orchestrate public communications and activities to increase Fraternity Life awareness among Potential New Members.
 - iv. Coordinate with the Community Relations Committee to increase Fraternity Life awareness among any persons other than Potential New Members.
 - v. Publish chapter recruitment calendars on the IFC website.

- d. Shall publish a Recruitment Policy document by the end of the chartered term that contains but is not limited to the policies enacted by the institute.
- e. Shall research and propose solutions to the Executive Board on issues related but not limited to:
 - i. Strategic partnerships that may aid in the ability of member chapters to recruit Potential New Members.
 - ii. Recruitment policy or IFC Bylaws.
 - iii. Policy imposed by Rensselaer administration.
 - iv. Any processes or situations regarding recruitment or Potential New Members.
- f. Shall perform all necessary functions to ensure a smooth transition to the next committee.

5. The Chapter Success Committee

- a. Shall be chaired by an elected Officer of the Executive Board.
- b. Shall oversee the development, maintenance, and implementation of chapter accreditation processes.
- c. Shall research and propose solutions to the Executive Board on issues related but not limited to:
 - i. Academic health of member chapters.
 - ii. Awareness of existing professional, personal, or academic development opportunities for fraternity men.
 - iii. Creating strategic partnerships and pursuing development of programs that may result in opportunities for the professional, personal, or academic development of fraternity men.
- d. Shall perform all necessary functions to ensure a smooth transition to the next committee.

6. The Community Relations Committee

- a. Shall be chaired by an elected Officer of the Executive Board.
- b. Shall organize and administer events open to all of the Rensselaer community with a focus on providing value for non-fraternity men.
- c. Shall research and propose solutions to the Executive Board on issues related but not limited to:
 - i. Philanthropy campaigns

- ii. Community service initiatives
- iii. Staff and faculty relations
- d. Shall perform all necessary functions to ensure a smooth transition to the next committee.

7. The Health and Safety Committee

- a. Shall be chaired by an elected Officer of the Executive Board.
- b. Shall perform all necessary functions to ensure a smooth transition to the next committee.

8. The Philanthropy and Service Committee

- a. Shall be chaired by an elected Officer of the Executive Board.
- b. Shall perform all necessary functions to ensure a smooth transition to the next committee.

9. The Diversity, Equity and Inclusion Committee

- a. Shall be chaired by an elected Officer of the Executive Board.
- b. Shall perform all necessary functions to ensure a smooth transition to the next committee.

Section III – Special Committees

- A. Shall be created by the council or Executive Board to manage projects
- B. Shall be chaired by an appointee of the president.
- C. Shall be dissolved upon the completion of the task for which it was created.

Section IV – Attendance

- A. Members who fail to attend committee meetings, and do not provide a sufficient response to the committee chair, will incur for their chapter a fine of \$15
- B. Repeated absence will be grounds to bring the chapter before the IFC Judicial Board

Article VIII – IFC Judicial Board

Section I - Establishment

- A. The IFC hereby establishes a IFC Judicial Board to enforce fraternity ideas and proper conduct among its members.

B. Nominations

- a. The nomination and the election of the members of the IFC Judicial Board will be facilitated by the IFC Executive Vice President.
- b. Candidates for membership on the Judicial Board must be a member of an IFC chapter in good standing.
- c. Nominations for membership on the Judicial Board shall be opened by the Executive Vice President at the first general body meeting of the Spring semester.
- d. Nominations for membership on the Judicial Board shall be open up until the election of the Judicial Board members begins.

C. Membership and Eligibility

- a. Candidates for membership on the Judicial Board cannot be their respective chapter's active president or equivalent position.
- b. Candidates for membership on the Judicial Board cannot hold an IFC Executive Board position.
- c. Candidates cannot be elected if winning their election would cause a chapter to have more than one member on the Judicial Board (including both active and contingent members, not including the Chairman).
- d. Candidates for membership on the Judicial Board must be in good judicial standing with RPI.
- e. The term of the Judicial Board members shall begin one week after their election.
- f. The Judicial Board shall include 5 active members.
- g. The Judicial Board shall include 2 contingent members.
- h. The highest ranking member of the Executive Board who does not have a conflict of interest; starting with the Executive Vice President, shall act as a contingent member of the Judicial Board in the event more contingent members are required.
- i. If an active member of the Judicial Board is unable to perform their duties for a case, a contingent member shall take their place on the Judicial Board for the duration of that case.
 - i. An active member of the Judicial Board is unable to perform their duties if the case being heard presents a conflict of interest, if they are unable to be present at the meeting time(s), or if they recuse themselves for any additional reasons.

D. Appointment of Judicial Board Members

- a. Candidates for membership on the Judicial Board shall be elected by a simple majority vote of the Executive Board.
- b. Elections for membership on the Judicial Board shall be held once a year during the third IFC Executive Board meeting of the spring semester.
- c. If a Judicial Board member can no longer serve in the position or is no longer eligible to serve in the position
 - i. One of the previous contingent members of the Judicial Board will become an active member.
 - ii. In any case of a contingent member becoming an active member, the contingent member shall be selected from the already elected pool by a simple majority vote of the Executive Board.
 - iii. Nominations for additional member(s) shall be opened at the following IFC general body meeting with a period of at least one week before a special election is held during an IFC Executive Board meeting.
- d. A Judicial Board member can be removed by the Executive Board by a 2/3rds majority vote. Reasons for removal can include lack of attendance.

Section II - Jurisdiction

- A. Shall serve as the arbiter of the IFC bylaws and settle any disputes in its meaning.
- B. Shall oversee and be responsible for arbitration in the event a chapter is in violation of the IFC constitution, IFC bylaws, any standing IFC policy of any kind, FSC policy, or RPI policy.
- C. Shall be responsible for arbitration in the event a chapter commits an act which may cause injury to, or public humiliation of, the fraternity system.
- D. The Judicial Board may oversee any disputes between members, between members and the IFC, or between external organizations and a member of the IFC.

Section III - Case Initiation

- A. IFC Executive Board members, member Chapters or RPI administrators must bring evidence and allegations of policy violations to the Executive Vice President to initiate a judicial process
 - a. The Executive Vice President will determine if the evidence is sufficient to warrant a case and can dismiss the allegations if they think it is insufficient
 - i. This decision can be overruled by a majority vote of the IFC Executive Board

- b. Once the evidence has been deemed sufficient, all evidence will be presented to the IFC Executive Board who will determine with a majority vote whether the case should be heard by the Judicial Board
 - i. This decision can be overruled by a 2/3rds majority vote of the IFC member Chapters
 - B. When allegations are brought by a third/external party with evidence or who is willing to testify, the IFC Executive Vice President will determine if the evidence is sufficient to warrant a case and can dismiss the allegations if they think it is insufficient
 - a. This decision can be overruled by a 2/3rds majority vote of the IFC member Chapters
 - C. All cases that solely consist of a dispute over the interpretation of bylaws will be heard.
 - D. Cases meant to oversee disputes between members, members and the IFC, or between external organizations and a member of the IFC that do not allege policy violations may be heard by a majority vote of the Judicial Board.

Section IV - Meetings

- A. Meetings are chaired by the IFC Executive Vice President as IFC Judicial Board Chairman
 - a. In the case that an accused chapter believes that the Executive Vice President would present a bias in the case outside of the evidence presented, whether that be new evidence during the post-hearing discussion, slander, etc., the accused chapter can submit a written request to suspend the Executive Vice President from the hearing
 - i. In this special case, if any evidence submitted to the case is submitted by the IFC Executive Vice President, all of his evidence will be discarded, and any mention of the material in question will result in the immediate conclusion of the hearing.
 - 1. The discussion will be rescheduled no later than three to seven business days after the dismissal.
 - 2. The subsequent discussion will be chaired by a neutral third party. This third party representative may be one of the following options
 - a. A Panhellenic Executive Board member with Judicial Board training
 - b. Any past chairman of the IFC Judicial Board

- c. Any past or present chairman of the Student Judicial Board
 - d. Director of Student Judicial Affairs
 - e. Any others recommended by the present voting members of the IFC Judicial Board who has judicial board training including another IFC Executive Board member
 - ii. This request will be addressed and submitted to the IFC President
 - b. The acting IFC Judicial Board Chairman will act as the recording secretary
- B. In addition to the chairman, meetings are attended by the 5 members of the IFC Judicial Board, a representative from the chapter being brought before the board, A representative who is levying charges, and any persons who will be contributing testimony.
- a. In the case that the party levying charges is the Interfraternity Council Executive Board, the party shall be represented by a member of the Executive Board with these direct guidelines:
 - i. If the chapter in question violates an IFC Recruitment Policy, the evidence will be presented by the IFC Recruitment Chair
 - ii. If the chapter in question fails to meet minimum accreditation standards or fails to meet the minimum cumulative chapter GPA, the evidence will be presented by the IFC Vice President of Member Development
 - iii. If the chapter commits any other violation deemed worthy of punitive measures by the Interfraternity Council Executive Board, the evidence will be presented by the Vice President of Member Development
 - 1. In the case that the IFC Recruitment Chair or the IFC Vice President of Member Development cannot present their case for any given reason, all other cases will be presented to the IFC Judicial Board by the IFC President.
- C. The board may by unanimous vote dismiss a case without hearing it.
- D. Upon hearing from the prosecution and defense any relevant testimony the Judicial Board will deliberate and provide a ruling on the case.
- E. All IFC violation hearings presented to the IFC Judicial Board will follow the standard RPI hearing procedure

- F. The RPI Grounds for Disciplinary Action, the IFC Constitution, the IFC Bylaws, approved IFC policies, FSC policy, RPI policy and relevant case law shall serve as standards for the IFC Judicial Board and shall be used to judge any proposed case.

Section V - Standards and Procedures for Evidence

- E. Evidence is defined as the following:
 - a. Given proof such as pictures, videos, recorded documentation, conversations, witness testimony, or other such information
 - b. Evidence does not include rumors or feelings unless proven with concrete evidence
 - c. Anonymous forums should not be taken as fact unless otherwise proven with separate evidence
- F. Evidence must be presented either before or during the case's consideration.
 - a. Evidence should not be admissible if provided after the case unless the Executive Vice President thinks that the case should be presented to the Executive Board for an additional review
 - b. All evidence must be presented to all parties involved before any Judicial Board hearing
 - c. Before being admitted in for the case the evidence must be approved by the Executive Vice President
 - i. This can be overturned with a majority vote by the IFC Judicial Board if appealed by the body presenting the evidence
- G. All evidence must be confidential between the bodies present in the case, the IFC Executive Board and the IFC Judicial Board
- H. Both parties involved in any given case can present evidence supporting their stance

Section VI - Powers

- A. A guilty verdict can be rendered by a simple majority vote of the Judicial Board
 - a. Once a guilty verdict has been rendered, the Judicial Board must decide the adequate punishment within one week of the decision.
 - b. Method of punishment shall be decided by a vote of simple majority of the Judicial Board after a guilty verdict has been rendered.
 - c. Ties will be broken by a vote of the presiding Chairman.
 - d. Decisions of the IFC Judicial Board may be appealed and overturned by a $\frac{3}{4}$

vote of members in good standing.

B. Having found a chapter at fault for the reason they were brought before the Judicial Board, the IFC Judicial Board will have the authority to inflict the following punishments

a. Levy Fines

i. The Judicial Board has the authority to render fines of up to \$100 per individual in a member chapter

b. Mandate applicable programming or alternative action

i. Alternative actions may include required community service, a required educational presentation, or another required action meant to restore the member to good standing. The Judicial Board will detail the full requirements of this action.

c. Place a chapter in good standing on probationary status for a period of time designated in the ruling.

i. Social Probation

1. The Judicial Board may prevent a member from running social events, as designated in the ruling, for up to 3 semesters

ii. Recruitment Probation

1. The Judicial Board may restrict a member from participating in formal recruitment and IFC-wide group events for up to 3 semesters. Potential New Members may be informed of this probation by the IFC.

iii. Both Social Probation and Recruitment Probations are Probationary Statuses

iv. The Judicial Board may also place a member Chapter in a general probationary status for up to 5 years.

d. Suspension

i. Revoke the recognition of a chapter with probationary status for a period of time designated in the ruling.

ii. These Chapters may return at their will to either a full or probationary status as designated in the ruling at the end of the period of time designated in the ruling for the revocation.

iii. The Judicial Board has the authority to suspend a member's Associate or Full Membership for up to 5 years.

- e. The Judicial Board has the authority to declare one or multiple methods of punishment.
- C. Punishments must be followed by the guilty member.
 - a. Failure to do so will result in a secondary Judicial Board hearing

Article IX – Finances

Section I – The Fiscal Year

- A. The IFC fiscal year begins January 1.
- B. The management and allocation of finances of said fiscal year shall be the sum of two separate budgeted semesters. The first semester shall be considered the academic fall semester and run from August 1 to December 31. The second semester shall be considered the academic Spring semester and run from January 1 to May 31.

Section II – The Budget

- A. The Finance committee shall construct an appropriate semester long budget to be proposed and approved by the Council. The budget for the upcoming semester must be presented no later than the second to last meeting of the previous semester.
- B. The budget must include but is not limited to the expenditures of officer expenses, workshops, travel conferences, advertising and promotions, public relations, and social activities. The proposed estimated expenditures help the Executive Board determine the level to set dues from each chapter.
- C. The budget must remain balanced at all times.

Section III - Approved Spending

- A. All proposed expenditures need the prior approval of the Vice President of Finance. Expenditures, in excess of \$100.00, need the prior approval of the Executive Board. Expenditures in excess of \$500.00 are subject to Council review prior to the expenditure.
- B. In the event that money is spent without the approval of relevant parties, charges may be approved after they have been made. The person who made this charge will incur a \$15 fine for their chapter if they cannot provide an adequate reason for spending the money before receiving approval.
- C. If money is spent without approval the person who spend the money will incur for their house a fine equal in value to the amount spent.

Section IV - Proof of Purchase

- A. If a purchase is made from a business or a service is provided from a group, an

official bill or itemized receipt of purchase must be obtained. Any signatures required shall be by the person incurring the expense.

Section V – Disbursement of Funds

- A. No funds shall be paid for by any committee or individual until a statement of disbursement is given to the approved by the Vice President of Finance. No budget disbursement will be made unless it is in the approved budget or has been appropriately approved as stated in [Article IX Section III](#).
- B. All disbursements shall be made by the current IFC Vice President of Finance or President. Disbursements can be made as direct payments to a company providing goods and services or through reimbursement payments to an individual who made approved purchases on personal accounts.
- C. If the IFC Vice President of Finance and President are unavailable to disburse funds in a timely manner, such as during winter and summer academic breaks, then the designated advisor to the IFC may be authorized to distribute funds on their behalf.

Section VI – Dues and Assessments

- A. All dues, assessments, and fines shall be payable, unless otherwise specified in Constitution or Bylaws, within two weeks after formal notice. Failure to comply shall be sufficient reason for the Executive Board to bring that chapter before the IFC Judicial Board.
- B. Monetary assessments other than those covered by the budget shall be divided among the members in proportion to the number of members they have. Assessments may be made for unbudgeted, and unforeseen costs incurred by the IFC.

Section VII – Union Funding

- A. The Rensselaer Union may fund certain IFC programs that benefit the entire Union membership. These include, but are not limited to, alcohol awareness programs and publications. The funding for these programs shall not be included in the IFC budget. Instead, these IFC programs will be in the Union budget and all Union budget requirements shall be fulfilled.