

**Constitution and Bylaws**

**Interfraternity Council**

**John Carroll University**

# **The Constitution of the Interfraternity Council**

## **The Constitution of the John Carroll University Interfraternity Council**

### **ARTICLE ONE. Name**

The name of this organization shall be the John Carroll University Interfraternity Council, hereafter referred to as IFC.

### **ARTICLE TWO. Purpose**

As the governing body of the fraternity community at John Carroll University, IFC serves the following purposes:

1. To encourage intellectual and social interactions within and among the fraternities.
2. To promote the ideals of the Jesuit tradition within the University.
3. To sponsor and control such membership recruitment programs on the campus as will be conducive to the best interests of the University and the respective associates (potential new members) and active members.
4. To promote only those actions consistent with the dignity of the individual.
5. To foster cooperation between the fraternities, the Student Union, other student organizations, and University authorities so the conditions of the fraternities and their relations with the campus community may be improved.
6. To establish and enforce rules and policies pertaining specifically to fraternal matters in accord with all university policies and standards.

### **ARTICLE THREE. Membership**

1. Any social fraternity which is recognized by the University administration and a national Greek affiliate and has been in existence at John Carroll University for at least one semester is eligible for membership.
2. In order for a new organization to gain membership into IFC, the fraternity must submit a petition for membership and must agree to abide by all IFC rules and regulations.
3. All fraternities that have membership within IFC are required to abide by IFC rules and regulations and are expected to participate in IFC events.
4. Member fraternities are expected to pay semester dues, as determined by the IFC Bylaws.
5. Member fraternities are prohibited from engaging in behavior that is detrimental to the spirit of Greek unity.
6. Member fraternities are required to abide by all applicable policies enforced by the Office of Student Activities, including, but not limited to, social event, van usage, and Thorn Acre/Carroll Lodge policies.
7. No fraternity that John Carroll University ceases to recognize shall be allowed IFC membership.
8. Any fraternity that has been temporarily suspended by John Carroll University or its national headquarters shall retain its membership in IFC; however, the fraternity will lose the right to representation and voting privileges. In the event that one of the Executive

Officers is a member of said fraternity, he may continue to attend IFC meetings, but he will not be able to vote on executive and legislative matters.

#### **ARTICLE FOUR. Selection and Removal of Executive Officers**

1. The Executive Officers of IFC shall be the President, the Vice President of Greek Affairs, the Vice President of Judicial Affairs, the Vice President of Membership, and the Vice President of Administration.
2. Executive Officers serve a term of one year, which starts on January 1 and ends on December 31.
3. Collectively, the Executive Officers shall be known as the Executive Board.

##### **Section One. Selection of Executive Officers**

1. Executive Officer candidates must be in good standing with their fraternity and must have a cumulative grade point average of 2.5 or higher.
2. Executive Officer applications will be provided to each fraternity on November 1 and will be due on a date determined by the IFC Executive Board; this date shall be no later than November 20.
3. After the due date, the outgoing IFC President and outgoing chapter presidents shall determine a time to meet and review applications. The chapter presidents will discuss the candidates and a vote will be held for each of the five Executive Officer positions. In the event of a tie, the outgoing IFC President will cast the deciding vote, unless he is a candidate for an Executive Officer position in which case the outgoing Panhellenic President will cast the deciding vote after interviewing both candidates and reviewing both candidates' applications.

##### **Section Two. Removal of Executive Officers**

1. In the event that an Executive Officer is seen as unfit to hold his position, a written petition for removal must be submitted by an Executive Officer or chapter president to the IFC President.
2. The President will review the petition and will present the issue at the next IFC meeting. The President may call an emergency Executive meeting if he feels that the situation must be responded to immediately.
3. When the issue is brought up during the course of a meeting, the issue will be discussed and then voted upon immediately.
4. A unanimous vote of the Executive Officers, excluding the Executive Officer whose case is being discussed, is needed to remove any Executive Officer of IFC.
5. An Executive Officer will automatically be removed from his position if he is suspended or expelled from his chapter.

##### **Section Three. Executive Officer Vacancies**

1. In the event that the office of the President becomes vacant, the Vice President of Greek Affairs will assume the Presidency.

2. In the event that any office besides that of the President becomes vacant, the President will appoint a qualified individual to fill the vacancy. This individual must meet the requirements stated in Article Four, Section 1.1 of this Constitution. The replacement should be from the same fraternity as the man who held the office prior to the vacancy. The President's appointment is subject to unanimous approval from the remaining Executive Officers and from the appointee's chapter president.

## **ARTICLE FIVE. Responsibilities of Executive Officers**

### **Section One. President**

The President is responsible for the following duties:

1. Serve as the administrative and executive head of the organization.
2. Preside over all IFC meetings.
3. Supervise, guide, and support the IFC Executive Officers and Chairmen.
4. Enforce provisions of the IFC Constitution and Bylaws as well as the decisions and policies of IFC.
5. Represent IFC to the Panhellenic Council, the Office of Student Activities, the Division of Student Affairs, the Student Union, and the JCU community at large when necessary.
6. Develop a semester plan that includes goals and opportunities.
7. Keep fraternities informed of relevant IFC and Greek Life developments in a timely fashion.
8. Conduct an annual assessment of the image of Greek Life on campus.
9. Serve as a member on the Greek Expansion Committee in the event that an additional fraternity or sorority is brought to campus.
10. Meet regularly with the IFC Advisor.
11. Meet regularly with the Panhellenic Council President.
12. Promote and stimulate Greek unity.

### **Section Two. Vice President of Greek Affairs**

The Vice President of Greek Affairs is responsible for the following duties:

1. Perform the duties of the President in his absence or inability to serve.
2. Act as the IFC coordinator for all Greek social and special programming efforts.
3. Oversee Greek Week planning and programming.
4. Supervise IFC philanthropic activities.
5. Publicize IFC events with the assistance of the Publicity Chairman.
6. Promote and stimulate Greek unity.
7. Perform other duties assigned to him by the IFC.
8. Meet with IFC Advisor when necessary.

### **Section Three. Vice President of Judicial Affairs**

The Vice President of Judicial Affairs is responsible for the following duties:

1. Preside over all IFC Judicial Board meetings and hearings.

2. Handle all disciplinary functions of the IFC.
3. Ensure that all IFC policy is in compliance with University standards.
4. Serve as an unbiased role model and uphold IFC and University regulations.
5. Deliver sanctions to fraternity chapters for violations of the Constitution and or By-Laws.
6. Maintain and improve the By-Laws and Constitution as necessary.
7. Conduct an annual review of the IFC Constitution and Bylaws to determine what areas, if any, need to be updated or revised.
8. Promote and stimulate Greek unity.
9. Perform other duties assigned to him by the IFC.
10. Meet with IFC Advisor when necessary.

#### **Section Four. Vice President of Membership**

The Vice President of Membership is responsible for the following duties:

1. Responsible for developing and implementing formal and informal recruitment events, activities, and policies.
2. Create publicity campaigns emphasizing the strengths of fraternity life.
3. Provide educational activities and programs within IFC and the Greek system, in collaboration with the Panhellenic Council Vice President of Programming.
4. Promote and stimulate Greek unity.
5. Perform other duties assigned to him by the IFC.
6. Meet with IFC Advisor when necessary.

#### **Section Five. Vice President of Administration**

The Vice President of Administration is responsible for the following duties:

1. Be responsible for and supervise the finances of IFC.
2. Create an annual budget with the assistance of the IFC President and advisor.
3. Provide copies of the approved budget to chapter presidents.
4. Receive all payments due to IFC, collect all dues, and give receipts.
5. Supervise all fund-raising activities.
6. Maintain up-to-date financial records; give financial reports at each regular meeting and an annual report at the end of his term.
7. Record the proceedings of all IFC meetings and make records available on the IFC Blackboard site within 48 hours of the meeting.
8. Record the proceedings of all IFC Judicial meetings.
9. Collect and manage fraternity rosters.
10. Attend LSO meetings as the representative of IFC.
11. Promote and stimulate Greek unity.
12. Perform other duties assigned to him by the IFC.
13. Meet with IFC Advisor when necessary.

## **ARTICLE SIX.      Selection and Removal of IFC Chairmen**

1. The IFC Chairmen are individuals charged with handling the administration of a specific IFC responsibility. The three Chairmen positions are Greek Week Chairman, Legion of Student Organizations (LSO) Chairman, and Housing Chairman.
2. Chairmen serve a term that begins on the day installed by the Executive Board and ends on the last IFC meeting of the fall semester.

### **Section One.      Selection of Chairmen**

1. Chair position candidates must be in good standing with their fraternity and must have a cumulative grade point average of 2.5 or higher.
2. At the start of his term, the President is responsible for distributing applications for each Chair position to the chapter presidents. After the application due date, the Executive Officers will meet to review and discuss applications. A vote will then be held for each position. A candidate needs a plurality of votes in order to receive a position. In the event of a tie between two or more candidates, the President's vote will be the deciding vote, even though a plurality was not achieved.
3. The President is responsible for ensuring that all Chair positions are filled by the second Friday of February.

### **Section Two.      Removal of Chairmen**

1. A Chairman may be removed from his position by a majority vote of the Executive Officers.
2. A Chairman may also be removed from his position by his chapter president. This can be overturned by unanimous vote of the Executive Officers.
3. A Chairman will automatically be removed from his position if he is suspended or expelled from his chapter.

### **Section Three.    Chair Vacancies**

1. In the event that a chair position becomes vacant, the President will determine whether the position needs to be filled, considering the time of the year, the necessity of the position, and the opinions of the IFC Advisor and Executive Officers. If the President determines that the position does need to be filled, he will begin the application process described in Article Six, Section One of this Constitution.
2. If a chair position needs to be filled immediately, the Executive Officers can vote to give the President the authority to appoint any Greek man to the vacant position, thus bypassing the application process. The vote of Executive Officers must be unanimous to grant the President this authority, and the President's decision is final.

## **ARTICLE SEVEN. Responsibilities of Chairmen**

### **Section One. Greek Week Chairman**

The Greek Week Chairman is responsible for the following duties:

1. Form a Greek Week Committee by the first of March.
2. Plan Greek Week events with the help of your Committee.
3. Update the Greek Week Handbook as deemed necessary.
4. Order all necessary equipment for the week, including stage, sound, and lighting devices as needed.
5. Develop a philanthropy for the week.
6. Devise an award/winner system and plan an award banquet.
7. Publicize Greek Week events.
8. Attend all Greek Week events and ensure all events are conducted and judged appropriately.
9. Host Talent Show and LipSync events as well as the presentation of awards.
10. Report on the success of the week to IFC and Panhellenic Council.

### **Section Two. Publicity Chairman**

The LSO Chairman is responsible for the following duties:

1. Create and distributing all IFC publicity, including, but not limited to, ALLSTU announcements, table tents, atrium banners, fliers, newspaper announcements/advertisements and sidewalk art.
2. Collaborate with PHC's Publicity Team to publicize major Greek events, including, but not limited to, Greek Week, Formal Recruitment, and all-Greek socials.
3. Assist the Vice President of Greek Affairs with planning and promoting Greek and campus events.
4. Attend all IFC meetings.

### **Section Three. Housing Chairman**

The Housing Chairman is responsible for the following duties:

1. Attend all Housing committee meetings.
2. Field and respond to all concerns and issues raised by fraternity residents living in the residence halls.
3. Investigate new housing opportunities for Greek students.
4. Serve as IFC's representative to Residence Life, as requested by the President.
5. Attend all IFC meetings.



## **ARTICLE EIGHT. Judicial Board**

1. The IFC Judicial Board will hear all cases of alleged violations of the Constitution and Bylaws.
2. The Judicial Board consists of the Vice President of Judicial Affairs, who presides over all Judicial Board meetings and hearings, as well as one Justice from each IFC fraternity.
3. All Judicial Board hearings will adhere to the manner of trial outlined in the Bylaws.

## **ARTICLE NINE. Meetings**

1. IFC shall hold weekly meetings, at a time and place determined by the Executive Officers at the beginning of their terms.
2. All Executive Officers, Chairmen, and chapter presidents are expected to attend regular IFC meetings. If one of these individuals cannot attend, he must notify the Vice President of Administration or President as soon as possible with a valid excuse. Consistent absence or tardiness may result in a referral to the Judicial Board.
3. Emergency meetings may be called by the President or IFC Advisor at any time and must be called by the President or IFC Advisor at the request of any chapter president. Such meetings require 24 hour notice to all required to attend.
4. Voting on legislative and policy matters can only occur at meetings in which all Executive Officers are present.
5. Regular meetings are considered open to the public unless the Executive Officers unanimously decide to close a meeting.

## **ARTICLE TEN. New Legislation and Amendments**

1. Any member of an IFC fraternity may submit a proposal for new legislation or an amendment to the IFC Constitution and Bylaws. Proposals must be submitted using the Legislation Proposal Form.
2. When a proposal has been introduced, the Executive Officers, Chairmen, chapter presidents, and any other individuals present may discuss the proposal. When discussion has ended, the proposal may be voted upon immediately by the Executive Officers or, if the President chooses, may be tabled for a week.
3. In order for a vote to be held, all Executive Officers must be present. A proposal needs approval from three quarters of the Executive Officers in order to pass.
4. The President is responsible for notifying chapters of any new legislation and amendments to either the Constitution or Bylaws within 24 hours.
5. If there is unanimous objection to an approved proposal from chapter presidents, the chapter presidents must submit a letter of objection to the Greek Advisor within two weeks of the passing of the legislation. The Greek Advisor will hold a meeting with the chapter presidents and Executive Officers to consider the legislation. After hearing the opinions of both parties, the Greek Advisor will make a final decision as to whether the legislation is appropriate. The Greek Advisor has the final say in all matters of new legislation and amendments.

# **The Bylaws of the Interfraternity Council**

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### **ARTICLE ONE. Membership Dues**

1. Membership in IFC requires that chapters pay a membership due of \$5.00 per man, including both active and pledge members. This payment is due on the date specified by the Vice President of Administration, which is not to be after March 15 for the spring semester or October 15 for the fall semester.
2. Chapters will be fined 10% of their total membership dues if the payment has not been received by the pre-determined date. This fine will increase to 20% of their total membership dues if the payment has not been received two weeks after the pre-determined date. In the event that a chapter has not paid its membership dues by the end of the semester, the chapter will be referred to the Judicial Board.

### **ARTICLE TWO. Hazing**

1. It is the policy of John Carroll University and the IFC that hazing activities of any kind are inconsistent with education and are prohibited at all times. No administrator, faculty member, or other employee of John Carroll may encourage, permit, condone, or tolerate any hazing activity. No student, including leaders of student organizations, may plan, encourage, or engage in hazing.
2. Hazing is defined as doing any act or coercing another person to do any act of initiation into any organization, or to maintain full status in a group, that causes, or creates a risk of causing, psychological or physical harm to any person. Hazing includes actions or situations that could or do result in mental, emotional, or physical discomfort, embarrassment, ridicule, or endangerment whether intentional, for fun, or by consent. Hazing is also coercing another person to violate any university policy. Obvious examples of hazing include, but are not limited to: whipping, beating, or branding; forced calisthenics, exposure to weather; forced or required consumption of any food, liquor, beverage, drug, or any substance; any brutal or cruel treatment; and, any activity which subjects any student or other person to ridicule, mental stress, or undue physical endurance.
3. All members of the fraternity community are obligated to report incidents of hazing to an IFC Executive Officer or university administrator as soon as possible. Any fraternity member who fails to report such incidents may be referred to the IFC Judicial Board.
4. As role models to the Greek Community, the Executive Officers cannot tolerate hazing activities. Any Executive Officer who fails to report incidents of hazing will be immediately removed from his position within IFC.

### **ARTICLE THREE. Academic Standards**

1. All fraternities are required to maintain a chapter grade point average (GPA), computed by averaging the individual GPAs of each member, of 2.5. Fraternities whose chapter GPA falls below 2.5 will be referred to the IFC Judicial Board.
2. All fraternities are expected to implement some sort of academic standards program for their chapter.

## **ARTICLE FOUR. Sexual Assault Education**

1. All fraternities are required to plan and host at least one successful sexual assault education program for the chapter per academic year. At least 75% of the chapter membership must be at the event for it to be considered successful.
2. Fraternities must appropriately document this event with IFC. Fraternities who fail to host or document a sexual assault education program will be referred to the IFC Judicial Board.

## **ARTICLE FIVE. Office Space**

### **Section One. Greek Life Office**

1. The Greek Life Office is open to all IFC Executive Officers, Chairmen, and chapter presidents. Access to the office may not be granted to any other person unless said person is escorted by an IFC Executive Officer, Chairman, or chapter president at all times.
2. All individuals who use the Greek Life Office are required to keep the office clean and organized. Users may not violate any university policies in the office space. Violations will be referred to the IFC Judicial Board.

### **Section Two. Fraternity Offices**

1. Fraternities may be granted office space in a residence hall or academic building if such space is available. The only persons having key access to this office space shall be the individual(s) listed on the Residence Life or Facilities key card. Other members of the fraternity may use this office space only if the individual with authorized key access is present.
2. All university policies are in effect in fraternity office space. If the office is in a residence hall, the Residence Life policies must be adhered to at all times.
3. At no time may alcohol be stored or consumed in a fraternity office space, whether or not the office space is in a residence hall or not.
4. Fraternity offices may not be occupied outside of office hours. Office hours for non-residence hall spaces are the hours in which the building is open. Office hours for residence hall spaces are from 8am to 12am.

## **ARTICLE SIX. Formal Recruitment Rules**

### **Section One. General Policies**

1. All Formal Recruitment events shall be governed by these rules and regulations, as well as any season-specific rules and regulations proposed by the Vice President of Membership and approved by the IFC Executive Board.
2. For sake of clarity, a “potential member” is any independent man not associated with a fraternity who meets the eligibility requirements listed in Section 1.7 of these

- Recruitment rules and has registered for, or has expressed interest in registering for, Formal Recruitment.
3. Formal recruitment will be held every fall semester in September or October. The specific dates will be proposed by the Vice President of Membership and approved by the IFC Executive Board before the end of the preceding semester.
  4. Only fraternities recognized by John Carroll's IFC may participate in Formal Recruitment activities.
  5. All fraternity members, including alumni and new members, are responsible for understanding and observing the Formal Recruitment rules. Ignorance is not a valid excuse for rule violations.
  6. In the spirit of interfraternal brotherhood and Greek unity, each chapter must be respectful of the other fraternal organizations on campus. Name-calling, harassment, speaking negatively of another organization, interfering with another organization's recruitment efforts, and any behavior that could be detrimental to the image of Greek Life as a whole are strictly forbidden.

## **Section Two. Eligibility**

A man must meet all eligibility requirements in order to participate in Formal Recruitment and receive a bid for membership. These requirements are:

1. The man must be an undergraduate student at John Carroll University.
2. The man shall not be, or ever have been, an active member of another fraternity.
3. The man may not give a promise, verbal or written, to join a certain fraternity before bids are issued.
4. The man must have a GPA of 2.5 or higher.

## **Section Three. Recruitment Events and Bidding**

1. From the beginning of Formal Recruitment until the acceptance of bids, no potential member shall be invited to visit a fraternity house, suite, lodge, reserved facility, or residence hall room except for designated Formal Recruitment events. A "fraternity house" is defined as any residence in which a member of a fraternity resides—whether or not there are also non-fraternity residents.
2. No active member, pledge, or alumnus of a fraternity may visit a potential member in his place of residence during Formal Recruitment. Normal social contact and conversation shall be allowed between potential members and fraternity members, provided that said social contact and conversation does not violate any other Formal Recruitment policy.
3. No potential member may purchase anything for, or from, a fraternity member before or during Formal Recruitment.
4. National fraternity representatives, house directors, alumnae, pledges, and active members of a fraternity are the only individuals who may assist a chapter with Formal Recruitment efforts. Women are not allowed to be involved in any Formal Recruitment events, including bid distribution day.

5. Formal Recruitment events may not involve alcohol. All fraternities are strictly prohibited from consuming alcohol with potential members and/or purchasing alcohol for potential members.
6. Individual chapters may publicize their chapter before Formal Recruitment begins. However, fraternities may not organize any formal events with potential members before the start of Formal Recruitment. A “formal event” is defined as an event planned primarily for the purpose of recruitment. Furthermore, fraternities may not organize *any* events with potential members during Formal Recruitment, with the exception of pre-established recruitment events approved by IFC.
7. Fraternities must submit their recruitment event schedule and bid day plans to the President and the Vice President of Membership at least one week prior to the start of Formal Recruitment; this date may be changed by the Vice President of Membership if deemed necessary.
8. Potential members must attend the Recruitment Kick-off Open House and any other event(s) deemed mandatory by the Vice President of Membership in order to accept a bid from a fraternity.
  - a. During the Open House, every fraternity must present all attending potential members a Fact Sheet that includes basic information about the organization, a list of all fees to be incurred if one joins the organization, and the individual fraternity’s GPA requirements. Although not required, this Fact Sheet should also include a list of the fraternity’s scheduled recruitment events during Formal Recruitment.
  - b. The Fact Sheet must be submitted to the President at least one week prior to the start of Formal Recruitment.
9. The specific rules for bid distribution will be determined for each individual Formal Recruitment season. However, these general guidelines for bid distribution are always in effect:
  - a. No active member, pledge, or alumnus of a fraternity may promise a bid, directly or indirectly, to any potential member.
  - b. No potential member may accept or promise to accept a bid until bid distribution day.
  - c. Interfering with another chapter’s distribution of bids is strictly prohibited.
  - d. Chapters must provide IFC with a list of men who were given bids as well as a list of men who accepted bids no later than one (1) week after bid day.

#### **Section Four. Violation of Recruitment Rules**

1. Alleged violations of these rules and regulations must be addressed and resolved through the IFC Judicial Board.
2. Active members, pledges, and alumni of fraternities who are found to be in violation of Formal Recruitment policy may be sanctioned by the Judicial Board. Potential members who are found to be in violation of Formal Recruitment policy may be removed from the recruitment process and referred to the Dean of Students.

## **ARTICLE SEVEN. Operations of the Judicial Board**

### **Section One. Definition**

1. The Judicial Board shall be responsible for hearing all complaints regarding the violation of IFC policies by recognized, male social Greek-letter organizations at John Carroll University or by the members of those organizations when the violation is specifically related to Greek Life.
2. The Judicial Board is not, nor does it pretend to be, a court of law; though it may appear similar in certain ways, its objectives and standards are different. The Judicial Board's primary responsibility shall be to determine, according to statements of complainants, defendants, witnesses, and any evidence deemed permissible, whether or not any IFC policies have been violated and to impose appropriate sanctions according to this document designed to prevent further violations.

### **Section Two. Jurisdiction**

1. The Judicial Board shall be responsible for all judicial functions of the IFC. It shall have the authority to hear and decide cases that arise from the violations of the IFC Constitution, Bylaws, and the policies, procedures, and regulations adopted by the IFC. With permission from the Director of Student Activities and the Dean of Students, or his/her designee, the Judicial Board shall also have the authority to hear and decide cases that arise from the violations of Student Activities or university policy.
2. The Judicial Board shall have the power to mediate disputes between member organizations.
3. The Judicial Board shall have the power to levy sanctions upon member organizations and individuals of member organizations.

### **Section Three. Membership**

1. The Judicial Board shall consist of the Vice President of Judicial Affairs, a panel of Justices that represents each member of the IFC (with one Justice per fraternity), a recording secretary, and a Judicial Board Advisor.
2. Each Justice on the Judicial Board must be an active, initiated member of a recognized fraternity of John Carroll University, as well as a full-time student at the University, holding a minimum cumulative GPA of 2.50. Each Justice must also be in good standing with his fraternity.
3. No chapter president or any other member of the IFC Executive Board may serve as a Justice.
4. Justices will only serve on the Judicial Board for one semester. Justices must participate in a Judicial Board training program before they may hear a case.
5. The Judicial Board Advisor will be a faculty member or administrator of the university who is qualified to serve in this capacity. At the start of each new term of the IFC Executive Board, the Vice President of Judicial Affairs will nominate a person for this position. If the nominee is willing and has been confirmed by the IFC

Executive Officers, he or she will be declared the Judicial Board Advisor for the term at hand.

#### **Section Four. Duties**

The duties of Judicial Board Officers shall be as follows:

1. Vice President for Judicial Affairs
  - a. Works in collaboration with the IFC Advisor to determine jurisdiction and validity of any accusation brought before the Judicial Board.
  - b. Assigns Justices to investigate accusations or investigates the matter himself.
  - c. Responsible for all communication with all involved parties.
  - d. Serves as chairman of the Judicial Board.
  - e. Serves as a non-voting member of the Judicial Board except in the case of a tie.
  - f. Oversees and coordinates Justice training, meetings, and judicial hearings.
2. Justices
  - a. If assigned, investigate accusations brought to the Judicial Board as assigned by the Vice President of Judicial Affairs.
  - b. If assigned, present to the Judicial Board any and all evidence pertaining to the accusation.
  - c. Hear judicial cases and assist in rendering decisions. Each Justice holds one (1) vote when determining hearing outcomes. A Justice does not attend or vote in hearings in which the accusations relate to his fraternity or members from his fraternity. This prohibition may be waived by unanimous vote of the IFC Executive Officers.
  - d. Attend all Judicial Board meetings, training sessions, and hearings.
  - e. Performs other various tasks, as assigned.
3. Recording Secretary
  - a. Is appointed by the Vice President of Judicial Affairs and confirmed by a simple majority vote of the IFC Executive Officers.
  - b. Responsible for keeping the minutes of all judicial hearings.
4. Judicial Board Advisor
  - a. Assist the Vice President of Judicial Affairs in the training of all Justices.
  - b. Serves as a non-voting member during the proceedings.
  - c. Assists in enforcing sanctions placed on members and/or organizations.
  - d. Will be asked to mediate a dispute in the event that the Judicial Board cannot come to an agreement, but only as the very last resort.

#### **Section Five. Dismissal of Justices**

All members of the Judicial Committee are expected to be fair, impartial, and ethical in all of their actions as members of this board. However, a Justice can be dismissed from the Judicial Board for the following reasons:

1. Not following protocol.



2. Providing incorrect information or neglecting to mention information that could potentially affect the outcome of a judicial hearing.
3. Lying.
4. Not maintaining requirements of office.
5. Any action unbecoming a fraternity man.
6. Breach of confidentiality.

#### **Section Six. Pre-hearing Procedures**

1. Any student, faculty member, administrator, member of campus police and safety, or fraternity/sorority chapter may initiate a complaint or report an incident in violation of the IFC Constitution, by-laws, policies, procedures, and regulations adopted by the council.
2. Complaints must be filed within two business weeks of the alleged infraction.
3. A judicial hearing must be scheduled and completed within three weeks of the time of the complaint.
4. The complaint will be reviewed for validity by the Vice President of Judicial Affairs, the IFC Executive Board and the Judicial Board Advisor.
5. If the complaint is not found to be legitimate, it will be dismissed and no further action will be taken.
6. If the complaint is found to be legitimate, the Vice President of Judicial Affairs will schedule a hearing to investigate the nature of the complaint and the involvement of the accused fraternity. The complainant and the president of the accused fraternity will be notified of the hearing date, time, and location in writing. Both parties will also be provided with information pertaining to hearing procedures and calling witnesses.
7. The Judicial Board, the complainant, and the accused fraternity may call forward witnesses during the hearing. A list of witnesses to be called must be provided to the Judicial Board by the complainant and the accused fraternity at least 48 hours prior to the start of the hearing. The Judicial Board will send a complete list of witnesses to be called at the hearing to both parties at least 24 hours prior to the start of the hearing. Witnesses to be called must be relevant to the case at hand; the Judicial Board reserves the right to determine the necessity of a witness. Witnesses have the option to attend the hearing; the Judicial Board may not compel any individual to attend a hearing.

#### **Section Seven. Hearing Procedures**

1. A quorum of two (2) Justices, the Vice President of Judicial Affairs, the recording secretary and the Judicial Board Advisor must be present to conduct a hearing.
2. The Vice President of Judicial Affairs will serve as the Chief Justice. The Judicial Board Advisor will serve in an advisory role only. The Justices will serve as the jury.
3. If a Justice is a member of the same fraternity as the accused man or chapter, he will be asked to abstain from the proceedings; this provision may be waived by unanimous vote of the IFC Executive Board. However, if the Vice President of Judicial Affairs is a member of the same fraternity as the accused man, he will be

- expected to remain impartial and therefore will not have to abstain. If the Vice President of Judicial Affairs is directly involved in the incident at hand, he will be replaced by the IFC President or another IFC Officer not associated with the incident.
4. The recording secretary will take written minutes of the hearing. All minutes are kept strictly confidential by IFC and may only be accessed on a need-to-know basis.
  5. All documentation is kept on file by the Vice President of Judicial Affairs in a locked and secure file cabinet or safe. Only the IFC President, Vice President of Judicial Affairs, Judicial Board Advisor, and Greek Advisor will have access to this information.
  6. All judicial proceedings are strictly confidential. No Judicial Board member may discuss allegations, testimonies, or sanctions outside of the hearing. Fraternity members may not discuss judicial hearings with Judicial Board members outside of the hearing.
  7. The complainant will be the individual who filed the original complaint with IFC. In the event that IFC is pursuing judicial action against a fraternity, the IFC President will serve as the complainant. The complainant may have one advisor who accompanies him/her during the course of the hearing. The advisor may be any member of the university community. The advisor may not ask questions or testify during the hearing.
  8. The accused fraternity will be represented by a single individual—the chapter president, or his designee. Any student member of the fraternity may attend the hearing, but only the chapter president may ask questions or speak for the fraternity during opening and closing statements. The fraternity advisor may attend the hearing, but he may not ask questions or testify during the hearing. No national representatives may be present during a hearing.
  9. Besides the complainant and his/her advisor, student members of the accused fraternity, the fraternity's advisor, and the Judicial Board, no other person may attend an IFC judicial hearing except any IFC Executive Officer and the IFC or Greek Life Advisor.
  10. The hearing will proceed in the following manner:
    - a. The Vice President of Judicial Affairs, or his designee, will open the meeting and briefly explain the format of the hearing as well as the rights and responsibilities of all parties involved.
    - b. The Vice President of Judicial Affairs will read the charges against the accused fraternity and ask the organization's president whether the organization accepts responsibility for violating IFC policy. If responsibility is accepted, the Judicial Board will proceed by only hearing testimony that is relevant to determining an appropriate sanction. If responsibility is not accepted, the Judicial Board will proceed as follows.
    - c. The complainant and accused fraternity, in this order, will each be offered five minutes to make an opening statement.
    - d. The Judicial Board will then begin to call witnesses. Witnesses will be called in this order: the complainant, member(s) of the accused fraternity, witnesses for the complainant, and witnesses for the accused fraternity. All witnesses must be deemed appropriate by the Judicial Board before they may give testimony. A witness will first be questioned by the Judicial Board Officers.

Following the conclusion of this Judicial Board questioning, the individual calling the witness will have the opportunity to have questions asked of the witness. Following the conclusion of this questioning, the other individual will have the opportunity to have questions asked of this witness.

- e. Witnesses will only be present in the hearing room during their testimony. At all other times, they will be asked to wait outside the hearing room.
- f. After all witnesses have presented testimony, the Judicial Board has the right to again question the complainant and the accused fraternity.
- g. Following this questioning, both the complainant and the accused fraternity, in this order, will each be offered five minutes to make a closing statement.
- h. Once closing statements are completed, everyone will be excused from the hearing board with the exception of Judicial Board Officers. The Officers will discuss the evidence presented. These discussions will not be recorded in the minutes of the case. When discussions are exhausted, as determined by the Vice President of Judicial Affairs, the Officers will vote to determine the responsibility of the accused fraternity. A majority vote is needed to declare a fraternity responsible for violating IFC policy. If multiple allegations are brought up in a single case, the Judicial Board will consider each allegation separately and will vote on each allegation separately.
- i. After voting, the complainant and the accused fraternity will be invited back into the hearing room and the Vice President of Judicial Affairs will inform the involved parties of the Judicial Board's ruling. If the accused fraternity is found not responsible, all will be dismissed. If the accused fraternity is found responsible, the complainant will be dismissed and the Judicial Board will move to sanctioning.

### **Section Eight. Sanctioning Procedures**

1. Minutes will continue to be taken during the sanctioning portion of any hearing.
2. If a fraternity is found responsible for violating IFC policy, the following sanction procedures will be followed:
  - a. The fraternity will be advised on each allegation it has been found responsible for.
  - b. The Judicial Board will be allowed to question the fraternity.
  - c. The fraternity will be given five minutes to address the Judicial Board.
  - d. Following this address, the fraternity will be excused from the hearing room. The Judicial Board will discuss the appropriate sanction(s) for the fraternity. These discussions will not be recorded in the minutes of the case. When discussions are exhausted, as determined by the Vice President of Judicial Affairs, the Officers will vote on each proposed sanction or set of sanctions. If a proposal receives a majority of the vote, it will be approved. If a proposal does not receive a majority of the vote, the sanction will not be approved and the process will repeat until a sanction can be agreed upon.
  - e. After a sanction or set of sanctions has been approved, the fraternity will be called back into the hearing room. The Vice President of Judicial Affairs will inform the fraternity of the sanction verbally. The fraternity will also be

provided information concerning sanctions in writing within 24 hours of the hearing.

- f. The Vice President of Judicial Affairs will provide the fraternity will information on how to appeal the case, if the fraternity deems prudent. The hearing will then be closed.
3. Sanctions from the Judicial Board may include, but are not limited to:
    - a. IFC Warnings: A warning is considered the least severe sanction. Warnings are placed in a fraternity's file and may impact future sanctions if the fraternity continues to violate IFC policy.
    - b. Monetary fine: Fines are a set amount of money a chapter must pay to IFC. Amounts will be determined according to the severity of the infraction.
    - c. Social probation: A fraternity on social probation may not engage in any social activities during the period of probation. Social activities include mixers, date parties, formal and informal dances, Greek Week activities, IFC social events, and any event hosted by other student organizations or the Office of Student Activities. The Judicial Board may amend this definition on a case-by-case basis.
    - d. Restitution for damages: A fraternity will be required to repair any damages it made, either through physical labor, financial support, or both.
    - e. Community service: A fraternity will be required to complete a certain number of hours of community service, as determined by the Judicial Board.
    - f. Educational programming: A fraternity will be required to attend or host an educational programming event.
    - g. Academic probation: A fraternity on academic probation must enforce supervised study hours for all members and may be asked to develop a new or improved academic success program for the chapter. The Judicial Board may amend this definition on a case-by-case basis.
    - h. Recruitment probation: A fraternity on recruitment probation may not actively recruit on campus or take additional members during the probation period. The Judicial Board may amend this definition on a case-by-case basis.
    - i. Fraternity suspension: A fraternity on IFC suspension may not operate as an organization during the suspension period. This means the fraternity may not hold any events, may not participate as a fraternity in campus events or IFC, may not recruit new members, may not meet as a chapter, and may not conduct chapter business until the suspension is rescinded or expires. The Judicial Board may amend this definition on a case-by-case basis.
    - j. Recommendation for Fraternity expulsion: A fraternity may not exist on campus if it is not recognized by IFC. The Judicial Board does not have the authority to expel a fraternity, but it can recommend expulsion to the IFC Executive Board. Only the Executive Officers, by unanimous vote, may decide to expel a fraternity from the campus community.
  4. A fraternity that fails to abide by sanctions issued by the Judicial Board will be referred to the Board for further investigation or will be referred to the Dean of Students Office.

## **Section Nine. Post-hearing Procedures**

1. Following any hearing, the complainant and accused fraternity will be provided a letter in writing regarding the ruling (responsible or not responsible) of the Judicial Board.
2. Any fraternity found responsible for violating IFC policy will also be provided a letter in writing detailing the charges the fraternity is responsible for, as well as the sanction(s) issued. This documentation will also be provided to the fraternity's national headquarters.
3. Fraternities may appeal rulings and sanctions issued by the Judicial Board to the Dean of Students Office. The Dean of Students Office reserves the right to deny an appellate hearing. If the Dean of Students Office chooses to grant an appeal, the Dean of Students, or his/her designee, will proceed according to the policies and procedures of his/her office.