



EMBRY-RIDDLE AERONAUTICAL UNIVERSITY



# BY-LAWS

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# **Article I IFC Executive Board and Director Positions**

## *EXECUTIVE BOARD*

### **Section 1: Executive Board Powers and Responsibility**

- A) Executive Board shall have the power to assess monetary fines against a member organization when deemed appropriate. These reasons include, but are not limited to:
  - i. Failure to attend mandatory events.
  - ii. Failure to remain current in the payment of dues.
  - iii. Failure to attend to already issued fines.
  - iv. Failure to respond or attend to judicial requirements.
- B) The Executive Board shall have the power to require mandatory attendance of member organizations at selected events.
  - i. Mandatory attendance for events will be determined at the discretion of the Executive Board.
- C) All officers must be present at all Executive Board and regular meetings. An officer receiving two consecutive or three total unexcused absences from Executive Board or regular meetings in a semester shall be eligible for a vote of no confidence.
- D) All officers will meet on a regular basis with the Fraternity & Sorority Life Advisor, to be scheduled at the beginning of each semester.
- E) Establish and enforce deadlines for all IFC projects.

### **Section 2: The President**

The President Shall:

- A) Preside over all meetings of the IFC General Counsel and Executive Board.
- B) Prepare the agenda for all meetings of the IFC General Council and Executive Board.
- C) Represent the IFC at all times as the official representative at campus and community events.
- D) Assist the other positions and Directors as needed.
- E) Serve as an ex-officio member of all committees.
- F) Call upon Directors to attend IFC executive meetings when necessary.
- G) Serve as the liaison between IFC and all its functions.
- H) Have the authority to break any tie in a vote by the Executive Board or the IFC General Council.
- I) Schedule meetings and reserve rooms.

- J) Have the authority to create and dissolve any ad hoc Committee deemed necessary, and to appoint and remove members of any Inter-Fraternity Council Committee.
- K) Responsible for the Chief Justice of the IFC Judicial Board.
  - i. Assist the Chief Justice when needed.
  - ii. In the situation where the Chief Justice is removed, the President shall assume the duties of the Chief Justice until the position can be filled.

### **Section 3: Executive Vice-President**

The Executive Vice-President Shall:

- A) Perform the duties of the President in the event of the President's absence.
- B) Perform such other duties as may be delegated to him by the President or the Executive Board.
- C) Ensure member organizations conduct all functions in accordance with the IFC Risk Management Policy, IFC By-Laws, IFC Constitution, and any action directed by the IFC Judicial Board.
- D) Update member fraternities on new Risk Management and Standards Board policies as they arise.
- E) Serve as the Parliamentarian during IFC meetings.
- F) Serve as the IFC officer responsible for finance.
  - i. Prepare an operating budget for IFC.
  - ii. Responsible for IFC bank account.
  - iii. Enforce the collection of dues and fines for member fraternities.
- F) Oversees the Judicial Manual and Risk Management Policy
  - i. Update and revise the documents when needed.

### **Section 4: Vice-President of Administration**

The Vice-President of Administration Shall:

- A) Perform such other duties as may be delegated to him by the President or the Executive Board.
- B) Serve as the Secretary in times of Executive Council and General Council meetings.
  - i. Prepare General Council and Executive Council meeting minutes.
  - ii. Take attendance during Executive Council and General Council meetings..
  - iii. Keep records of all actions during the course of the term.
  - iv. Ensure that all documentation is up to date and correct.
  - v. Maintain communication to the chapters on events, voting, and other information as directed by The President.
- C) Serve as the Inclusion and Diversity Officer.

D) Manage Public Relations.

- i. Oversee IFC philanthropic initiatives.
- ii. Maintain social media pages and ensure that all accounts are kept current.
- iii. Prepare periodic newsletters that address the campus community.
- iv. Prepare monthly reports that update chapters on the IFC goals and progress, any upcoming events, and any important information regarding Greek life.
- v. Provide updates on Panhellenic meetings and progress.
  - A. Must attend Panhellenic meetings to provide updates on progress of the IFC.

**Section 5: Vice-President of Events and Programing**

The Vice-President of Events and Programming Shall:

- A) Plan events for the IFC (with other organizations when necessary).
  - i. Under direction from the President.
  - ii. Must host a minimum of one (1) IFC event per semester.
- B) Host other philanthropy and fundraising events.
  - i. Under direction from the President.
  - ii. Must host a minimum of one (1) IFC philanthropy or fundraising event per semester.
- C) Oversee and assist the Recruitment Director for all Greek/IFC recruitment events.
- D) Oversee the Recruitment Director.
- E) Oversee and assist the IFC Director of Greek Week Operations for all Greek Week events.
- F) Oversee the IFC Director of Greek Week Operations.
- G) Perform such other duties as may be delegated to him by the President or the Executive Board.

*IFC DIRECTORS*

**Section 6: Director Powers and Responsibilities**

- A) All Directors must hold active committees by the end of the first month in office.
  - a) Committees must be open to all chapters.
- B) Must attend two (2) IFC General Council meetings per month.
  - a) Attend IFC executive meetings when called upon.
- C) Submit reports upon request of the general council or the executive board to update chapters and officers on their progress.

## **Section 7: Judicial Board Chief Justice**

The Judicial Board Chief Justice Shall:

- A) Receive training from the previous Judicial Board Chief Justice and the Judicial Board Advisor.
- B) Follow the and uphold the IFC Judicial Board Manual.
- C) Oversee or execute judicial investigations when violation reported.
- D) Chair judicial board standing committee.
- E) Provide the Executive Vice-President with issues and potential changes for the Judicial Manual and Risk Management Document.
- F) Train and Educate the Judicial Board.
- G) Meet with the Judicial Board Advisor when needed.

## **Section 8: The IFC Director of Greek Week Operations**

The IFC Director of Greek Week Operations Shall:

- A) Coordinate with Panhellenic to plan Greek Week.
- B) Establish the Greek Week rule book
- C) Prepare the rule book at least 1 month before the start of Greek Week.
- D) Host Greek Week committee meetings at least 2 (two) times an academic semester.
- E) Report to the Vice-President of Events and Programming to provide updates on Greek Week.
- F) Attend all Greek Week events.
- G) Perform such other duties as may be delegated to him by the President or the Executive Board.
- H) Gain feedback following greek week in the form of a survey, in-person, or any other method.
- I) Submit a timeline to the Executive Board at least by the end of the Fall semester in preparation for Greek Week.
  - a) This timeline must include when forms must be submitted, rooms will be reserved, themes will be decided, events, and other information important to greek week.

## **Section 9: Recruitment Director**

The Recruitment Director Shall:

- A) Plan and present IFC recruitment schedule in accordance with deadlines set by the Executive Board.
- B) Host at least one (1) IFC/Greek wide recruitment event per semester.
- C) Report to the Vice-President of Events and Programming to provide updates.
- D) Assist chapters with recruitment when needed.
- E) Perform such other duties as may be delegated to him by the President or the Executive Board.
- F) Must coordinate with respective chapter presidents and recruitment chair to receive feedback and input about their position.
- G) Get feedback from chapters, with a survey or in person, following recruitment in both spring and fall.

### **Section 10: Fraternity and Sorority Life Advisor**

The Fraternity and Sorority Life Advisor Shall:

- A) Serve as a liaison between the IFC and university officials.
- B) Serve as an Executive officer for all IFC bank accounts.
- C) Assist and advise the IFC as the Executive Council deems necessary.
- D) Must coordinate with respective chapter president and greek week chair to receive feedback and input about their position.

### **Section 11: Impeachment and Removal from Office (Executive Board Members Only)**

- A) Any member of the Executive Board may be impeached and removed from office.
- B) A vote must be conducted in order for an impeachment to succeed:
  - i. A vote of no confidence must pass by an 80% vote of the entire IFC General Council and a 2/3rds vote of the remaining Executive Board, excluding the Officer in question.
- C) A written letter, delivered in person or via email, must be submitted to the Executive Vice-President with the following information:
  - i. The Executive Board member to be considered for impeachment.
  - ii. The member organization calling for impeachment, signed by the highest ranking member of the organization.
  - iii. The reason(s) for impeachment, referencing to the by-law violation(s).
  - iv. The dates (or approximate) of by-law violation(s).
- D) Upon receiving the letter, the Executive Vice President must notify the Executive Board member requested for impeachment within one (1) business day.

- E) A written letter for rebuttal may be drafted by the member of the Executive Board requested for impeachment. The rebuttal must be submitted to the Executive Vice-President at least one (1) business day before the formal notification to the IFC General Council.
- F) If the Executive Vice-President is the member to be impeached, the duties mentioned in this section for the Executive Vice-President shall be transferred to the IFC President.
- G) The Executive Board must formally notify the IFC General Council and the Greek Advisor no later than the following two (2) IFC General Council meetings upon receiving the letter. At this meeting:
  - i. Copies of the request and the rebuttal (if made) must be presented to all member organizations.
  - ii. A vote for no confidence must be presented in New Business.
- H) The vote of no confidence must be conducted at the next IFC General Council meeting following the vote for consideration.
- I) If passed, the impeached Executive Board member must step down immediately following the meeting and the duties of the vacant position shall fall upon the remaining Executive Board members, in continuation as stated in Article I Section 8 subsection I. If not, the duties of the member in question shall be reestablished.

## **Section 12: Impeachment and Removal from Office (IFC Directors Only)**

- A) Any IFC Director may be impeached and removed from office.
- B) One or both of the following votes are required for an impeachment to succeed:
  - i. A unanimous vote by the Executive Board, in which the President will participate in.
  - ii. A one-half vote by the Executive Board, in which the President will participate in, AND a simple majority vote in the General Council.
- C) Impeachment Procedure for IFC Directors in the General Council:
  - i. Any member organization may propose in new business the removal an IFC Director.
  - ii. The member organization must present the reason why the IFC Director has been called for impeachment by providing the following in writing:
    - A. The member organization calling for impeachment, signed by the highest ranking member of the organization.
    - B. The reason(s) for impeachment, referencing to the by-law violation(s).
    - C. The dates (or approximate) of by-law violation(s).
  - iii. The vote for no confidence on the IFC Director being called for impeachment will be held at the following General Council meeting in old business.



- D) If passed, the impeached IFC Director must step down immediately following the meeting and the duties of the vacant position shall fall upon the Executive Board member who oversees that IFC Director position. If not, the duties of the member in question shall continue his role.

# **Article II Expansion**

## **Section 1: NIC or North-American Interfraternity Conference**

- A) Any NIC member fraternity, upon expressing interest to establish a chapter, will be given a time by the IFC for the expansion to occur. The IFC can determine the best academic term for the expansion, but the expansion will occur within a four-year period from when the IFC is first notified of interest by the NIC member fraternity. Groups seeking to form a fraternity on this campus will be expected to contact:
  - i. The Fraternity & Sorority Life Advisor.
  - ii. The IFC.
  - iii. To present their intentions for expansion prior to any expansion/recruitment activities occurring.
- B) NIC member fraternities with an interest group already formed will be granted IFC recognition, though the IFC may elect to have an associate member status provided reasonable written expectations and metrics are established to move from associate member status to full member status.
- C) The IFC will never take a vote on recognition or expansion for an NIC member fraternity.
- D) The IFC will never require NIC member fraternities to present an expansion proposal to the IFC, although the IFC can require the NIC member fraternity to submit documentation or do a virtual presentation to determine the best academic term for expansion.
- E) Full membership in the IFC is limited to those fraternities (including non-NIC organizations), who have adopted all NIC Standards, are affiliated with an inter/national organization, and are men's fraternities. Associate membership may be granted to organizations that do not meet the above criteria. Only members from full IFC member organizations are permitted to serve as IFC officers, serve on the Standards Board, or vote on Constitution and Bylaw amendments.

## **Section 2: Associate Membership**

- A) Associate membership of new chapters to the IFC will be granted when the following conditions are met:
  - i. Recognition as a student organization at ERAU, Prescott.
  - ii. Achieve a minimum 2.70 semester chapter GPA.
- B) Associate member organizations are not permitted to have its members serve as IFC Officers, serve on the Judicial Board, or vote on Constitution and Bylaw amendments.

# **Article III Finances**

## **Section 1: Dues**

- A) Each member fraternity and associate organization will pay the amount specified in the approved budget per active member.
- B) A dues invoice will be delivered to the highest-ranking officer of each member fraternity and associate organization by hand or via email the same day the budget is approved.
- C) IFC dues will be due at most two weeks after the dues invoice is delivered.
- D) If dues are not paid on time, a fee will be assessed as prescribed in Article III, Section 2, and Subsection D.
- E) A refusal in payment of membership dues may result in IFC Judicial Board action.

## **Section 2: Fines**

- A) Absences
  - i. The absence of a member organization from any regular or special meeting of the IFC General Council shall result in a written warning for the first absence, followed by the levying of a fine for every absence thereafter, initially in the amount of \$20 and doubling with each subsequent absence. For example, the second missed meeting would result in a fine of \$20; the third missed meeting would result in a fine of \$40; the fourth missed meeting would result in a fine of \$80, and so on.
  - ii. The fine cannot be appealed unless in extreme circumstances at the discretion of the Executive Vice President and the Secretary.
  - iii. After four absences in a semester, the chapter loses all voting rights for the semester.
- B) Tardiness
  - i. The tardiness of a member organization from any regular or special meeting of the IFC General Council shall result in a written warning for the first tardy, followed by the levying of a fine for every tardy thereafter, initially in the amount of \$5 and doubling with each subsequent tardiness.
  - ii. The fine cannot be appealed, unless in extreme circumstances at the discretion of the Executive Vice-President and the Vice-President of Administration.
  - iii. Four tardy will count as one absence.
- C) Payment of fines incurred by absence or tardiness must be paid in full within two (2) weeks of the fine being levied.

- D) Delinquency of any payment owed to the IFC will result in the loss of voting privileges and a late fee of ten dollars (\$10.00).
  - i. The fine may not be appealed.
  - ii. Once the fine is paid, the chapter's voting rights will be restored.

### **Section 3: Budget**

- A) A budget for the next semester must be created and passed before the last meeting of the current semester (i.e. Fall 2019 semester budget must be approved in the Spring 2019 semester).
- B) The approved budget shall set the dues amount for the semester.

# **Article IV Meetings**

## **Section 1: IFC General Council Meetings**

- A) Business meetings of the IFC shall be held at least twice a month while school is in session.
- B) Notification of regularly scheduled meetings shall be done at the beginning of the current semester.
- C) Excuses for an absence or tardiness must be submitted via email to the IFC Secretary a minimum of one (1) hour prior to the start of a meeting. Excuses will be evaluated on a per-case basis.
- D) All meeting minutes must be distributed to Chapter Presidents within 48 hours, as per Article IV, Section 5; Subsection B.

## **Section 2: Rules of Order**

- A) All IFC Meetings will use Robert's Rules of Order.
- B) All business that needs to be voted on by the IFC General Council must be proposed in New Business. The motion to vote on the same business will occur in Old Business at the next IFC General Council meeting.

## **Section 3: Special Meetings**

- A) Special meetings may be called by the IFC President at any time.
- B) A special meeting may be called by the IFC President at the request of two or more Chapter Presidents.
- C) The FSL Advisor may call a special meeting at any time.
- D) Notification of special meetings shall be done by telephone and/or email to the highest ranking officer of each member organization.
- E) Notification must be sent a minimum of twenty-four hours prior to the start of the meeting.

# **Article V Standing Committees**

## **Section 1: IFC Judicial Board**

The IFC Judicial Board Shall:

- A) Be managed and chaired by the IFC Chief Justice.
- B) Follow and uphold the IFC Judicial Board Manual.

## **Sections 2: Recruitment Committee**

The Recruitment Committee Shall:

- A) Be managed and chaired by the Recruitment Director.
- B) Follow and uphold the directions given by the Recruitment Director.

# **Article VI Amendments**

## **Section 1: Amending**

- A) The Constitution may be amended by a unanimous decision of the executive board and a three-fifths vote of the voting member fraternities. The By-laws may be amended by a three-fifths vote of the voting member fraternities. The amendment must be submitted in writing to the IFC and to the presidents of the member fraternities at least one week prior to the business meeting at which the vote is taken.
- B) The amendments must state the text that is changing in its current form, the change to the text, and the text following the change. References to the specific policies must also be stated.

**Last IFC Edit: November 18<sup>th</sup>, 2019**  
**-Jansen King Executive Vice-President 2018-2019**

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**IFC General Council Approved this Document Unanimously on November 18<sup>th</sup>, 2019.**