

**By-Laws:
Interfraternity Council (IFC)
of
Michigan Technological University**

(April 20, 2008)

ARTICLE I - DEFINITIONS

SECTION 1 - Hazing: Any action taken or situation created intentionally, knowingly, and/or recklessly to produce mental or physical discomfort, embarrassment, harassment, ridicule, or possibly cause mental or physical harm or injury, regardless of the harmed party's willingness to participate. For more information see Michigan Technological University's Hazing Policy

SECTION 2 - IFC: Interfraternity Council of Michigan Technological University.

ARTICLE II – EXECUTIVE BOARD

SECTION 1 - Duties and Powers

- a) Administer the programs, activities, and services of the IFC.
- b) Appoint liaisons.
- c) Determine and discuss business that is set to come before the General Assembly.
- d) Evaluate the IFC's programs, activities, and services.
- e) Oversee the delegation of new activities, programs, and services for the good of the IFC.
- f) Officers may be granted powers and duties not specified in detail within this section of the bylaws but are specified within other sections of the Constitution and By-Laws.

SECTION 2 - Nomination, Election, and Installation of Officers

- a) Officer nominations will open at the 10th week meeting.
- b) Elections will be held at the 12th week meeting.

- c) Officers will be elected by a majority of the General Assembly present. In the event of a tie, Robert's Rules of Order will be followed. Elected officers will take office in the spring semester.
- d) Officers will be elected in the following order:
 - i. President
 - ii. Vice President
 - iii. Treasurer
 - iv. Director of Recruitment
 - v. Secretary
- e) To run for or hold an elected office, a person must:
 - i. Remain a Michigan Tech student throughout the remainder of the term.
 - ii. Have a current cumulative GPA of 2.25, as well as being in good academic and judicial standing with Michigan Technological University.
 - iii. Have been an active member of an IFC recognized member organization for at least one school semester.
- f) Officers may be expelled by a 2/3 majority of the general assembly.

SECTION 3 - Duties of Officers

- a) President
 - i. Have a working knowledge of Robert's Rules of Order.
 - ii. Serve as the executive head of the IFC and as the official IFC representative and spokesperson.
 - iii. Preside at meetings of the General Assembly deciding points of order as necessary.
 - iv. Shall have their name on the IFC checking account.
 - v. Call special and emergency meetings of the General Assembly.
 - vi. See that members of the Executive Board fulfill their duties and complete assigned tasks in both good judgment and punctual manner.
 - vii. Serve as an ex-officio member on all committees.
 - viii. Act as a stand-in in the event of an IFC liaison absence.

b) Vice President

- i. Act in full capacity of the President, if the President is unable to perform his or her duties.
- ii. Run Executive Board meetings.
- iii. Serve as the head of the Judicial Board.
- iv. Assist the President in fulfillment of all duties.
- v. Ensure the integrity of the Constitution and By-Laws.
- vi. Oversee the IFC awards program.

c) Treasurer

- i. Shall be responsible for all financial procedures.
- ii. Shall have their name on the IFC checking account.
- iii. Shall present a budget with the assistance of the President and Vice-President no later the second week of each semester. The budget must be approved by both the Executive Board and the General Assembly.
- iv. Administer all necessary fines, as specified in Article IV, Section 2.
- v. Issue member organizations with electronic and physical monthly reports on the state of IFC finances at the first meeting of the month. This includes the balance of IFC accounts, the balances of each organization and projected allocation of funds over the upcoming month.
- vi. Report weekly at meeting on the balances of each committee and member organizations.
- vii. Issue receipts to member organizations for all payments received within ten days of the payment.
- viii. Serve as ex-officio head of the fund raising committee.

d) Director of Recruitment

- i. Chair the recruitment committee.
- ii. Oversee the planning of IFC recruitment events and advertisements of the events for each semester
- iii. Organize and schedule the meetings of the recruitment committee for the semester.
- iv. Organize individual member organization weekly rush information in a table tent and distribute to dorms.

e) Secretary

- i. Keep accurate attendance of all IFC meetings.

- ii. Inform member organizations of their status when they have missed a meeting with electronic notification to the chapter president and delegates, within 24 hours of absence.
- iii. Electronically notify a member organization's delegates and IFC treasurer of all absences resulting in fines within 24 hours of absence.
- iv. Keep accurate minutes at all IFC Meetings and verify with respective committee chairs.
- v. Maintain accurate lists of each member organizations delegates and alternates.
- vi. Create, maintain, and distribute a contact list of each member organization's delegates, President, and house phone number at the beginning of each semester.
- vii. Maintain a list of IFC committees and the delegates serving on each.

ARTICLE III – LEGISLATIVE MEMBERSHIP:

SECTION 1 - The process for attaining full membership:

- a) A potential organization may petition to become an associate member. The petition shall include proof of university approved student organization status, a list of members, their positions within the organization including the advisor, a copy of the constitution for the organization, and a document explaining the organizations reasoning for becoming a recognized organization of the IFC.
- b) Petitioning organization must contact the IFC Executive Board two weeks prior to the General Assembly meeting at which the petition will be presented.
- c) The petitioning process shall take a minimum of one week and a maximum of four weeks (three meetings) following the presentation of the petition.
 - i. The petition should be presented before the General Assembly at a meeting which meets quorum.
 - ii. The petition must be accepted with a 2/3 vote of the General Assembly.

- d) Once the petition has been accepted or denied the petitioning organization should be notified by the IFC secretary via a written document and electronically within the week.
- e) During the petitioning process the petitioning organization has the right to inquire as to the status of their petition.
- f) If denied:
 - i. The IFC must submit its reasoning to the petitioning organization within one week.
 - ii. The petition can be revised and resubmitted after seven academic weeks.
- g) If accepted:
 - i. The organization shall obtain associate membership status immediately following acceptance.
 - ii. The new associate organization shall remain an associate for fourteen academic weeks (During the months September-May); starting from the time of acceptance.
 - iii. During Associate Membership the organization must comply with full membership rights and responsibilities with the exception of voting and the holding of office, but includes paying of dues.
 - iv. On the fourteenth week of acceptance, or the meeting following, one member from the organization shall entertain a motion to vote for full membership. That vote will take place by the following meeting.

ARTICLE IV – FINANCES:

SECTION 1 - Budget

- a) The IFC Fiscal Year shall be July 1 through June 30.
- b) IFC shall have a proposed budget for the upcoming fiscal year by the second to last meeting of the fiscal year.
- c) A reserve fund of \$500 must be maintained, unless 2/3 majority vote deems it necessary to spend.
- d) The budget for the upcoming fiscal year shall be voted on at the last IFC meeting of the current fiscal year.”

SECTION 2 - Dues

a) Payment

- i. Rosters are to be turned in to the Greek Advisor by Friday of the second week. Organizations not turning in rosters will be assessed dues on their updated roster with a 10% late roster penalty added initially, as well as an additional 5% for each week afterwards.
- ii. Dues shall be assessed on the chapters' active membership. It will be 5 dollars per active member in each organization.
- iii. Bills for dues will be distributed at the third meeting of each semester. Dues are to be paid by the fourth meeting.

b) Penalties

- i. For every week that dues are late a 5% charge will be added.
- ii. After one week any organizations with outstanding dues shall lose 1 vote.
- iii. After two weeks any organizations with outstanding dues shall lose all votes
- iv. After one month any organizations with outstanding dues shall be suspended from IFC
- v. Any organizations with outstanding dues at the end of the semester will be expelled from IFC.

c) Reinstatement Process

- i. Any organizations under penalty, up to and including suspension will be returned to full-member status upon full payment of dues, if loss of membership resulted from an over due balance.
- ii. Any organizations under expulsion will be returned to associate member status, and will follow the standard membership process, upon full payment of dues.

- d) The Executive Board has the right to make concessions for organizations with circumstance preventing them from paying dues on time.

SECTION 3 - Financial Policies

a) IFC Reimbursement

- i. IFC has the power to loan money in order to purchase

- items or services for Greek events, deemed worthy by Executive Board or the majority of the general assembly.
- ii. All organizations committing to a fraction of payment for said items or services are responsible for reimbursing IFC for the cost of their fraction.
 - iii. Penalties shall follow the same guidelines as penalties for dues.
 - iv. At the end of the semester any amounts still owed will be added to the next terms dues as a line item titled “Previous Balance”.
- b) IFC shall remain a Non-Profit Organization, until the time it is deemed unnecessary by a 2/3 majority vote.
 - c) All official IFC checks shall require one signature from two of the following people: Greek Advisor, President and Treasurer.
 - d) IFC shall have the power to levy and collect special assessments provided they are approved by a 2/3 vote of the general assembly.
 - e) IFC will not provide a monetary gain, incidental or otherwise to its directors, officers, or membership from any excess revenue generated during the fiscal year.

ARTICLE V– AFFILIATING

SECTION 1 – Eligibility

- a) All first-year first-semester students shall have a minimum 3.00 graduating Grade Point Average (GPA) from high school to be eligible for membership.
- b) Students with 12 or more university credit hours shall have a minimum of 2.25 cumulative GPA and be in good standing with the university to be eligible for membership.
- c) Transfer students with 12 or more college transfer credit hours will be immediately eligible for membership.

SECTION 2 – Hazing

- a) All forms of hazing are strictly forbidden.
- b) During their entire pledging period, no person shall be denied a reasonable period of study for preparation of their next day’s

classes.

- c) Pledge activity can occur outside fraternity or sorority property only if it is not detrimental to the welfare of the pledge, the University or the community.

ARTICLE VI– ACADEMICS

SECTION 1 – Chapters shall maintain a minimum 2.50 cumulative GPA in order to remain in good standing with the university.

ARTICLE VII– GREEK ADVISOR

SECTION 1 – Duties

- a) Supervise all systems and processes related to the Greek organizations that fall under the University’s Greek life program, including, but not limited to:
 - i. Organization recognition
 - ii. Governance councils
 - iii. Chapter advising
 - iv. New/active membership education
 - v. Greek life programming
 - vi. Campus/community partnerships
 - vii. Risk management
 - viii. Serving as a liaison with national offices
- b) Manage University’s Greek standards.
- c) Advise Greek organizations in the development of publications.
- d) Serve as an advisor for Interfraternity Council.
- e) Advise and support Greek community service and leadership activities/ programs.
- f) Advise in the development of publications and/or press releases concerning Greek life.

SECTION 2 – At the end of the school year, each organization will turn in a form, which provides feedback regarding the current Greek Advisor to the IFC President. The IFC President will provide the forms to the Director of Student Activities to evaluate the organizations’ opinions.