Constitution, Bylaws, and Policies Of The Interfraternity Council at the University of Pittsburgh

Amended January 20th, 2019

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# Constitution of the Interfraternity Council at the University of Pittsburgh

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## PREAMBLE

We, the members of the Interfraternity Council at the University of Pittsburgh, striving to cultivate an environment of interfraternalism, leadership, and academic excellence, and recognizing the importance of working toward this end in unity, hereby resolve to serve the University of Pittsburgh as exemplars of fraternity values and thus affirm our Constitution.

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## ARTICLE I: TITLE

### **Section 1.01** This organization shall be known as the Interfraternity Council at the University of Pittsburgh and henceforth shall be referred to as IFC.

## ARTICLE II: STATEMENT OF PURPOSE

### **Section 2.01** To promote and provide opportunities for cooperation amongst fraternities at the University and their members

### **Section 2.02** To provide programming and opportunities which result in the educational and personal betterment of its members

### **Section 2.03** To represent the needs and interests of the fraternity community to the University of Pittsburgh and appropriate external organizations

### **Section 2.04** To encourage service by members to the University of Pittsburgh and surrounding Community

### **Section 2.05** To standardize recruitment, member education, and social activities as they pertain to the IFC and its members, and to ensure compliance with policies and procedures set forth by the Office of Fraternity and Sorority Life and the University of Pittsburgh, as well as applicable laws of the Commonwealth of Pennsylvania.

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## ARTICLE III: MEMBERSHIP

### **Section 3.01** There shall be three classes of membership: Voting, Associate, and Colony Membership.

### **Section 3.02** (Inter)national men’s social fraternities recognized by the University of Pittsburgh through the Vice Provost and Dean of Students and in possession of an (inter)national charter shall be Voting Members of IFC and be granted suffrage and the ability to have full representation on the Executive Board of IFC.

#### **A**. Voting Membership shall be recognized once an (inter)national charter is conferred upon an organization and the organization has received the approval of the IFC.

### **Section 3.03** All (Inter)national men’s social fraternities with a multicultural or identity-specific mission recognized by the University of Pittsburgh through the Vice Provost and Dean of Students and in possession of an (inter)national charter shall be Associate Members of IFC and be granted suffrage and the ability to have representation on the Executive Board of IFC.

### **Section 3.04** (Inter)national men’s social fraternities recognized by the University of Pittsburgh through the Vice Provost and Dean of Students but who are not in possession of an (inter)national charter shall be Colony Members of IFC; these members do not have suffrage and may not have representation on the Executive Board of IFC.

### **Section 3.05** (Inter)national men’s social fraternities seeking or invited to join the University of Pittsburgh community shall be addressed in accordance with the IFC Expansion and Colonization Policy Guidelines, as set forth in the Bylaws.

### **Section 3.06** Fraternities whose recognition by the University has been revoked or suspended, or who otherwise are not permitted to operate on campus, forfeit all rights, responsibilities, and representation in IFC.

### **Section 3.07** All member fraternities shall ensure an equal opportunity to all undergraduate students at the University of Pittsburgh – Pittsburgh Campus for admission to membership in the fraternity in compliance with federal and state laws, as well as the University of Pittsburgh’s Affirmative Action plan.

### **Section 3.08** All member fraternities must affirm and uphold the Constitution and Bylaws of IFC, as well as applicable policies and procedures set forth by the Office of Fraternity and Sorority Life and the University of Pittsburgh.

### **Section 3.09** All member fraternities shall affirm and comply with the University policy on hazing.

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## ARTICLE IV EXECUTIVE BOARD

### **Section 4.01** The Executive Board is the governing body of the Interfraternity Council and shall hold executive authority in the administration and long-term preservation of the organization.

### **Section 4.02** The Executive Board shall comprise the President, Vice President, Treasurer, Secretary, and Chief Justice (as elected by Voting Members); additionally, the IFC Greek Week President shall serve as a member of the Executive Board ex officio (as appointed in accordance with Greek Week Bylaws).

### **Section 4.03** Rank and file of the Executive Board officers is hereby established as follows: President, Vice President, Treasurer, Secretary and Chief Justice. Because the Greek Week President is not elected, he shall not be considered for presidential succession by means of his position.

### **Section 4.04** Service on IFC Executive Board is limited to currently enrolled full-time students at the University of Pittsburgh with a minimum QPA of 2.750 and no less than 48 earned credits.

#### **A**. Officers of IFC shall be initiated members of Voting Member or Associate Members organizations.

#### **B**. Candidates for Chief Justice may not have been initiated in their organization for less than one year.

#### **C**. A student may not concurrently hold the position of President within their chapter and serve on the IFC Executive Board.

#### **D.** A student may not concurrently hold a position on the IFC Executive Board that has oversight of their position in their member organization

#### **E**. No member organization may have more than one member elected to Executive Board.

#### **F.** Associate Members are not able to hold any position of the Executive Board

#### **G**. Colony Members may not hold an executive position on the IFC Executive Board.

### **Section 4.05** Elections for Executive Board shall be held no later than the meeting prior to Spring Break, as per the University of Pittsburgh academic calendar, with nominations being opened at the meeting immediately prior. The procedure for Elections is outlined in the IFC Bylaws.

### **Section 4.06** The Executive Board shall approve all budget expenditures from University accounts, under supervision of the President, Treasurer, and Coordinator of Fraternity & Sorority Life.

### **Section 4.07** Each semester, the Executive Board must initiate a review and, if necessary, amend the Bylaws by which it operates through the IFC Judicial Committee.

## Article V: Board

### **Section 5.01** The Board will assist the Executive Board in upholding the standards and values of the fraternal community of the University of Pittsburgh and serve as the chairman of their respective committees.

### **Section 5.02** The Board shall comprise the Executive Board members, as defined in Article 4 Section 2, with the addition of the following members: Recruitment Chair, Programming Chair, and Social Outreach Chair, as appointed by the Executive Board.

### **Section 5.03** Service on the IFC Board is limited to currently enrolled full-time students at the University of Pittsburgh with a minimum QPA of 2.750 and no less than 48 earned credits.

#### **A**. Officers of IFC shall be initiated members of Voting Member or Associate Members organizations.

#### **B**. A student may not concurrently hold the position of President within their chapter and serve on the IFC Board.

#### **C.** A student may not concurrently hold a position on the IFC Board that has oversight of their position in their member organization

#### **D**. No member organization may have more than one member elected or appointed to the Board.

#### E Associate Members are not able to hold any position on the IFC Board

#### **G**. Colony Members may not hold an executive position on the IFC Board.

## ARTICLE VI: MEMBER RESPONSIBILITIES

### **Section 6.01** Each fraternity will be officially represented by its President and a representative chosen by the member organization. The name of the official representative shall be reported to the Secretary.

#### **A**. The President shall cast the singular vote for his chapter on all matters of the Council; in his absence, the official representative will cast the chapter’s vote.

#### **B.** Attendance of the President or the official representative is mandatory at all regular and special meetings of IFC; missing an excess of two IFC meetings in a semester shall incur fines and/or sanctions for the chapter, to be determined by the Judicial Board.

### **Section 6.02** All IFC members shall financially support IFC through payment of dues each semester.

#### **A**. These dues shall be no less than twelve dollars ($12.00) for each brother and for each new member of Voting and Associate Member Chapters.

#### **B.** Dues for Colony Members should be no more the eight dollars ($8.00) for each brother and each new member for three (3) years. After which time the dues will raise to amount set for voting associate member chapters.

#### **C.** The IFC shall set dues each semester to be paid for each brother and each new member, not to exceed an increase of two dollars ($2.00) from the amount established in the previous semester.

#### **D**. A due date for dues payments shall be established each semester by the Treasurer; failure to pay by the established date shall result in the suspension of the fraternity and a fine of twenty-five dollars ($25.00) per business day until the dues have been paid in full.

## ARTICLE VII ADVISOR

### **Section 7.01** The advisor to the Interfraternity Council shall be the Coordinator of Fraternity & Sorority Life, whereas the duties of the Advisor shall be but not limited to:

#### **A.** Ensuring that IFC acts in compliance with its Constitution, Bylaws, and with University regulations,

#### **B.** Providing assistance and support for IFC in realizing the goals of the organization

#### **C.** Assisting the Executive Board in carrying out its functions as outlined in the IFC Bylaws

## ARTICLE VIII COMMITTEES

### **Section 8.01** The Executive Board shall govern Standing Committees and Ad Hoc Committees; and appoint chairman of such committees by a majority vote of Executive Board members.

### **Section 8.02** The Judicial Committee is a Standing Committee and shall be chaired by the Chief Justice and operate in accordance with the Judicial Committee Bylaws in order to:

#### **A.** Adjudicate alleged violations of the IFC Constitution, Bylaws, and all applicable policies set forth by the University of Pittsburgh and IFC.

#### **B**. Communicate policy and procedure developments to risk managers and presidents of member chapters.

#### **C**. If necessary, suggest changes to all IFC governing documents

### **Section 8.03** The Expansion Committee is a Standing Committee and shall be chaired by the President and operate in accordance with the Expansion and Colonization Policy in order to:

#### **A.** Ensure the advancement of IFC by inviting (inter)national men’s social fraternities to join the University of Pittsburgh fraternity community

#### **B.** Monitor the development and success of expansions and make recommendations on proceeding with expansion

### **Section 8.04** The Greek Week Committee is a Standing Committee and shall be chaired by the Greek Week Overalls and operate in accordance with the Greek Week Bylaws in order to:

#### **A**. Oversee the planning and execution of Greek Week programming

#### **B.** Communicate with the Executive Board about relevant budget expenditures

#### **C.** Foster a spirit of interfraternalism

### **Section 8.05** The Recruitment Committee is an Ad Hoc Committee and shall be chaired by the Vice President or a member appointed by the Vice President and operate in accordance with the Recruitment Committee Bylaws in order to:

#### **A**. Oversee the planning and execution of Recruitment programming

#### **B.** Communicate with the Executive Board about relevant budget expenditures

#### **C.** Ensure all member organizations operate within the recruitment boundaries as defined by the Judicial Board Bylaws

### **Section 8.06** The Programming Committee is an Ad Hoc Committee and shall be chaired by the Secretary or a member appointed by the Secretary and operate in accordance with the Programming Committee Bylaws in order to:

#### **A**. Oversee the planning and execution of intramurals, Healthy Masculinities Week, IFC Day of Service, and any program events or programs established by IFC

#### **B.** Communicate with the Executive Board about relevant budget expenditures

### **Section 8.07** The Communications Committee is a Ad Hoc Committee and shall be chaired by the Secretary or a member appointed by the Secretary and operate in accordance with the Communications Committee Bylaws in order to:

#### **A**. Operate and update all social media pages of the IFC

#### **B.** Provide necessary information to member organizations regarding IFC events, philanthropy events, and any updates deemed necessary for the Greek community.

#### **C.** Govern the social media pages of all member organizations and ensure posts and interactions are appropriate in accordance to guidelines set by the Judicial Board

### **Section 8.08** Establishment of a Standing Committee is subject to a two-thirds vote of IFC.

### **Section 8.09** Procedures for the establishment and administration of Ad Hoc committees shall be outlined in the IFC Bylaws.

## ARTICLE IX MEETINGS

### **Section 9.01** Regular meetings shall be held at least twice a month during the Fall and Spring terms, at a time and date to be decided by the Executive Board in conjunction with the Advisor.

### **Section 9.02** Special meetings may be called given a minimum of forty-eight (48) hours advanced notice to all members of IFC.

#### **A**. May be called jointly by the President and any Executive Board member, as required.

#### **B**. May be called upon written request signed by two-thirds of member fraternities of the Council.

### **Section 9.03** Business of the Council shall be conducted at meetings in accordance with Robert’s Rules of Order, in its most recently revised edition.

### **Section 9.04** Quorum for regular and special meetings of IFC shall be a simple majority of member fraternities, with quorum being required to conduct any official business.

## ARTICLE X: DISMISSAL AND VACANCY

### **Section 10.01** Grounds for removal from Executive Board are justified by failure to uphold the Constitution, failure to abide by the Bylaws, and/or failure to follow the University of Pittsburgh’s Code of Conduct and Pitt Promise.

#### **A.** A motion for dismissal must be made at a regular IFC meeting by an Executive Board member or Chapter President, and must be passed by a majority of Voting Members present.

#### **B**. A committee shall be appointed by the Advisor, which shall investigate and make recommendations on the proposed dismissal at a special meeting one week following the original motion for dismissal.

#### **C.** Dismissal requires a three-fourths vote of Voting Members.

### **Section 10.02** The resignation of an Executive Board member shall be recognized upon the receipt of a signed and dated letter of resignation submitted to the Executive Board.

### **Section 10.03** Vacancies on the Executive Board shall be filled by appointment by the President, subject to the majority approval of IFC.

#### **A**. Should the office of President become vacant, the Vice President shall complete the unexpired term of President and appoint a person to fill the unexpired term of Vice President, subject to the majority approval of IFC.

#### **B.** Should the Vice President position be vacant at the time of Presidential vacancy, or should he recuse himself from assuming the Presidency, the order of succession identified in Article IV, Section 4.03 shall determine the next president.

## ARTICLE XI AMENDMENTS AND SUSPENSION

### **Section 11.01** Any Voting Member of the IFC may submit proposed amendments to the Constitution by submitting a letter to the Executive Board outlining the proposed changes forty-eight hours in advance of the meeting at which the proposed changes are to be presented.

#### **A**. Proposed amendments will be tabled until the following meeting.

#### **B**. At the following meeting, Voting Members will cast votes on the proposed amendments; a two-thirds vote in favor of the changes is required to pass any amendment.

### **Section 11.02** In accordance with the University Certification Policy for Student Organizations, amendments to the IFC Constitution and By-Laws must be ratified by the Vice Provost and Dean of Students through the Director of Student Life.

### **Section 11.03** Any officer of the Executive Board may move for a suspension of the Constitution for the purposes of reorganization when no constitutional remedy can be found.

#### **A.** Suspension must be approved by a minimum of all Executive Board members minus one.

#### **B**. Officers of the Executive Board will maintain their positions lead any necessary reorganization

## ARTICLE XII POLICY AND RESOLUTION

### **Section 12.01** Any Policy or Resolution issued by IFC is subject to the same scrutiny and adoption procedure as the Constitution.

## ARTICLE XIII: SUPREMACY

### **Section 13.01** IFC, its member fraternities, and their individual members are responsible to uphold the Student Code of Conduct in addition to all policies set forth by the Office of Fraternity and Sorority Life and the University of Pittsburgh.

### **Section 13.02** Anti-Hazing Policy: All current and prospective members must affirm and comply with the University of Pittsburgh Anti-Hazing Policy: Hazing at the University of Pittsburgh is considered a violation of the University’s Anti-Hazing Policy and Student Code of Conduct and Judicial procedures and is absolutely prohibited. Hazing may also be considered a criminal act in the Commonwealth of Pennsylvania. Hazing is any action or situation which recklessly or intentionally endangers the mental or physical health or safety of a student or which willfully destroy or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in, any organization operating under the sanction of or recognized as an organization by the University. The term shall include but not be limited to, any brutality of a physical nature, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquor, drug, or other substances, or any other forced physical activity which could adversely affect the physical health and safety of the individual, and shall include any activity which would subject the individual to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual, or any willful destruction or removal of public or private property. For purposes of this definition, any activity as described in this definition upon which the initiation or affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be “forced” activity, the willingness of an individual to participate in such activity notwithstanding. Therefore, any student who causes or participates in hazing may be subject to appropriate discipline and/or may be subject to criminal prosecution.

### **Section 13.03** Equal Opportunity: All current and prospective members must ensure an equal opportunity to all persons for admission to membership in each fraternity in compliance with all Federal and State laws and regulations in accordance with the University of Pittsburgh Affirmative Action Plan.

### **Section 13.04** All actions of the IFC shall be in accordance with the University of Pittsburgh’s Student Code of Conduct. Subsequent to this, all actions shall be governed, in order of precedence, by the Constitution of the Interfraternity Council, the Bylaws of the Executive Board, the bylaws of the committees, and Robert’s Rules of Order in its most recently revised edition.

### **Section 13.05** Should conflict arise between two documents, the one with greater precedence shall be considered authority and followed as law

# Bylaws of the Interfraternity Council at the University of Pittsburgh

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These Bylaws shall be affirmed as the governance for the structure and operation for the Interfraternity Council, and shall support the Executive Board in most efficiently and justly performing its purposes and goals.

## ARTICLE I: ELECTIONS

### **Section 1.01** Nominations for Executive Board candidates shall be opened at the final regular meeting prior to Elections in the Spring term.

#### **A.** Nominations will be accepted from the floor at the Elections meeting.

#### **B.** It must be verified that nominees meet eligibility requirements as set forth in Article IV, Section 4.03 of the Constitution.

#### **C.** Approved nominees must be sent an application electronically no more than 24 hours after being nominated

#### **D**. Approved nominees must send in an application one-week prior to elections

#### **E.** All nominees must be interviewed and vetted at least 24 hours before Elections

### **Section 1.02** Elections shall be made in the following order: President, Vice President, Treasurer, Secretary, and Chief Justice.

#### **A**. Should a candidate fail to secure a particular position, they may opt to submit themselves for candidacy in a position later in the ballot - a process known as waterfalling.

#### **B.** Once a member of a fraternity is elected to an Executive Board position, all other members of that fraternity are struck from the ballot.

### **Section 1.03** Votes shall be cast by secret ballot, with a majority vote of quorum being sufficient to pass election.

#### **A.** In case no majority is reached on the first ballot, the candidate receiving the fewest votes will be dropped until a majority vote is cast.

#### **B.** In the event of a tie, all members of the Executive Board (excluding the President) will cast their votes.

#### **C**. If the votes of the Executive Board maintain the tie, the President will cast his vote and decide the election.

## ARTICLE II EXECUTIVE BOARD MEETINGS

### **Section 2.01** At the beginning of each semester, the Executive Board shall set aside a time for a weekly Executive Board meeting.

### **Section 2.02** Quorum for the Executive Board shall be defined as a simple majority, and shall be the minimum number of officers present in order to conduct official business.

### **Section 2.03** Minutes of each Executive Board meeting shall be recorded by the Secretary and made available to members of IFC within two days, pending approval of the President.

### **Section 2.04** Votes of the Executive Board are to be conducted as Yes/No/Abstain, with the President casting his vote only in the event of a tie.

### **Section 2.05** Emergency decisions made by the President when a meeting is not possible due to time constraints may not extend to the use of funds over $1,000, the amendment or suspension of the Constitution and/or Bylaws, or the removal or installment of any officer or chair.

## ARTICLE III IFC BOARD MEETINGS

### **Section 3.01** At the beginning of each semester, the IFC Board shall set aside a time for a bi-weekly IFC Board meeting.

### **Section 3.02** Quorum for the IFC Board shall be defined as a simple majority, and shall be the minimum number of officers present in order to conduct official business.

### **Section 3.03** Minutes of each IFC Board meeting shall be recorded by the Secretary and made available to members of the IFC Board within two days, pending approval of the President.

### **Section 3.04** Votes of the IFC Board are to be conducted as Yes/No/Abstain, with the President casting his vote only in the event of a tie.

### **Section 3.05** Emergency decisions made by the President when a meeting is not possible due to time constraints may not extend to the use of funds over $1,000, the amendment or suspension of the Constitution and/or Bylaws, or the removal or installment of any officer or chair.

## ARTICLE IV AD HOC COMMITTEES

### **Section 4.01** The Executive Board reserves the right to establish Ad Hoc committees concerned with matters or developments that merit the attention of a specialized committee beyond the purview of the Standing Committees. They may be established by a two-thirds vote of the Executive Board.

### **Section 4.02** The Executive Board shall govern Ad Hoc Committees and appoint chairman of such committees by a majority vote of Executive Board members.

#### **A**. The Executive Board will notify all chapters that a standing committee is being assembled, and shall conduct open interviews of all men interested in fulfilling the duties of the Committee.

#### **B.** Direction and supervision of the Chairman shall be assigned to the appropriate member of the IFC Executive Board, unless the chair is already a member of the IFC Executive Board.

### **Section 4.03** An Ad Hoc committee may be disbanded at the advisement of its chair, or by a two-thirds vote of the Executive Board.

### **Section 4.04** The Executive Board reserves the right to dismiss any committee chair by a majority vote of the Executive Board.

## ARTICLE V EXECUTIVE OFFICER RESPONSIBILITIES

### **Section 5.01** Mandatory functions of the Executive Board shall be:

#### **A**. To hold a minimum of two office hours each week

#### **B.** To attend all meetings of the Executive Board and Board, unless excused by the President

#### **C.** To attend all regular and special meetings of IFC, unless excused by the President

### **Section 5.02** Additional responsibilities of the Executive Board, as required, are:

#### **A**. To take applications, interview, and select Assistants to assist Vice Presidents in the discharge of their duties

#### **B**. To assist in the selection of the Greek Week Chairman and Senior, Junior, and Sophomore Justices of the Judicial Committee

#### **C**. To set and implement fines and sanctions to guarantee compliance to IFC Constitution and By-Laws, policies and procedures

#### **D**. To establish, direct, and supervise standing and ad hoc committees

#### **E**. To establish semester dues for member fraternities

#### **F**. To establish recruitment registration fees for rushees

#### **G**. To approve Standard Operating procedures

#### **H**. To establish an allocated budget subject to the approval of SGB

#### **I**. To add, revise, or rescind job duties of officers and establish job duties for assistant chairmen

#### **J**. To make decisions for IFC between regular meetings as required when special meetings cannot be called or are not warranted

#### **K**. To establish and assess administrative sanctions when necessary

### **Section 5.03** The duties of the President are to:

#### **A**. Set the agenda and preside over all meetings of IFC and the IFC Executive Board

#### **B**. Decide on all questions of parliamentary procedure

#### **C**. Serve as ex-officio member of all committees and boards

#### **D**. Serve as IFC spokesman and representative to the University of Pittsburgh Administration, the Office of Cross Cultural & Leadership Development, and the community

#### **E**. Serve as liaison to the Pitt News, Panhellenic Association, National Pan- Hellenic Council, Student Government Board and all other student organizations

#### **F**. Fill all vacancies in the IFC Executive Board subject to approval by IFC, in accordance with Article VII, Section 8

#### **G**. Cast the deciding vote on Council matters in the case of a tie

#### **H**. Assist all officers of the IFC Executive Board in the discharge of their duties

#### **I**. Coordinate IFC interaction with Greek Week and the IFC Judicial Committee through the Greek Week Chairman and the Chief Justice

#### **J**. Complete additional duties assigned to the President

### **Section 5.04** The duties of the Vice President are to:

#### **A**. Serve as a liason to the IFC Recruitment Chair and assist them in during IFC recruitment periods

#### **B.** Develop and implement educational programs for new members

#### **C.** Develop and implement educational programs for current members

#### **D.** Develop and implement scholarship programs

#### **E.** Develop and implement officer-training programs

#### **F.** Develop and coordinate officer round tables

#### **G.** Serve as social monitor at IFC administered social events

#### **H.** Direct and supervise appointed Member Education Assistants in the discharge of assigned duties

#### **I.** Complete additional duties assigned to the Vice President

### **Section 5.05** The duties of the Treasurer are to:

#### **A**. Collect dues and fines and receive all money and deposit it with the University in the name of the Interfraternity Council and keep an accurate account of all funds received and spent

#### **B**. Initiate all expenditures to funds according to University Standard Operating Procedures

#### **C**. Make periodic financial reports and prepare an annual budget proposal for approval by the IFC Executive Board

#### **D**. Act as liaison to the Student Government Board Allocation Committee and prepare an annual budget request, budget supplemental and budge modifications for funds from SGB

#### **E.** Complete Additional Duties assigned to the Treasurer

#### **Section 5.05** The duties of the Secretary are to:

#### **A**. Keep an account of all meetings, prepare minutes, and distribute them to all members within three days of every meeting

#### **B**. Keep a complete and accurate list of all chapter representatives and their attendance at meetings

#### **C**. Collect chapter membership rosters, including new members, at the beginning of each semester. A copy of these rosters must be submitted to the Coordinator of Fraternity and Sorority Life, IFC Executive Board, and Greek Week Chairman

#### **D**. Receive and answer all communications and issues notices of meetings subject to the approval of the President

#### **E**. Maintain, distribute, and update a directory of accurate contact information of all chapter representatives, IFC officers, assistants, and chairmen, standing committee members, ad hoc committee chairmen and members, Greek Week chairmen and assistants, IFC Judicial Committee members, chapter officers and programming representatives, and any other individuals deemed necessary by IFC, including Panhellenic Council, National Pan Hellenic Council, and frequently contact officers in those and other organizations

#### **F**. Develop Standard Operating Procedures governing administrative, recruitment, social and program activities of IFC and member fraternities

#### **G**. Manage the IFC office

#### **H**. Administer the IFC digital Bulletin board

#### **I**. Direct and supervise the appointed assistant(s) in the discharge of assigned duties

#### **J**. Complete additional duties assigned to the Secretary

### **Section 4.08** The duties of the Chief Justice are to:

#### **A.** Make sure all fraternities within the IFC abide by the guidelines and procedures outlined within the Interfraternity Council Constitution and Bylaws

#### **B.** Conduct Risk Management meetings/roundtables with representative from each fraternity

#### **C.** Preside over the IFC Judicial Committee and follow all guidelines outlined in Article X

#### **D.** The Chief Justice is not a voting party in a judicial proceeding, but in the event of a tie must cast the deciding vote

#### **E.** In the event that a conflict of interest renders a justice’s vote invalid, the Chief Justice may vote in his place.

#### **F.** Complete additional duties assigned to the Chief Justice

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## ARTICLE VI BOARD MEMBER AND CHAIR RESPONSIBILITIES

### **Section 3.01** The duties of the Recruitment Chair are to:

#### **A**. Develop the Spring and Fall IFC Rush/Recruitment schedules for approval of the Council and the Coordinator of Fraternity and Sorority Life

#### **B.** Collect chapter Rush/Recruitment schedules by the due date, submit copies of all schedules to the Coordinator of Fraternity and Sorority Life, and publicize as needed

#### **C.** Design and complete recruitment publications and public relations programs for recruitment

#### **D**. Conduct IFC Rush/Recruitment meetings to inform all chapters of schedule, guidelines, policies, and procedures

#### **E**. Conduct Rush/Recruitment workshops to help chapters improve their recruitment programs

#### **F**. Implement programming during Freshman orientation.

#### **G.** Plan and execute “Meet the Greeks” collaboratively with the Collegiate Panhellenic Association and National PanHellenic Council.

#### **H.** Administer recruitment regulations and the bid process within the IFC and University rush/recruitment policy

#### **I.** Collect new member bid cards immediately after recruitment

#### **J.** Conduct an IFC Summer recruitmentor promotional program as permitted by University Policy

#### **K.** Develop and implement special recruitment programs

#### **L**. Establish a recruitment monitoring system and report all violations of recruitment regulations to the IFC Judicial Committee

#### **M**. Conduct recruitment evaluations through chapters and recruitments

#### **N**. Direct and supervise two appointed Recruitment Assistants in the discharge of assigned duties

### **Section 3.02** The duties of the Programming Chair are to:

#### **A.** Administer the IFC Intramural program:

#### **B.** Coordinate alumni relations activities and programs

#### **C.** Develop and administer IFC community service projects

#### **D.** Direct and supervise Programs Chairmen in the discharge of assigned duties

#### **E.** Complete additional duties assigned to the Vice President of Programming

### **Section 3.03** The duties of the Communications Chair are to:

#### **A.** Coordinate and create the overall marketing and public relations strategy for the IFC, including an itemized budget, analysis of intent, and means of assessment that encompasses all planned activities of the IFC

#### **B.** To help individual chapters develop objectives, strategies, and plans to achieve the best possible University and community relations

#### **C.** Maintain high standards of quality for all materials released on behalf of the council.

#### **D.** Maintain communication channels with appropriate University contacts to help assure effective and smooth-running relationships while utilities current institutional venues of communication

#### **E.** Create, maintain, and manage IFC’s own media outlets. This includes but is not limited to social media, newsletters, promotional events, mailing and letters, and all other modes of mass communication to the Pitt and Oakland community and its leaders.

#### **F.** Develop, implement, and promote a positive image and effective branding strategy to build positive public opinion of the IFC

#### **G.** Work alongside the IFC Executive Board, chapter presidents, and Coordinator of Fraternity & Sorority Life to create media material such as press releases, newsletter stories, and multi digital media, for the events, programs, and other notable happenings in Fraternity Life

#### **H.** Assist with media creation with other Greek organizations and entities such as NPHC, CPA, Greek Week, and Order of Omega

#### **I**. Advertise and promote programs, events, and achievements of the initiatives of the Vice Presidents and President of the IFC Board

#### **J.** Solicit approval of the Coordinator of Fraternity and Sorority Life for of all media material prior to distribution

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## ARTICLE VII AMENDMENT AND ADDITION

### **Section 7.01** Amendments and additions to these Bylaws require the approval of at least two-thirds of the members of the Executive Board, as recorded in an official vote.

### **Section 7.02** Amendments to these Bylaws made to reflect changes in the Constitution will be assumed as approved by the passing of the Constitutional amendments and are not subject to a vote of the Executive Board.

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## ARTICLE VIII ADOPTION OF BYLAWS

### **Section 8.01** These Bylaws, in order to take effect, require an official vote of at least two-thirds of the IFC.

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# Expansion and Colonization Policy of the Interfraternity Council at the University of Pittsburgh

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This Policy shall serve as the governance for the processes of Expansion and Colonization regarding (inter)national men’s social fraternities and the Interfraternity Council at the University of Pittsburgh.

## ARTICLE I EXPANSION COMMITTEE

### **Section 1.01** The Expansion Committee is a Standing Committee of IFC, and shall be responsible for:

A. Regularly examining the climate of the IFC community in order to determine whether or not expansion is advisable and/or appropriate, and soliciting approval for expansion from IFC.

B. Contacting and informing (inter)national organizations of the expansion plan.

C. Obtaining and reviewing materials sent by (inter)national organizations and determining which organizations will be invited to present their case for expansion and meet with University officials.

D. Attending meetings and presentations from petitioning organizations

E. Monitoring the development and success of colonies at the University of Pittsburgh

### **Section 1.02** The Expansion Committee shall comprise the IFC President, Advisor, and two Chapter Presidents on IFC, selected by the IFC President and Advisor; the committee may opt to include additional members.

## ARTICLE II EXPANSION PROCEDURE

Section 2.01 Fraternity expansion may occur in two ways: (1) through a formal expansion plan approved by the IFC and the University, or (2) through receiving a formal petition for expansion by a (inter)national organization, or interest group. The Interfraternity Council reserves the right to “open” or “close” for expansion, and determine its expansion procedure at any time.

Section 2.02 Petitioning organizations are responsible for providing a current, written request expressing the desire to establish a chapter at the University of Pittsburgh, accompanied by documentation and supporting materials by the (inter)national organization to include:

A. Information regarding alumni in the Greater Pittsburgh area and their interest in supporting a local chapter

B. A copy of the (inter)national organization’s Constitution and Bylaws, both (inter)national and, if applicable, local.

C. A copy of (inter)national policies and programs on hazing, sexual assault, alcohol and substance abuse, scholarship, member education, recruitment/intake, leadership development, and officer transition.

D. A copy of the organization’s (inter)national magazine/publication. E. Colonization procedures and standards for chartering, including standards for a colony at the University of Pittsburgh and a timeline for colonization and chartering.

F. Details regarding NIC membership and involvement G. Statistical information demonstrating the strength of the organization (inter)nationally and regionally, including chapter sizes, colonization efforts, and chapters closed within the last five years.

H. Information regarding (inter)national assistance to be provided to the colony, including information specific to the colony at the University of Pittsburgh regarding consultants, developmental programming, and financial expenses.

I. A summary of the organizational structure of the fraternity on an (inter)national and chapter level.

J. Short-term and long-term goals and objectives of the local organization.

K. A letter from the organizations stating they have reviewed and plan to fully adhere to both of the Office of Fraternity and Sorority Life Policies and Procedures Manual and the IFC Constitution and By-Laws.

Section 2.03 Organizations returning to the University of Pittsburgh shall be additionally responsible for providing the following information:

A. Reasons for leaving campus

B. Plans set forth to prevent departure or removal from campus in the future

C. How the organization has resolved circumstances leading to its initial departure or removal from campus

Section 2.04 The Expansion Committee reserves the right to waive any requirements as set forth in this document and determine which level of membership the potential (inter)national fraternity may assume in the Interfraternity Council upon approval of the expansion, pursuant to Article III of the Constitution of the Interfraternity Council.

Section 2.05 Pursuant to the reception of all required materials, the Expansion Committee shall review the materials; it shall then extend invitations to petitioning organizations whose material submissions indicate a strong potential to advance the goals and interests of IFC, that the organization may send representatives to present before IFC and University administrators.

Section 2.06 Presentations will be made to IFC at special meetings called by the IFC President, where members of IFC will be permitted to evaluate information and provide feedback and/or recommendations about the organization.

Section 2.07 Following presentations by all invited petitioning organizations, the Expansion

Committee shall vote to extend invitations to any organization(s) it perceives will be a constructive influence on the IFC, such that they may colonize at the University of Pittsburgh.

A. The colonization process and timeline are to be conducted by the Coordinator of Fraternity and Sorority Life.

B. Upon acceptance of the invitation, colonies will be granted Associate Member status on IFC and be subject to all colonization guidelines and procedures.

## ARTICLE III COLONIZATION PROCEDURES

Section 3.01 Once an invitation for colonization has been accepted, the (inter)national fraternity shall consult with the Coordinator of Fraternity and Sorority Life, as well as the Expansion Committee, to examine and develop plans and procedures for colonization.

Section 3.02 The Expansion Committee and the Coordinator for Fraternity and Sorority Life will provide any necessary services and information to the (inter)national fraternity regarding colonization, including policies and procedures for colonization set forth by IFC, the Office of Fraternity and Sorority Life, and the University of Pittsburgh.

Section 3.03 Colonies at the University of Pittsburgh and their members shall be required to:

A. Adhere to the Student Code of Conduct, the Office of Fraternity and Sorority Life Policies and Procedures Manual, and the Constitution, Bylaws, and any policies or procedures of the IFC.

B. Attend all IFC meetings as an Associate Member

C. Maintain an active Advisory Committee consisting of at least four alumni or volunteers, one of whom shall be designated the colony’s advisor, who are trained by the (inter)national fraternity. The advisor is required to attend all scheduled meetings for advisors by the Office of Fraternity and Sorority Life, IFC, or the University of Pittsburgh.

D. Develop programming regarding fraternity education, recruitment/intake, scholarship, officer training and transition, alumni relations, social programming, community service, sexual assault and harassment response and prevention, new member education, hazing, local IFC involvement, cultural awareness and diversity, and other activities; and, to maintain records thereof.

E. Have an (inter)national representative visit at least once each semester and meet with the Coordinator of Fraternity and Sorority Life.

F. Keep current and complete records of the colony’s business

G. Complete the Cathedral Standards of Excellence in consultation with the Coordinator of Fraternity & Sorority Life

Section 3.04 Failure to meet any of the above requirements within one year of colonization shall result in a review by the Expansion Committee, IFC Executive Officers, and the Coordinator of Fraternity and Sorority Life to determine status of recognition.

## ARTICLE IV REVIEW AND CHARTERING

Section 4.01 One full year following the expansion presentations, or immediately prior to its chartering (whichever is later), the fraternity must prepare a follow-up review presentation to allow the fraternity to demonstrate its progress since their last presentations, before receiving its charter. This will be coordinated with the Coordinator of Fraternity and Sorority Life

A. This presentation should include membership statistics within the two most recent semesters, development and execution of programming, progress toward established goals, and a description of how the organization has changed since its expansion presentation.

B. The presentation will be given to the Fraternity and Sorority Life staff, the Expansion Committee, and IFC.

Section 4.02 Approval of the charter by IFC shall require an affirmative vote of three-fourths of its members.

A. Colonies must also provide verification that the colony QPA is 2.75 or above, and that it has at least twenty members.

B. The Coordinator of Fraternity and Sorority Life, in conjunction with IFC, shall submit recommendation for approval or rejection of the charter to the Vice Provost and Dean of Students. If rejected, the recommendation shall include a period of extended colonization and suggested improvements to complete before attempting reconsideration.