

INTERFRATERNITY COUNCIL

CONSTITUTION AND BY-LAWS

NORTH DAKOTA STATE UNIVERSITY

Revised: November 13, 2019



NORTH DAKOTA STATE
INTERFRATERNITY
COUNCIL

PREAMBLE

We, the undersigned fraternities of North Dakota State University, so hereby agree to organize on the basis of the Constitution and By-Laws here to attached. In addition, we guarantee to live up to the same, providing that the University will ensure the permanency and stability of the Interfraternity Council by giving us support and assistance. This Constitution and By-Laws shall govern all fraternities at North Dakota State University.

INTERFRATERNITY COUNCIL MEMBERSHIP

1. Alpha Gamma Rho	1913
2. Theta Chi	1917
3. Kappa Psi	1924
4. Sigma Phi Delta	1928
5. Alpha Tau Omega	1931
6. Sigma Chi	1934
7. Sigma Alpha Epsilon	1935
8. Farmhouse	1955
9. Tau Kappa Epsilon	1955
10. Sigma Nu	1962
11. Delta Upsilon	1970
12. Delta Tau Delta	2012

CONSTITUTION

Article I. NAME AND OBJECTIVE

Section I. Name

The name of this organization shall be the Interfraternity Council of North Dakota State University (hereinafter referred to as IFC).

Section II. Objective

The objective of this Interfraternity Council shall be to govern, develop, and maintain fraternity life and interfraternal relations within North Dakota State University and the Fraternity and Sorority Life community and thus will:

1. Consider the goals and ideals of all men's general fraternities as applicable to campus and personal life.
2. Promote scholarship and service amongst its members and other members of our community.
3. Cooperate with member fraternities and the University Administration's concern for and maintenance of social and moral standards.
4. To serve as a forum for discussion of issues and questions of interest in the collegiate and men's general fraternity worlds.
5. To continue to adhere and work towards the Fraternity and Sorority Life Initiatives.
6. To promote and improve the image of Fraternity and Sorority Life in the eyes of the Fargo Moorhead community, University Administration, and students and faculty of North Dakota State University.
7. Create and allow for the fostering of leadership and lasting relationships

Section III. Mission

The mission of the Interfraternity Council is to establish more effective communication between the member Chapters at North Dakota State University, to be a strong governing body for its members and to serve as a role model in the areas of standards, scholarship, service and leadership for both Chapters and the University. It is through these goals that the Interfraternity Council will develop and strengthen unity within the Fraternity and Sorority Life Community.

Article II. DUTIES AND POWERS

Section I. Duties

It shall be the duty of the IFC to provide leadership and assume responsibility in accordance with university policies. The IFC shall administer all business related to the overall welfare of the men's general (social) fraternity community and North Dakota State University. The IFC shall have authority to compile and enforce all laws and policies governing, but not limited to, membership, recruitment, new member processes, initiation, membership development, and social events. These rules and policies shall not violate the rights, privileges, and authority of member fraternities. The IFC shall also create and enforce policies and rules necessary and proper for reaching the objectives outlined in the Constitution. The IFC shall educate and abide by the Standards of the North-American Interfraternity Conference.

Section II. Power

The IFC shall establish and secure from all members a compliance with policies for the direction and control of Fraternity relationships in the areas of recruitment, new member education, initiation, scholarship, social affairs, finance, and all other areas not specified by NDSU policy.

Article III. MEMBERSHIP AND RESPONSIBILITY OF THE CHAPTERS

Section I. Classes of Membership

There shall be three (3) classes of membership: full, associate and affiliate.

Section II. Full Membership

Chapters attaining full membership shall be those chapters that have received their official charter, are in current good standing with their national organization, and are affiliated with the North-American Interfraternity Conference. Kappa Psi Pharmaceutical Fraternity, Tau Kappa Epsilon, and Sigma Phi Delta will remain in Full Membership status. These chapters shall be listed following the Preamble of the Constitution. Three-fourths of the total voting membership of the IFC is required to approve a petition for full membership.

Section III. Associate Membership

Chapters holding the title "Associate Member" shall be those groups that have been colonized by a national organization and have yet to receive an official charter. Associate members shall pay full dues and shall have representative privileges. A three-fourths vote of the total voting membership of the IFC is required to admit an associate member. Requirements for admission are as follows:

1. Achieve the official recognition of North Dakota State University.
2. Be in good standing with North Dakota State University.
3. Demonstrate an interest in IFC.
4. Prepare a formal petition for admittance

Section IV. IFC Member Chapter Recognition

- A. An emerging chapter or established chapter wishing to regain IFC membership may petition IFC for membership if the following criteria are met in one semester:
 - a. The chapter hosts on philanthropy event
 - b. 75% of the chapter members completes at least 10 hours of service in one semester
 - c. The chapter hosts one dry social event with one fraternity
 - d. The chapter hosts one dry social event with a sorority
 - e. The chapter delegate has attended the required number of IFC General Body meetings
 - f. The chapter Presidents has attended the required number of Presidents Council meetings
 - g. The chapter has attended all mandatory events and has met the attendance requirement for each event
 - h. The chapter is recognized by CSO as an established organization and not a temporary organization

Section V. Representation

- A. Full Membership
 - a. A chapter with full membership will have both a voice and a vote on all business of the Interfraternity Council.
- B. Associate Membership
 - a. A chapter with associate membership shall have a voice, but not a vote on all business of the Interfraternity Council.

C. Voting

- a. Each chapter with full membership will have one vote at full council meetings.
- b. Voting requirements are a simple majority unless otherwise stated in the Constitution

D. Delegates shall:

- a. Be an initiated active member of their fraternity.
- b. Be in good standing with the University.
- c. Be an elected office within the chapter that reports to the chapter Executive Team.
- d. Attend all scheduled IFC meetings to represent their chapter.
- e. Be the one full vote for their respective chapters at full council meetings.
- f. Raise any issues that their chapter may have considering IFC and/or Fraternity and Sorority Life.
- g. Each chapter is required to have an IFC delegate

Section VI. Probation

- A. Probation is meant to be a disciplinary step not limited to expulsion, participation in events, third party vendors, holding educational programs and service hours.
 - a. The disciplinary steps will be determined by the IFC Standards Board.
- B. All chapters of the IFC can be placed on probation for any of the following reasons:
 - a. Absences from full council meetings:
 - i. Failure to have representative at one meeting will result in a warning issued by the IFC Vice President.
 - ii. Missing more than one meeting will result in sanctions based off of a Standards Board decision.
 - b. Failure to cooperate with the IFC or its officers.
 - c. Failure to pay semester dues by designated date set by the IFC Budgetary & Finance Committee.
 - d. If recommended by the IFC Standards Board.
 - e. If recommended by the IFC officers and approved by a two-thirds (2/3) vote of the voting council.
 - f. Failure to meet a 2.50 semester GPA
- C. The IFC Standards Board has the power to place a chapter on probation without having to get approval from the IFC Council.
 - a. A Chapter may appeal the decision of the IFC Standards Board by presenting their case to the full IFC within two meetings of the Standards Board decision.

- D. In order to be placed on probation (other than mentioned in subsection C) the following must be completed.
- a. The chapter must be notified by the IFC Vice President or other Executive Member that their chapter faces the risk of being placed on probation.
 - b. The IFC may place a chapter on probation by a two-thirds (2/3) majority vote of the IFC voting council.
 - c. If a chapter feels that they deserve to be removed from probation before the set date, they may petition the full council of IFC to be pardoned.
 - d. A two-thirds (2/3) majority vote of the IFC full council is required to remove a chapter from probation that has petitioned to be pardoned (Offending chapter will not be allowed a vote).
- E. Probation punishments will vary with severity of the offense and will be at the discretion of the party which has placed the chapter on suspension.

Section VII. Expulsion

- A. Grounds for expulsion shall be consistent violation of any provisions of IFC's Constitution or other rules under IFC's jurisdiction.
- B. Expulsion is approved by a three-fourths (3/4) vote of the total voting membership of the IFC.
- C. In order to be expelled from IFC the following must be completed.
1. The chapter president, Faculty/Staff advisor, and Inter/National Headquarters must be notified at least ten (10) days prior to the scheduled vote that the chapter faces the risk of being expelled.
 2. A three-fourths 3/4 vote of the IFC voting council is necessary to expel a chapter from the IFC.
 3. At the time of voting, the IFC voting council will decide when the chapter would be eligible for re-admittance into the IFC.
- D. Upon expulsion from the Interfraternity Council, the IFC Chair will request to the Commissioner of Student Organizations that the chapter's status as a recognized student organization be revoked.
- E. Upon expulsion from IFC, a letter shall be sent to the chapter president, Faculty advisor, Alumni advisor, Housing Corporation President, Director of Student Activities, Dean of Students, and the chapter's Inter/National office. The letter shall state when and why the fraternity was expelled. The letter shall be signed by the IFC President, Vice President, and the Coordinator for Fraternity and Sorority Life.

Section VIII. Appeals

A. Probation

1. A chapter may appeal their probation from the IFC full council or the IFC Standards Board with a written statement. The statement must be submitted to the Standards Board within two (2) weeks of the vote placing the chapter on probation. The IFC Standards Board will hear the appeal no later than one (1) month following submission of appeal.

B. Expulsion

1. A chapter may appeal the expulsion from IFC with a written statement to the IFC Standards Board. The statement must be submitted to the Standards Board Chair within two weeks of the vote for expulsion.
2. The IFC Standards Board will hear the appeal no later than one month following submission of appeal.

Section IX. Attendance

- A. It is the expectation that all chapters shall be represented at each full council meeting.
- B. Delegates shall be allowed only one (1) unexcused absence per semester before being brought up for probation.
- C. Chapter delegates may only miss two (2) meetings for the semester with notification before being brought up for probation.
 - a. Notification of this absence and notification of proxy delegate must be made at least 24 hours before full council meeting to the IFC Director of Administration and Finance.
 - b. If the IFC Director of Administration and Finance had not been notified, offending chapter may be eligible for probation as determined by the Executive Committee.

Article IV. Executive Officers

Section I. Officers

The following shall be the elected Executive Officer of the NDSU Interfraternity Council.

President

Vice President

Director of Administration and Finance

Director of Health and Safety

Director of Recruitment

Director of Fraternity and Sorority Life Relations Chair

Director of Public Relations Chair

Section II. Elections

A. Term of Office

- A. The officers are elected for one year term of office.
- B. An individual is limited to two (2) consecutive terms in one office.
- C. Term of office shall be the calendar year December 1 to November 30 inclusive.

B. Qualifications

- a. The IFC President and IFC Vice President must have met the following criteria:
 - i. been a delegate or an Executive Team Officer in the IFC for the year previous to the election or
 - ii. a President and/or Vice President of a member chapter and be a member in good standing of a social and/or professional fraternity with full membership status in IFC.
- b. All other Executive Team officers shall be members in good standing of a social and/or professional fraternity with full membership status in IFC.
- c. All Executive Team officers cannot be the president of their Fraternity chapter or hold a position in their chapter that holds the same duties as their IFC executive position.

- d. Must be in good behavioral standing with the IFC and NDSU.
- e. Must have a minimum cumulative grade point average of 2.50.
- f. Must be an active, initiated member of a member chapter in good standing.

C. Election Process

- a. IFC Executive Team elections will occur no later than the fourth Monday in November to ensure sufficient time for transitioning between outgoing Executive Team and the incoming Executive Team.
- b. Each chapter in good standing with the Interfraternity Council shall send a delegate to the interviewing process to ask the running candidates questions and represent their chapter in the voting process.
- c. If a current IFC delegate is running for an Executive office or they are unable to attend elections, they are required to send a proxy vote for the election of that office.
- d. If a proxy is not present, that chapter shall not receive a vote in elections and will be subject to sanctions from the Interfraternity Council Standards Board.
- e. Applications for Executive Team positions will be made available at least two weeks prior to elections.
- f. Elections will occur during a scheduled IFC meeting or as a special meeting. It will be required that at least 2/3 of all chapters are represented. In order to be elected, an individual must receive a simple majority vote of the Delegation (50% plus one).
- g. The IFC Delegation may ask position-related questions of the candidates. Current Executive Team members will be required to be present during elections to answer any questions and to help facilitate discussion.
- h. Votes will be cast by written ballot and the current Director of Administration and Finance will tabulate the ballots. If the Director of Administration and Finance is not present, the current IFC President will appoint an Executive Team member to tabulate the ballots.
- i. In the event of a tie, the outgoing IFC President will cast the deciding vote.

- j. The IFC Delegation will vote on each Executive Team position individually in the following order:
 - a. President
 - b. Vice President
 - c. Director of Administration and Finance
 - d. Director of Health and Safety
 - e. Director of Recruitment
 - f. Director of Fraternity and Sorority Life Relations
 - g. Director of Public Relations
- k. Individuals that are unsuccessful candidates for a specific Executive Team position will be allowed the option of becoming a candidate for another position.
- l. Following elections, a transitional meeting will be required to assist the new officers in assuming their positions. The meeting must occur before the end of the Fall Semester.

D. Vacancy of Office

- a. If following the formal Executive Team elections, a vacancy occurs in one of the Executive Team positions, notification of open office will be made known to all fraternity members to allow time for interested individuals to contact the IFC Executive Team.
- b. The IFC Executive Team, will appoint an interested, eligible fraternity member to fill the position with the approval of the IFC Delegation through a simple majority (50% plus one) vote.

Section III. Removal of Officers

A. Grounds for removal of an officer include:

- a. Violation of University Policy
- b. Failure to perform the duties of the office as set forth in the Constitution and bylaws of the IFC.
- c. Failure to uphold the provisions of this Constitution and bylaws.
- d. Failure to adhere to the IFC officer contract.

- B. An officer may be removed by the following process:
- a. A petition to remove the officer in question must be submitted to the Vice President for full council discussion unless it's the Vice President in question, then the petition is given to the President. Such petition must contain the signatures of 25% of the total voting members of IFC. When such a petition is received, it will be announced at the next regular meeting.
 - b. The charges for removal are to be presented by the officer in charge of the meeting.
 - c. The officer in question shall be provided an opportunity to present a defense either in person or in writing.
- C. A two-thirds (2/3) vote of the total voting membership of the IFC shall be necessary for removal.
- D. The Coordinator for Fraternity and Sorority Life may remove an officer from their position:
- a. If there are extenuating circumstances and the Executive Board has motioned, discussed, and approved the removal
 - b. If University policy, local, or federal laws have been violated, the officer will automatically be removed from their position

Section IV. Appeal of Removal of an Officer

- A. An officer may appeal a removal within two weeks of the vote by requesting a special appeal meeting. The Vice President, or the President, if the Vice President is the officer being removed, shall notify all representatives of this special meeting. The special meeting of the Standards Board shall occur at least one (1) week but no more than four (4) weeks after the appeal request is received.
- B. An officer may appeal the Coordinator for Fraternity and Sorority Life's decision for removal by requesting an appeal meeting with the Director of Student Activities.
- a. The officer who has been dismissed must submit a printed and signed appeal letter to the Coordinator for Fraternity and Sorority Life, the IFC President, and the Director for Student Activities no later than 1 business day after the dismissal letter has been delivered to the dismissed officer.
 - b. The President, Vice President, and officer who has been removed shall meet with the Director of Student Activities no later than 5 business days after the dismissal letter has been delivered.
 - c. The Director of Student Activities shall provide written notice if the appeal was approved or denied to the dismissed officer, the IFC President, the Vice President, and the Coordinator for Fraternity and Sorority Life no later than 1 business day after the meeting has occurred.

Article VI. MEETINGS

Section I. Regular and Executive Meetings

- A. Full council meetings shall be held every other week during the regular academic term or held at the discretion of the IFC President.
- B. Executive meetings shall be held during weeks when the Full council does not meet.
- C. Full Council and Executive meetings shall be open to the public.

Section II. Special Meetings

- A. The President, upon 48 hours, notice to all member Chapters may call a special meeting.
- B. The President shall call a special meeting when requested in writing by 25% of the total voting membership of the IFC.

Section III. Quorum

- A. A quorum at business meetings shall consist of a simple majority (50% plus 1) of the representatives from the total membership of the IFC.
- B. A quorum for executive meetings shall consist of a simple majority (50% plus 1) of all officers.

Section IV. Parliamentary Authority

- A. The parliamentary authority for all meetings of this organization shall be "Modern Edition of Robert's Rules of Order".
- B. The IFC President, with the approval from the IFC Delegation, may make adaptations as necessary in order to conduct council business.

Article VII. RESOLUTIONS, RULES AND POLICIES

Section I. Alcohol/Drug Policy

- A. IFC member fraternities shall adhere to the North Dakota State University Rights and Responsibilities of Community: A Code of Student Conduct which states "no alcoholic beverages are permitted in common areas of chapter property at any time. Members who are 21 years of age or older may consume alcohol in the privacy of their rooms/suites with no more than three non-room/suite residents who are also 21 years of age or older. If multiple individuals live in one room/suite, all residents must be 21 years of age or older. Illegal drugs are not permitted on chapter property at any time."

- B. IFC member fraternities shall adhere to all NIC Alcohol and Substance Use Guidelines.

Section II. Hazing

- A. Hazing is prohibited regardless of location, intent or consent of participants. Hazing is defined as any action taken that intentionally or unintentionally endangers a student for admission into or affiliation with a student organization or group. Such activities may include but are not limited to paddling in any form; creating of excessive fatigue; forced consumption of any substance; forced road trips; physical or psychological shocks; morally degrading, demeaning, unsanitary, humiliating games or stunts or other activities prohibited by law or university policy.
- B. The fraternities of North Dakota State University acting through the IFC have taken the position of being unequivocally opposed to all forms of hazing. Since the practice of hazing is degrading, humiliating, and inhibits the full development of the individual, such practices are contrary of the objective and mission of the IFC. It is the position of the IFC that hazing, in any form, is prohibited and its practice in any fashion, be condemned.
- C. It is the responsibility of the organization and its conjunction with the (inter)national organization, if any, to protect potential members, members or other persons associated with the organization from any hazing activity or practice conducted, condoned, or encouraged by the current members of the organization, alumni or other associates.

Section III. Sexual Harassment/Sexual Abuse

- A. The IFC of North Dakota State University recognizes that sexual harassment is a problem in our society. Sexual harassment has many forms and is a form of discrimination that violates the principles and ideals of the IFC and it reflects poorly in our society, especially our educational institutions. It is at the request of the IFC that fraternal organizations condemn all forms sexual harassment and abuse. We will work to further educate our members about sexual assault prevention.
- B. North Dakota State University and the IFC strive to create a campus and community free from interpersonal abuse including sexual misconduct. See NDSU Policy 603 – Sexual Misconduct and Title IX Compliance

Section IV. Nondiscriminatory Policy

- A. It shall be the policy of the member fraternities of the IFC not to exclude any fraternity or colony from its membership on the basis of race, religion, national origin, age, or handicap. North Dakota State University is fully committed to equal opportunity in employment decisions and educational programs and activities, in compliance with all applicable federal and state laws and including appropriate affirmative action efforts, for

all individuals without regard to race, color, national origin, religion, sex (gender), disability, age, status as a U.S. Veterans, sexual orientation, status with regard to marriage or public assistance, or participation in lawful activity off the employer's premises during nonworking hours which is not in direct conflict with the essential business-related interests of the employer.

Section V. Good Samaritan Policy

- A. All students are expected to protect the well-being of fellow students and others wherever events occur. If a person needs emergency medical attention, particularly resulting from the use of alcohol or other drugs, students are expected to call an ambulance or other appropriate emergency response personnel (ambulance, police, fire, etc.) to gain that assistance. Students/student organizations who fail to respond appropriately may be subject to serious University sanctions and may potentially be subject to additional civil and/or criminal liability.
- B. Students who appropriately report will not be subject to the Student Conduct process for charges related to alcohol or drug use, nor will the incident become part of the student's conduct record. However, all students [including the student(s) needing assistance and reporter(s)] may be required to have an educational meeting with University personnel. This protection may not apply if other conduct violations occurred within the same incident.

Section VI. Residency within Chapter Houses

- A. Scholastic Term Residency
 - a. Only initiated member(s) of that chapter currently enrolled at NDSU, or a house employee, may reside in the house during the fall and spring semesters without authorization from the Coordinator of Fraternity and Sorority Life and by chapter leadership.
- B. Summer Residency
 - a. Chapters are able to allow people to reside in their chapter house during summer terms however chapters and those living in them will be required to adhere to all North Dakota State University, IFC rules and regulations, and fraternity sorority life policies during their residency.
 - b. Fraternity presidents are to furnish names of the summer house managers and summer residents to the Coordinator of Fraternity and Sorority Life. Chapter leadership is required to inform summer residents of university and fraternity sorority life policies.

Article VIII. PROVISION FOR BYLAWS

- A. The IFC Bylaws (standing rules) may be added by a two-thirds (2/3) majority vote of the total voting membership of the IFC. The Bylaws needs two-thirds (2/3) vote of total voting membership to amend or rescind.
- B. The Vice President will keep on file all changes to the Bylaws. Each semester the Vice President will update the Bylaws.
- C. Every other year the IFC Vice President will conduct a full council review of the Constitution and By-Laws beginning in 2012.

Article IX. RATIFICATION AND AMENDMENTS

Section I. Ratification

This Constitution shall be in effect when ratified by three-fourths (3/4) vote of the total voting membership of the IFC.

Section II. Amendments

- A. This Constitution may be amended at any meeting by three-fourths (3/4) vote of the total voting membership of the IFC, providing that every proposal for amendment be submitted in writing and presented at full council one meeting prior to voting.
- B. The IFC Bylaws may be amended or rescinded at any meeting with a two-thirds (2/3) vote of the total voting membership of the IFC.

Article X. STANDARDS BOARD

Section I: Purpose

The Standards board was established because the Interfraternity Council (IFC) recognized the need to regulate and adjudicate organizational activities and membership. The Standards board is established to enforce and regulate all council rules/policies of all chapters and to ensure that the IFC Standards Board Constitution, Rules for Recruitment, Code of Ethics, Interfraternity Bylaws, and all other Interfraternity policies are followed. The Standards board is educational in nature and will function with the best interests of the University and the IFC member fraternities uppermost in mind. The IFC Judiciary Board is set up to provide the self-disciplinary action necessary for a strong Fraternity and Sorority Life Community and to ensure an equal and fair judiciary system.

Section II: Jurisdiction

- A. The IFC Standards Board handles judicial matters that deal with the actions of IFC executive officers or fraternities. Each chapter may be held responsible for any of its members or new members. If the problem involves a single member, not acting on the chapter's behalf, the chapter may be dismissed from charges pending the approval of the Office of Student Affairs.
- B. Actions taken by or pending by a fraternity's own standards board, a fraternity's administrative office, by the appropriate University body, or the state of North Dakota will not affect the determination of whether or not a case is referred to the Standards Board.
- C. Fraternity misconduct need not be officially sanctioned by the entire membership nor is there a minimum number of chapter members who must be involved in an incident before disciplinary action may be taken against a chapter. A complaint may be considered a matter for referral to the Standards Board whenever the actions of a fraternity could reasonably be expected to reflect negatively upon the fraternity system or may cause conflict within the Fraternity and Sorority Life community.

Section III. Ethical Expectations

- A. The IFC Judiciary Board shall keep all matters in strict confidence. Including speaking on or about the case pending to anyone outside the selected committee for said trial.
- B. Each active IFC Judiciary Board member has the responsibility to vote at each hearing in which they serve. They will also decide on proper sanctions in a fair and unbiased manner, while upholding the policies involved.
- C. Each IFC Judiciary Board member must also appear at all hearings as requested to ensure due process to the chapter involved. If an IFC Standards Board member has conflicts with the scheduled hearing, he must contact the IFC Vice President no later than 48 hours prior to the hearing so an alternate member can be found.

Section IV. Membership

- A. At the end of each fall semester, each chapter in good standing shall designate one member from their respective chapter for appointment as a Justice of the IFC Standards board. Justices serve on the Standards board panel that hears the cases referred to the Standards board by the IFC Vice President. At such hearings, they shall review all evidence and question witnesses in order to determine the facts, and if necessary, impose sanctions.
 - 1. No more than two Justices may be from one fraternity. No Justice may serve in a Standards board hearing in which his fraternity is involved. Alternate Justices will serve on the Standards board if there is a conflict of interest between a Justice and the accused chapter.
 - 2. Each Justice must meet the following requirements:

- a. Must be an initiated member in good standing with his chapter.
 - b. May not be the President of their chapter or be on the IFC Executive Council.
 - c. The member must maintain a minimum of 2.5 cumulative GPA on a 4.0 scale.
3. The Justice will have the following responsibilities:
- a. Attend Standards board training
 - b. Attend the meetings of the Standards board;
 - c. To listen to the evidence and arguments during a Judicial Hearing and cast a vote on the determination of guilt.
 - d. Each Justice will be on the Standards board for a period of one year, or until he fails to meet the requirements listed above.
 - e. A Justice that is absent for more than two Judicial Hearings without adequate reason and prior notice will be removed from the Standards Board.
 - f. Each Justice has the right to reapply and serve a second term.
- B. The IFC Vice President will have the following responsibilities in accordance with the Standards Board:
1. To serve as a non-voting member and the Chairman of the Standards board;
 2. To educate Justices on the procedures of the Standards board;
 3. To assist the Fraternity and Sorority Life Advisor/Coordinator in the investigation of alleged misconduct of a fraternity;
 4. To assist the Coordinator of Fraternity and Sorority Life in resolving complaints and conducting the initial mediation between the chapters involved in the case;
 5. To consult with the Assistant Director of Fraternity and Sorority in determining whether the case is to be referred to the Standards board;
 6. To prepare a written report to the Standards board detailing the facts uncovered in the preliminary investigation;
 7. To preside over and make the arrangements for Standards Board Hearings;
 8. To complete a case folder after the completion of each case including the decision of the Standards board and all pertinent information regarding the case;

9. To deliver a decision letter to the involved chapter within ten days;
10. To deliver a case folder to the Assistant Director of Fraternity and Sorority within ten days of the hearing;
11. To review all complaints filed during summer and other extended class breaks.

C. Director of Administration and Finance will have the following responsibilities in accordance with the Standards Board:

1. To record minutes during Judicial Hearings
2. To help maintain all records of complaints
3. To compose a decision letter to the involved chapter, which is to be signed and delivered by the IFC Vice President within ten days.

D. The Coordinator of Fraternity and Sorority Life will have the following responsibilities as they regard complaints about fraternities;

1. To ensure that all fraternities are informed of relevant policies, NIC policies, University regulations and expectations, and applicable local, state, and federal laws;
2. To investigate all complaints regarding fraternities;
3. To facilitate the resolution of disciplinary problems;
4. To assist the IFC Vice President in the performance of his Standards Board responsibilities;
5. To advise the IFC Vice President in making arrangements for Standards Board Hearings and preparing the hearing notices;
6. To attend Judicial Hearings and serve as the advisor to the Standards board;
7. To see that appropriate records are maintained, including a complaint log and the minutes of Judicial Hearings;
8. To prepare reports for the appropriate University offices when necessary;
9. To assist other University offices dealing with a fraternity complain;
10. To refer individual fraternity members to the appropriate University offices;

11. To keep records of all complaints filed during the summer and other extended class breaks;
12. To ensure the Standards Board Policy gets signed and dated after it is updated;

Section V. Violations Procedure

A. Filing a Complaint

- a. Any individual or organization may register a complaint about a member organization of the North Dakota State Fraternity Community. To do so, a formal report must be filed with the Vice President of IFC. The report must include the accused actions, specific dates of alleged actions, and any other supporting information. A copy of the witness(es) report shall be given to the Vice President of IFC, the Assistant Director of Fraternity and Sorority and the Justices of the Standards board.

B. Upon receiving a complaint the Vice President of IFC and the Assistant Director of Fraternity and Sorority shall determine whether a violation of IFC or University policy has occurred and if it is within the jurisdiction of the Standards board. If not the issue will be resolved in accordance with the North Dakota State University Student Disciplinary Regulations.

- a. If the action deemed is a violation then the complaint forwarded is copied to the accused chapter's president and the accused chapter's advisor. The complaint must include the specific sections of the rules or policy broken, the accused actions, specific dates of the alleged action, and a meeting date that is no less than five work days after the complaint is sent.
- b. If the accused chapter has a major conflict they must contact the Office of Judicial Affairs no less than 24 hours before the scheduled meeting to set a new date and time.
- c. The Standards board shall call a meeting of representatives of the groups involved. The responding chapter has the right to have any members, advisors, or witnesses they want present at the hearing with a limit on the total number of six.
- d. Standards board participation in the hearings;
 1. There will be 5 members of the Standards board present for each hearing.
 2. These members will be determined at random by the chairperson.

3. There will be 3 members from the respective council for each hearing.
4. Members of the chapter(s) involved will not participate for that hearing.

Section VI. Hearing Processes

- A. The IFC Vice President(Chair) prepares a roster of participants and witnesses in the hearing
- B. The Chair calls the hearing to order
 - a. Written record will be kept of all hearings by the IFC Director of Administration and Finance
 - b. The Chair shall name the respondent and the complainant(s)
 - c. The Chair shall state which alleged policy and/or rule(s) has been violated
 - d. The Chair shall state the summary of the allegations
- C. The Chair gives instructions and introductions in the following order:
 - a. Judiciary Committee members.
 - b. Representatives of the complainant(s).
 - c. Representatives of the respondent.
 - d. Additional witnesses.
 - e. Review outline of hearing procedures (D: 1-4).
 - f. Review due process rights.
 - g. Entertain procedural questions from the hearing participants.
- D. Procedures
 - a. The Chair shall respond to the respondent's challenge of the hearing committee membership (if challenged)
 - b. The Chair shall list the contents of the case file
 - c. The respondent shall enter a plea of responsible or not responsible to each of the charges

- d. Presentations and questioning
- e. Opening of the Hearing by Chair
- f. Description of the Charges by Advisor or Judicial Liaison
- g. Response to Charges by Respondent Chapter
- h. Verbal Accounts of all Witnesses
- i. Questioning and Submission
- j. General Questioning of Involved Persons
- k. Closing Summary by Respondent
- l. Closing of the Hearing by Chair
- m. The Judiciary Committee Members shall deliberate in private and reach a decision. Each member will vote on responsible/not responsible for the respective group(s), sanctions will then be discussed.
- n. All decisions must be passed with a simple majority (three of those present) with a quorum of five members present. Each person receives one vote.

Section VII. Definition of Possible Sanctions

A. University Sanctions

- 1. Disciplinary Reprimand: An official warning followed by the written notice to the student or student organization that his/her/its conduct is in violation of University rules and regulations.
- 2. Conduct Probation: A more severe sanction than a disciplinary reprimand. It is a period of review during which the student or student organization must demonstrate the ability to comply with University rules, regulations, and other requirements stipulated for the probation period.
- 3. Education: A requirement to participate in some project, class or other activity that is relevant to the nature of the offense and appropriate for the violation.
- 4. Restitution: A requirement to pay the cost of property damage to another student or student organization incurred during conduct violation or another form of compensation.

C. Other Sanctions

- a. Sanctions on chapter events include:
 - i. Limit events (#).
 - ii. Eliminate events
 - iii. Community Service
 - iv. Create and/or Execute Projects.

- v. Set a given number of hours to be donated.
- vi. Participation, limit or restrict participation in certain events such as:
 - 1. Homecoming
 - 2. Greek Week
 - 3. IFC events
 - 4. Fraternity and Sorority Life events
- vii. Nationals contacted and sanctions provided.
- viii. Charter suspension
- ix. No recognition as a campus organization

Section VIII. Chapter Rights and Responsibilities

- A. Pursuant to the North Dakota State University, Rights and Responsibilities of Community: A Code of Student Behavior.

- a. In an effort to not infringe on the rights of any student.

- B. Chapter Rights

- 1. Every chapter has the right to keep confidential or to disclose any information they deem necessary about the charges brought upon them, the proceedings, or the sanctions they receive.
 - 2. Each individual chapter is responsible for informing all their members of the charges being brought forth against them.

Section IX. Good Faith

- A. It is recognized that this policy cannot address, in specific fashion, all possible social situations that may occur. When this policy is not specific on a particular point, the Interfraternity Council, chapters and their members are expected to conduct their events and themselves in the spirit of social responsibility expressed in this policy.

BY-LAWS

Article I. FINANCE

The fiscal year of the North Dakota State University Interfraternity Council (IFC) shall be from January 1 to December 31 inclusive.

Section I. Checks

- A. All Checks issued on behalf of the IFC shall be signed by the President or the Director of Administration and Finance.

Section II. Bank Account

- A. The President and Treasurer shall have explicit bank account access, and the Coordinator for Fraternity and Sorority Life shall have viewing and spending rights to the bank account. All members of the Interfraternity Council shall be given updates on council spending throughout the semester.

Section III. Budget

- A. All executive officers must create and present a budget by the second meeting of the semester to be voted on. The budget shall require a two-thirds (2/3) majority vote of the total voting membership of the IFC.

Section IV. Payments

- A. All payments due to the IFC shall be given to the Director of Administration and Finance, who shall record them.
- B. Checks for payments shall be made payable to the North Dakota State University Interfraternity Council.

Section V. Membership Dues

- A. AMOUNT: The dues of each member fraternity shall be an assessment per member/new member listed on the myNDSU chapter roster. The amount of dues shall be as follows:
 - a. Each chapter shall be charged 15 dollars per active member
 - b. Each chapter shall be charged 5 dollars per new member upon their initiation

B. **TIME OF PAYMENT:** Dues must be paid in full within two (2) weeks of bills being sent to chapters.

- a. The penalty for not paying in full by the due date will be an additional \$1.00 per member for each week payment is late.
- b. These fees shall round up to the next full week (ex. If payment is 2 days late, offending chapter shall be charged for the full week.)

Article II. OFFICER DUTIES

Section I. All officers shall:

- 1) Attend delegation and executive IFC meetings.
- 2) Not be on the executive board of their respective fraternities during their terms of office with IFC.
- 3) The Recruitment Officer/Chair may not hold the Director of Recruitment position at the same time.
- 4) Not vote or second motions during regular or special meetings, except in case of a tie vote.

Section II. President

- 1) Schedule, attend, and conduct bi-weekly IFC Executive Team and bi-weekly Full Council meetings.
- 2) Prepare IFC meeting agendas and distribute prior to the scheduled IFC meeting.
- 3) Call and preside with the Panhellenic President at monthly meetings of the Panhellenic and IFC Executive Councils
- 4) Represent the interests of the fraternal community on university committees and at events as needed including, but not limited to the Fraternity and Sorority Life Advisory Board and Congress of Student Organizations meetings.
- 5) Collaborate and work with the Panhellenic Council President to elevate and enhance the NDSU Fraternity and Sorority Life community.

- 6) Be knowledgeable of and educate the Fraternity and Sorority Life community on the following Interfraternity Council, Panhellenic Council, Congress of Student Organizations, and NDSU policies/procedures/documents.
 - a. IFC Constitution & Bylaws
 - b. IFC Standards Board Constitution & Bylaws
 - c. Panhellenic Council Constitution & Bylaws
 - d. North-American Interfraternity Conference
 - e. NDSU Fraternity and Sorority Life Initiatives
 - f. Overview of Fraternity and Sorority Life
 - g. Congress of Student Organizations Guidelines
 - h. Code of Student Behavior: Rights and Responsibilities of Community
- 7) Prepare and file all appropriate paperwork in order to keep the Interfraternity Council in good standing with the NIC, CSO, and NDSU.
- 8) Maintain the integrity and sound relationship of the IFC.
- 9) Perform any other duties pertaining to this office.
- 10) Serve a minimum of five (5) hours per week in the Fraternity and Sorority Life Office.

Section III. Vice President

- 1) Serve as the Chair of the IFC Standards Board. Schedule and conduct monthly Standards Board meetings for ongoing training and to address potential IFC Standards violations as they arise.
- 2) Be knowledgeable of and educate the IFC Council and member chapters of the IFC Standards Board Constitution & Bylaws.
- 3) Serve as the IFC Council Risk Manager. Become knowledgeable and educate the Fraternity and Sorority Life community of current and potential risk management issues.
- 4) Assist the Coordinator of Fraternity and Sorority Life in ensuring that the Fraternity and Sorority Life community is aware of, utilizing, and completing the NDSU Notification of Travel Form, Alcohol Risk Management Assessment Form, and Fundraising Form.

- 5) Remain proactive and diligent in addressing risk management issues within the NDSU Fraternity and Sorority Life community as they arise.
- 6) Represent IFC on the President's Council for Campus Well Being Committee.
- 7) Be knowledgeable of best practices for successful academic achievement within fraternity chapters.
- 8) Serve as a resource for member chapter's scholarship officers.
- 9) Become knowledgeable of university academic policies and procedures.
- 10) Identify and educate academic resources on campus for member chapters.
- 11) Work with chapters that are under the All-Fraternity grade point average to develop an academic progress plan.
- 12) Perform any other duties pertaining to this office.
- 13) Serve a minimum of four (4) hours per week in the Fraternity and Sorority Life Office.

Section IV. Director of Administration and Finance

- 1) Record IFC Executive Team and Council meeting minutes and distribute within three (3) days following the scheduled meeting.
- 2) Collect member dues and fines.
- 3) Submit a financial report at each Executive Team and Council meeting.
- 4) Chair the IFC Budgetary & Finance Committee and report all committee activity to the IFC Executive Team.
- 5) Manage costs efficiently to keep a positive balance in all IFC bank accounts.
- 6) Maintain the IFC Executive Team and Council member roster.
- 7) Maintain at least a level 3 status with CSO.
- 8) Attend required CSO programs and events.
- 9) Check the IFC mailbox and distribute mail on a consistent basis to Executive Team member's mailboxes within the Fraternity and Sorority Life Office.
- 10) Perform any other duties pertaining to this office.
- 11) Serve a minimum of three (3) hours per week in the Fraternity and Sorority Life Office.

Section V. Director of Health and Safety

- 1) Serve as the IFC Council Risk Manager. Become knowledgeable and educate the Greek community of current and potential risk management issues.
- 2) Assist the Coordinator of Fraternity and Sorority Life in ensuring that the Greek community is aware of, utilizing, and completing the NDSU Notification of Travel Form and Alcohol Risk Management Planning Notification Form.
- 3) Represent IFC on the President's Council for Alcohol and Other Drugs through the Office of Orientation & Student Success.
- 4) Remain proactive and diligent in addressing risk management issues within the NDSU Greek community as they arise
- 5) Serve a minimum of three (3) hours per week in the Greek Life Office

Section VI. Director of Recruitment

- 1) Chair the IFC Recruitment Committee and report all committee activity to the IFC Executive Team.
- 2) Be knowledgeable of and educate the Fraternity and Sorority Life community on year-round values-based recruitment strategies.
- 3) Plan and implement a minimum of one (1) IFC recruitment event prior to Recruitment Week.
 - a. The recruitment chairman shall have one (1) fall recruitment event for the year of the chair's elected term decided upon and completely planned by May 31st of the year of the chair's term in office.
 - b. The recruitment chairman shall have one (1) spring recruitment event planned for the year following their elected term by October 31st in the year of their term of office.
- 4) Have the recruitment dates set for the fall semester of their term by the first IFC meeting in March and the recruitment dates for the spring semester following their term in office by the second IFC meeting in October of their term in office.
- 5) Respond to all interest forms on the Fraternity and Sorority Life website
- 6) Work with the Panhellenic Vice President of Recruitment to promote positive Fraternity and Sorority Life recruitment events.

- 7) Attend and participate in summer orientation sessions and Welcome Week events if available.
- 8) Serve as a resource to chapter's member education officers.
- 9) Identify educational opportunities on campus for member chapters to participate in.
- 10) Perform any other duties pertaining to this office
- 11) Serve a minimum of five (5) hours per week in the Fraternity and Sorority Life Office during the first three and last three weeks of each semester and serve a minimum of two and a half (2.5) hours during the weeks between.

Section VII. Director of Fraternity and Sorority Life Relations

- 1) Focus on coordinating fraternity focused event sponsored by Interfraternity Council
- 2) Plan to coordinate a minimum of one event every eight weeks. Events may be educational, social, or service-oriented.
- 3) Seek out various service opportunities for the fraternity Community and advertise these to the chapters
- 4) Co-Chair the Fraternity and Sorority Life Relations Committee with Panhellenic Vice President of Events and report all committee activity to the IFC and Panhellenic Executive Teams.
- 5) Develop and implement social and service programs for the Fraternity and Sorority Life community that enhances relationships through service, wellness, leadership, and personal development in partnership with existing programs on campus.
- 6) Perform any other duties pertaining to this office.
- 7) Chair the IFC Membership Development Committee and report all committee activity to the IFC Executive Team
- 8) Assist the Recruitment Chair in the planning of the Alpha Welcome.
- 9) Plan the Omega Celebration every semester.
- 10) Implement three (3) programs per semester that assist in chapter development of all IFC recognized fraternities.
- 11) Promote growth of Chapter moral and forward-moving member development.
- 12) Perform any other duties pertaining to this office

- 13) Serve a minimum of three (3) hours per week in the Fraternity and Sorority Life Office

Section VIII. Director of Public Relations

- 1) Create and distribute marketing materials for both IFC and for Fraternity and Sorority Life.
- 2) Plan to coordinate a minimum of one social media campaign each semester.
- 3) Co-Chair the Fraternity and Sorority Life Public Relations Committee with the Panhellenic Vice President of Public Relations and report all committee activity to the IFC and Panhellenic Executive teams.
- 4) Distribute press releases about Fraternity and Sorority Life community events and positive recognition received by individual members and member chapters.
- 5) Work with the Panhellenic Vice President of Public Relations to assist the Coordinator of Fraternity and Sorority Life with maintaining and updating the Fraternity and Sorority Life website and Fraternity and Sorority Life calendar.
- 6) Perform any other duties pertaining to this office.
- 7) Serve a minimum of three (3) hours per week in the Fraternity and Sorority Life Office.

Section VIII: Diversity and Inclusion Chair

1. The Diversity and Inclusion Chair shall not have full voting rights as an Executive Board member.
2. Serve a minimum of 3 hours per week in the Fraternity and Sorority Life Office.
3. Attend all executive board and IFC General Body meetings.
4. Assist the Coordinator for Fraternity and Sorority Life in facilitating chapter diversity trainings each semester
5. Plan at least 1 educational event regarding an area of diversity for the IFC community a semester

Article III. CHAPTER RESPONSIBILITIES

Section I. Academic Policy

- A. All member chapters of the Interfraternity Council are to hold a minimum Grade Point Average (G.P.A.) of a 2.5 on a 4.0 scale.
- B. The IFC will notify any chapter that falls below a 2.5 G.P.A. and that chapter will be placed on academic probation.
- C. A chapter on academic probation will be subject to the following sanctions:
 - a. The chapter must devise an academic improvement plan, and present it to the IFC for approval.
 - i. The improvement plan must be presented to the IFC within 30 days of notification.
 - ii. If the chapter does not present an improvement plan within 30 days of notification, they will be issued a \$5 fine for each day past due.
 - iii. If the improvement plan is not approved by the IFC, the chapter shall have an opportunity to revise the plan.
 - iv. If a revised improvement plan is not approved by the IFC, the IFC will make necessary revisions to bring a chapter to compliance.

A chapter shall be alcohol-free for 16 consecutive academic weeks following reception of a final grade report that indicates a chapter G.P.A. below 2.5 on a 4.0 scale.

- i. The summer term is excluded from the 16 consecutive weeks.
 - ii. If the 16 week sanction is not completed in an entire semester, the remaining weeks will be enforced from the beginning of the following semester.
- D. A chapter that falls below a 2.5 G.P.A. for a second consecutive semester shall be placed on social probation, in which they shall not participate in any events sponsored by the IFC council or member chapters.
 - a. All the sanctions outlined in III.I.C.a and III.I.C.b will be in effect.
- E. A chapter that falls below a 2.5 G.P.A. for a third consecutive semester will lose IFC membership and recognition.
 - a. If a chapter that is in bad standing with the IFC completes a satisfactory semester (a semester in which the chapter earns at least a 2.5 cumulative G.P.A), they may submit a request to be brought back into good standing.

- b. A request to be brought back into good standing will be heard by the IFC at a business meeting and shall require a 2/3 affirmative vote to pass.
- F. A chapter may submit an appeal to any decision made by the IFC Standards Board if there are extenuating circumstances.
 - a. These circumstances will be reviewed by the IFC Standards Board and a decision will be made at the next IFC Standards Board meeting.'
 - b. Any decision made by the Standards Board at this point will be final.

Section II. Individual Academic Policy

- A. The following tiers of academic probation shall apply to all members of the fraternity community at NDSU:
 - a. If a member falls below a 2.50 GPA for one semester, they shall follow their chapter's protocol for academic probation.
 - b. If a member falls below a 2.50 GPA for a second semester:
 - i. they shall attend mandatory Fraternity and Sorority Life study tables for that semester in addition to chapter protocol.
 - ii. They will meet with the Vice President and the Coordinator for Fraternity and Sorority Life regarding to create a restorative success plan to raise their GPA to at or above a 2.50.
 - c. If a member falls below a 2.50 GPA for the third consecutive semester, that member shall no longer be recognized by the IFC council until their GPA is raised to a 2.50.
 - i. If their GPA is raised to a 2.50, they shall still attend mandatory study tables until their GPA is at a 2.50 for a second consecutive semester.

Section III. Chapter Recognition

- A. All chapters must be in good standing with the Congress of Student Organizations (CSO) in order to be recognized by the Interfraternity Council
 - a. If chapters fall below a status of 3, they will have one semester to regain good standing
 - b. If a chapter fails to regain their status of 3, they will be lose voting rights as an organization on IFC
- B. All member chapters must follow all CSO policies
- C. If a chapter loses CSO recognition, they will lose IFC recognition