

The Constitution of the Albion College Interfraternity Council

Article I. Name

The name of this organization shall be the Albion College Interfraternity Council (IFC).

Article II. Purpose

A. Statement of Purpose

The Albion College Interfraternity Council governs, and is comprised of, the social, male fraternities and believes that true fraternity is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. The purpose of the Interfraternity Council shall be to develop and maintain a high standard of fraternity, as well as non-fraternity life, to encourage interfraternity relations and accomplishment, and in so doing:

1. Consider the goals and ideals of member groups as continually applicable to campus and personal life.
2. Promote superior scholarship as basic to intellectual achievement.
3. Cooperate with member fraternities, non-fraternity collegiates, and the college administration in concern for and maintenance of high social and moral standards.
4. Promote community service.
5. Act in accordance with the National rules and policies of the fraternal system.

B. Elaboration of the Role of Governing Bodies of Fraternities and Sororities

Refer to the Statement of Relationship, Appendix 8, "The Role of Governing Bodies of Fraternities and Sororities," for further information regarding the expectations of the Interfraternity Council.

Article III. Membership

The membership of the Albion College Interfraternity Council shall be composed of all members of national, male, social fraternities at Albion College who are in good standing with their national organizations and the College. Each national, male, social fraternity at Albion College must send two delegates to the weekly IFC meetings.

A. Delegates

1) Requirements

- a. Each chapter is required to appoint two delegates to attend all Interfraternity Council meetings.
- b. One of the two delegates must currently be an elected officer in their respective chapter.

2) Selection

- a. Delegates to the Interfraternity Council shall be selected by each fraternity chapter to serve for a term of one semester.
 - b. Delegates may serve as many terms as their chapter deems appropriate.
- 3) Responsibilities
- a. Provide weekly status reports on the conditions and operations of their chapter.
 - b. Represent their chapter in discussions that relate to Greek life.
 - c. Vote during Interfraternity Council meetings on behalf of their chapter.

Article IV. Officers

- A. The officers shall serve a term of one year, the term of office to begin in January and end in December.
 - a. Officers are required to attend all meetings and functions, unless pardoned by the President or Interfraternity Council Advisor. If an officer is consistently absent (more than three meetings per semester) they may be brought up by the officers or delegates for removal.
- B. Removal
 - a. Council-sponsored removal
 - i. An officer may be removed by a two-thirds vote of the Council, with one-week prior notice.
 - b. Chapter-initiated removal
 - i. Removal proceedings may also be initiated by the presentation of a petition bearing the signatures of ten percent of the total active members of the member fraternity.
 - ii. An election shall then be held in the member fraternity, and a majority vote should be taken within the chapter, shall be required.
 - iii. The officer in question shall have the right to appear before the chapter prior to the removal election.

Article V. Meetings

An unscheduled meeting of the Interfraternity Council may be called by a majority of the Officers.

Bylaws of the Albion College Interfraternity Council

Article I. Finance

- A. Fiscal Year
The fiscal year of the Albion College Interfraternity Council shall follow the calendar year.
- B. Contracts
The signature of the President, VP Finance or the Interfraternity Advisor shall be required to bind the Albion College Interfraternity Council.
- C. Checks
All checks issued on behalf of the Albion College Interfraternity Council shall be signed by two of the following: VP Finance, President or Interfraternity Advisor.
- D. Payments
All payments due to Albion College Interfraternity Council shall be made to the VP Finance who shall record them. Checks for payments shall be made payable to the Albion College Interfraternity Council.
- E. Membership Dues and Fines
 - a. Amount
The dues of each Interfraternity Council member fraternity shall be an assessment per initiated member. The Interfraternity Council shall determine the amount of such dues at its first executive board meeting. Members who are off-campus shall not be included in this assessment.
 - b. Notification
The VP Finance shall give copies of the budget to all members of the Interfraternity Council for the purpose of distribution to their chapters.
 - c. Time of Payment
The dues of each Interfraternity Council member fraternity shall be payable on or before ten days after notices are distributed.
 - d. Penalty for Late Payment
Chapters failing to make payment within ten business days of receiving the invoice will be fined \$20 and will be followed by a seven day grace period. If the chapter has still not made full payment of dues at the close of this grace period, the fine will increase to \$10 per day until the dues are paid in full.

Article II. Selection of Officers

Executive officers shall be elected no later than one week prior to the final meeting of the Fall semester, and shall serve single year terms over the calendar year. A majority is required for the election of each officer. If no candidate for an office shall receive a majority, a runoff election shall be held between the top two contenders. No more than two offices, excluding the Presidency, shall be held at any one time by members of the

same fraternity. Non-elected positions may be appointed by the Interfraternity Council Executive Board.

Article III. Officer Duties

A. President

The President shall:

1. Have overall responsibility for the operation of the Interfraternity Council.
2. Call and preside at all Interfraternity Council meetings, held on a weekly basis.
3. Have meetings with the Interfraternity Council Advisor as often as needed, once a week if possible.
4. Be the spokesman for the Interfraternity Council and the Fraternity community as a whole. Be a positive role model for Greek men and especially the council. Serve as the Interfraternity Council's official liaison to the Albion College Student Senate.
5. Determine the agenda for all council meetings.
6. Meet with officers as needed to make sure they know what is expected of them, and to ensure they are not falling behind in their planning of programs and events.
7. Be a guiding force for the Council. Provide insight as to the direction the Council needs to be heading and encouraging members to help come up with innovative ways to get there.
8. Serve as member ex-officio of all Interfraternity Council Committees with voice but no vote.
9. Keep an up-to-date notebook that includes agendas, recruitment information, North-American Interfraternity Conference rules, by-laws, the Albion College Interfraternity Council Constitution, and any other relevant information.
10. Attend any special functions and represent the Interfraternity Council at such things as: colonization of fraternities, Board of Trustees functions, interviewing potential administrators, etc.
11. Review, approve and sign all Interfraternity Council checks and contracts as needed.
12. Document all new programs implemented, including suggestions, problems, and solutions.

B. Vice President of Communication

The Vice President of Communication shall:

1. Keep an up-to-date attendance record of the members of the Interfraternity Council.
2. Keep current statistics concerning the number of initiated members and new members of each Interfraternity Council member fraternity.
3. Keep full minutes of all meetings of the Albion College Interfraternity Council and a record of all action taken by the Executive Board.
4. Maintain a complete and up-to-date file that will include the minutes of the meetings of the Albion College Interfraternity Council from date of its

organization; copies of all contracts made by the Interfraternity Council and current correspondence.

5. Be responsible for the official correspondence of the Interfraternity Council unless provided for otherwise.
6. Coordinate all campus and membership relations, including, but not limited to, the publication of brochures, newsletters, and announcements through all appropriate electronic and print media.
7. Document all new events. Include problems, solutions, and suggestions.
8. Perform all duties pertaining to this office as defined by the Council or President.

C. Vice President of Finance

The Vice President of Finance shall:

1. Be responsible for the general supervision of the finances of the Albion College Interfraternity Council.
2. Be responsible for the preparation of a biannual budget, including but not limited to that which is required by the Student Senate Allocations Funding committee. Also, present the final Student Senate approved budget to the committee at the weekly meeting preceding the budget allocation.
3. Prepare biannual invoices for chapter dues, as well as levy fines by invoice when appropriate. Enforce payment deadlines as described in Article I, Section 5. Receive all payments due to the Interfraternity Council, including dues and issue receipts.
4. Be responsible for the prompt payment of all bills of the Albion College Interfraternity Council.
5. Maintain up-to-date financial records, as well as inform the council of its financial status.
6. Develop and collect revenue from all appropriate sources.
7. Perform all other duties usually pertaining to this office as defined by the Council or President.

D. Vice President of Policy & Risk Management

The Vice President of Policy and Risk Management shall:

1. Have overall responsibility for the maintenance and improvement of the fraternal regulatory system, in its Constitution, Bylaws, and the Statement of Relationship. Be responsible for the creation, implementation, and enforcement of all regulations derived from said documents.
2. Be responsible for distributing up-to-date versions of said documents to all fraternities and administration.
3. Serve as acting chairman in the absence of the President.
4. Serve as Parliamentarian for the Council, and chairman for the Interfraternity Council Judicial Assembly.
5. Document all infractions, suggestions, and changes of the rules. Include problems, solutions, and suggestions.
6. Perform all other duties usually pertaining to this office as defined by the Council or President.

Clause E. Vice President of Programming

The Vice President of Programming shall:

1. Coordinate Briton Bash promotions with the Vice President of Communication.
2. Coordinate attendance at the annual Purdue IGLC Leadership conference in the Fall Semester, and the Mid-American Greek Council conference (MGCA) in the Spring Semester.
3. Continually seek out new opportunities for Greek leadership programs, workshops, and events.
4. Coordinate Statement of Relationship-mandated annual events including but not limited to the following themes: Multicultural Affairs, Gender Relations, and Alcohol Abuse.
5. Collaborate with the Vice President of Membership to program all-Greek recruitment events in Fall, designed to boost all fraternity recruitment in the Spring.
6. Document all reflections, suggestions, and changes of the rules. Include problems, solutions, and suggestions.
7. Perform all other duties usually pertaining to this office as defined by the Council or President.

F. Vice President of Membership

The Vice President of Membership shall:

1. Have overall responsibility for the organization of recruitment.
2. Be responsible for the creation of and implementation of all recruitment rules and regulations, including, but not limited to the organization and scheduling of Bid Dinners and Pledge Days.
3. Be responsible for the implementation of all Interfraternity Council-sponsored recruitment events, including but not limited to annual, Fall all-Greek recruitment events designed to boost Spring recruitment.
4. Cooperate with the Vice President of Communication on promotional activities.
5. Document all new events. Include problems, solutions, and suggestions.
6. Perform all other duties usually pertaining to this office as defined by the Council or President.

G. Vice President of Philanthropy

The Vice President of Philanthropy shall:

1. Have overall responsibility for the organization of philanthropy/service events.
2. Collaborate with Vice Presidents of Programming and Membership to coordinate an annual all-Greek event that involves members from every chapter and is philanthropically based.
3. Keep records of each chapter's philanthropic involvement, compiling a master list of philanthropic accomplishment to present at the end of each semester.
4. Document all new events. Include problems, solutions, and suggestions.

5. Perform all other duties usually pertaining to this office as defined by the Council or President.

Article IV. Attendance Policies

Attendance at Interfraternity Council meetings is essential for its success. In order to ensure better attendance, the following guidelines will be strictly enforced.

A. Definition, Substitution, Fine

All delegates must send a substitute in the event of an absence.

1. No member of the Executive Board may be considered a chapter delegate.
2. Unexcused delegate absences will result in a fine of \$10 to the chapter. If both delegates are absent, the chapter fine will be \$40.
3. Fines must be paid within payment guidelines explained in Article I, Section 5 of the Bylaws.
4. If a chapter is consistently absent (more than three times in a semester), the chapter can be taken through the Judicial Process, described in Article VI of the Bylaws, for resolution.
5. The VP of Policy can deny a chapter's upcoming social event if the chapter delegate or substitute is not present at the meeting prior to the social event.

B. Delegate Absences, Notification

If an elected Interfraternity Council delegate exceeds three unexcused absences or five excused absences within a semester, he will be brought before the Council regarding the status of his position.

1. Prior notification, explaining the nature of the absence, must be given to the VP of Communications before an Interfraternity Council meeting to constitute an excused absence.
2. If no notification has been given to the Interfraternity Council VP of Communications before the meeting, the absence will count as an unexcused absence.

Article V. Formal Recruitment Guidelines

A. Definition

Formal recruitment is the period between the first day of a semester and the final Pledge Day of any fraternity in that semester. It may consist of any number of events aimed at sharing information about the Interfraternity Council's member chapters.

B. Rationale

Although the male Greek community of Albion College subscribes to the philosophy that Recruitment is a constant effort, it acknowledges that there are certain formal elements of recruitment that should be presented to independent males in a structured manner. This Clause of the Bylaws is aimed at making the formal component of Recruitment coordinated and coherent within the fraternal system.

C. Dry Recruitment

Alcohol cannot be available, distributed, or consumed by any active member of the fraternity or rushee, regardless of age, during ANY recruitment activities.

D. Event Notification

Every chapter must report recruitment events to the Interfraternity Council prior to the scheduled date. Events such as Bid Dinners and Pledge Days will be coordinated by the VP of Membership to avoid scheduling conflicts.

E. Bid Distribution and Dinners

1. Every fraternity has the privilege of distributing open bids at its leisure after consulting and notifying the Greek Advisor.
2. Bid Dinners will be fairly arranged by the VP of Membership each semester.

Article VI. Judicial Process

A. Violation or Dispute

In the event of a violation of the Interfraternity Council Constitution or Bylaws or an interfraternal dispute, a Resolution Committee consisting of the President, Vice President of Membership, Vice President of Policy and Risk Management, and the Interfraternity Council Advisor will be convened to resolve the situation. The committee may do whatever is within the powers of the Interfraternity Council to adhere to its Constitution and purpose. A majority decision is required.

1. If a majority is not reached, or if the committee deems appropriate, an Interfraternal Judicial Assembly may be called to hear the case.
2. Either party involved may also request that the case be taken directly to the Interfraternal Judicial Assembly by written request submitted to the Interfraternity Council Advisor, whom will accept or deny the request. In the event of a denied request, the case must still be heard by the original Resolution Committee.

B. Interfraternal Judicial Assembly

This assembly will consist of two members from each chapter, and be chaired by the Vice President of Policy and Risk Management. The President and Interfraternity Advisor will be invited to attend and contribute, but will not have voting roles. The Vice President of Policy and Risk Management will only vote in the event of a tie. All decisions must pass with a majority vote.

1. The committee will allow equal time for both sides to present their explanation of events.
2. If there has been a violation of the Constitution or Bylaws, it is the duty of the committee chairman to insure all parties are aware of the specific violation, as written in the Constitution and Bylaws.
3. After both sides have had ample, but equal opportunity to present, the parties must allow the Assembly time for deliberation, which will conclude in a ballot vote. Votes will be collected and counted by the chair.
 - a. The committee has all the authority of the Interfraternity Council, and may reach a verdict and any punishment within these powers.

C. Violations of the Statement of Relationship

The Interfraternal Council Judicial Process may also be used in event of violations of the Statement of Relationship as preliminary conflict and violation resolution. This clause is not designed to replace those processes laid out by the Administration, but merely to help alleviate issues that can be handled internally within the Greek community.

Article VII. Events

The Interfraternity Council must approve all social events hosted or sponsored by the member chapters, including but not limited to open parties, closed parties, recruitment events, and philanthropy events. Event forms must be turned into the Vice President of Policy and Risk Management no later than the Interfraternity Council meeting prior to the said event. If the chapter fails to turn in a form, or is otherwise in poor standing with the Council, the Vice President reserves the power to deny any social event.

Article VIII. Amendment

A. IFC-Initiated Amendment

These By-laws may be amended by a simple majority vote of the delegation (Executive Board will not vote) of the Albion College Interfraternity Council provided that notice of the proposed amendment has been given in writing at the preceding regular meeting.

B. Administrative Amendment

In the event that a section of the Bylaws conflicts with the College's policies due to changes initiated by the Administration, the IFC will adhere to the following procedure:

1. The Administration will notify the Vice President for Policy of the change through the Interfraternity Council Advisor.
2. The VP Policy will then draft changes to make the Bylaws congruent to College policies.
3. The VP Policy will present the changes to the IFC at the next possible meeting. These changes will be passed by unanimous consent. Any objection must be founded on the nature of the language of the proposed change, not its substance. In the case there is an objection, the IFC will adhere to Robert's Rules of Order for procedures on amendment and passage of the proposal.
4. The IFC is initially obligated to make the changes resulting from modified College policy. However, it may attempt to negotiate substantive changes in College and IFC policies with the necessary authorities.