



## CONSTITUTION

### Preamble

In order to promote and perpetuate the best interest of Kennesaw State University and the Interfraternity Council therein, consisting of values-based social fraternities, ensuring cooperative relationships between the said organizations and the university administration and community, cultivating those qualities of character, collaboration, scholastic achievement, and self-governance in all fraternity members, we ordain and establish this constitution of the Interfraternity Council of Kennesaw State University.

### Article I: Name

**Section 1:** The name of this organization shall be known as the Kennesaw State University Interfraternity Council, hereafter referred to as IFC in this constitution.

### Article II: Purpose

**Section 1:** It shall be the purpose of the IFC to:

- A. The IFC fosters cooperation and positive competition among its members, and to promote the fraternity system through such activities, but not limited to, administration, athletics, leadership development, mediation, philanthropy, public relations, recruitment, scholarship, and service.
- B. The IFC derives its authority from Kennesaw State University's Office of Fraternity and Sorority Life.
- C. All IFC member fraternities must abide by all Kennesaw State University policies and guidelines relating to on or off campus groups and activities of which our organization may sponsor or in which we may participate.
- D. In keeping with Kennesaw State University's policy of non-discrimination, IFC does not discriminate on the basis of race, color, religion, national origin, age, sexual orientation, or physical disability. IFC is protected under Title IX in regards to gender discrimination.

### Article III: Membership

**Section 1:** This IFC shall be composed of men's fraternities and approved colonies at Kennesaw State University.

- A. Any colony seeking full membership in the IFC:
  1. Must be registered and in good standing with the Office of Fraternity and Sorority Life
  2. Must be in compliance with the University's policies on organizational membership, which prohibit discrimination on the basis of race, religious faith, national origin, or sexual orientation.
  3. Shall be subject to all rules and regulations of the IFC Constitution and Bylaws.

**Section 2:** One Senior Delegate and one Junior Delegate shall represent each member fraternity on the IFC

- A. These delegates from the member fraternities, along with the IFC Executive Council, shall constitute the Inter-fraternity Council.
- B. The delegates from each chapter shall be fully initiated members of the chapter.
- C. IFC delegates will remain the same for every IFC meeting, and the fraternity will be considered absent without the delegates, or a chapter president, present.

**Section 3:** Each member fraternity shall be entitled to one vote, which shall be cast by that fraternity's delegate.

**Section 4:** Membership in Fraternities

- A. The members of fraternities shall be currently enrolled students of Kennesaw State University.
- B. The recognition of each fraternity is regulated by the administrative action of the Office of Fraternity and Sorority Life and the Department of Student Life.
- C. Each fraternity must be in good standing with their perspective inter/national fraternity headquarters.

### Article IV: Officers

**Section 1:** To be eligible for an IFC office, a representative must:

- A. Be in good standing with their respective chapter, national organization, Office of Fraternity and Sorority Life, Department of Student Life, and Kennesaw State University during the entire length of their position/involvement.
- B. Students shall be free of student or chapter conduct charges at all times during their leadership

involvement. If a officer or chapter is brought up on student code of conduct charges, the term of their position is immediately terminated. The member is eligible to hold office in the next election term.

- C. Possess and maintain grade point average no less than that required of each Fraternity (currently a 2.5 GPA) and be enrolled in a minimum of 12 credit hours upon election to the position.

**Section 2:** Elections shall take place the second to last regular IFC meeting of the Fall Semester.

**Section 3:** Officers of the Executive Council shall be responsible for attending all IFC general body meetings, executive meetings, and any other IFC sponsored event. Absences must be approved prior to any meeting by the president and IFC advisor.

**Section 4:** All voting shall be by roll call except when a majority of those chapters present call for an election by secret ballot.

**Section 5:** The Executive Board of the IFC shall consist of the following positions, in order of authority:

- President
- Executive Vice President
- Vice President for Membership
- Vice President for Judicial Affairs
- Vice President for Administration
- Vice President for Programming
- Vice President for Public Relations

**Section 7:** Nominations for the IFC officers shall take place no later than the third to last meeting of the Fall Semester. The newly elected officers shall take office at the meeting following the elections.

**Section 8:** Any person(s) running for the position of IFC President must have served at least one term as a Delegate for their perspective chapter or served one term on the IFC Executive Board

**Section 9:** A member organization of IFC may have up to two of its members elected to the IFC Executive Board with the exception of President and Executive Vice President. (An organization cannot hold both of these positions)

**Section 10:** In the event of a tie, the motion fails.

**Section 11:** In the event of the anticipated absence of the President, the Executive Vice President shall fulfill his duties. In the event that the Executive Vice President shall be anticipated to be absent, the powers of the President shall continue to follow the chain of command, as listed above.

**Section 12:** A current chapter President and/or Chapter recruitment chair may not serve in the IFC Executive Council. Exceptions can be granted on a case-by-case basis to allow presidents soon to be ending their term to run for, and accept, an executive position.

**Section 13:** A candidate for executive office must have been a fully initiated member of their affiliated fraternity for a minimum of one semester prior to running for an executive position.

**Section 14:** Vacancies on the Executive Council shall be filled by appointment for the remainder of the term.

- A. Appointees will be chosen by the Executive Council.
- B. The appointment must be approved with a majority vote to be appointed.

#### **Article V: Meetings and Voting**

**Section 1:** Excluding the summer semester, there shall be at least one (1) regular meeting per calendar month, except for those months during which University classes are in session less than one-half of the total days of the month.

**Section 2:** The newly slated Executive Board must decide time and days of their executive and general body meetings prior to the beginning of their terms in office.

**Section 3:** The date and time of the next IFC general body meeting shall be determined by majority vote at the initial meeting of each semester and will be announced by the President prior to the close of each meeting. The initial meeting will be determined by the Executive Board of the IFC.

**Section 4:** The IFC president may postpone any regular meeting for not more than one (1) week provided sufficient conditions warrant such actions.

#### **Section 5: Special Meetings**

- A. The President shall have the power to call the IFC into special session as he deems necessary providing, however, all members shall be given twenty-four (24) hours advance notice as to the time and place of all special meetings.
- B. The IFC may at any time request that the President call a special meeting provided such a request is in the form of a petition signed by representatives of one-third (1/3) of the member fraternities. Said request shall be mandatory upon the President.
- C. Any business conducted in special sessions for which there was not given twenty-four (24) hours advance notice to each member fraternity shall be null and void.

#### **Section 6: Meeting Attendance**

- A. All IFC fraternities must be represented at all regularly scheduled IFC meetings.
- B. Vice President for Administration takes roll call at the beginning of every meeting.
- C. Absences will result in the following:
  - \$25.00 fine per delegate per meeting

- \$10.00 fine per officer per meeting (unless cleared by the Vice President for Administration and IFC Advisor)
- D. Tardiness, defined as arriving after roll-call, will result in the following:
  - \$10.00 fee per delegate per meeting
  - \$5.00 fee per officer per meeting
- E. All Chapter reports are due at 11:59am on Friday prior to the IFC General Body Meeting on the following Wednesday. If a chapter fails to submit a report by the deadline, the chapter will lose its voting privileges and will be assess a \$25.00 fine.
- F. Mandatory meetings and seminars that are missed by the executive officers without notice to the President and Advisor will be referred to the Judicial Board and potentially result in removal from office.
- G. Only the President, Vice President for Administration or the IFC Advisor may excuse a chapter delegates for missing a meeting. The chapter delegates should notify the IFC at least 24 hours prior to the meeting.

### **Section 7: Voting**

- A. The voting members of the Interfraternity Council shall be delegates of each member fraternity. In order for a member fraternity to have a vote, one of its two registered representatives must themselves be present at the meeting **or** their President must be present.
- B. Each chapter has 1 vote. In IFC General Body Meetings, the Senior delegate serves as your vote for the chapter. However, the absence of the Senior delegate will allow for the junior delegate to vote in place of the senior delegate. If the President of the Chapter is in attendance, the President's vote supersedes the vote of the Senior or Junior delegat/e.
- C. In accordance with the standards for officers, a chapter must be in good standing with their respective chapter, national organization, Office of Fraternity and Sorority Life, Department of Student Life, and Kennesaw State University to vote during an IFC General Body meeting.
- D. All legislative motions presented to the IFC by a delegate must be submitted in writing to the Vice President for Administration of the IFC at least one Executive Board meeting prior to its presentation.
- E. All issues put to a vote shall be considered as carried when 50% plus 1 voting strength of those present and voting are cast in favor of the issue.
- F. All legislative motions concerning recruitment proposals presented to the IFC must pass by a 2/3 majority of the member fraternities present and eligible to vote, provided a quorum is present.
- G. If the majority of chapters abstain, the proposal will go back to discussion and a re-vote will occur. After the third time, the motion is tabled until the next meeting.

### **Article VI: Committees**

**Section 1:** The IFC Executive Council will appoint committees as necessary.

**Section 2:** Committee Chairmen shall have the same cumulative GPA as that required of each Executive Council member (currently a 2.5 GPA).

**Section 3:** Committee Chairmen shall serve the remainder of the election term or until the committee is deemed no longer necessary.

### **Article VII: Dues**

**Section 1:** The dues of the IFC shall be \$10.00 per chapter member per semester and \$15.00 per new member per semester.

**Section 2:** The Vice President for Administration shall obtain from the IFC Advisor a current roster of each IFC fraternity. From this list the Vice President for Administration shall give each chapter a bill for the chapter's IFC dues.

**Section 3:** The dues of each member fraternity will be payable on or before February 28<sup>th</sup> for spring dues and October 31<sup>st</sup> for fall dues. If these dues are not paid in full by then, the respective chapter will be levied a fine of \$150.00. If dues are not paid by the first day of the next semester, the member fraternity will not be allowed to participate in any form of rush that semester.

**Section 4:** Special exceptions to the above dues deadline may be granted by the IFC Executive Council, if and only if the chapter president requests so before the final deadline for dues. Each special exemption will be handled on a case by case basis. If an extension is granted the maximum extension allowed is to the fourth (4th) regular IFC meeting of the semester.

### **Article VIII: Expansion**

**Section 1:** The IFC will comply with the Office of Fraternity & Sorority Life pre-established guidelines.

**Article IX: Amendments**

**Section 1:** This constitution may be amended by three-quarters (3/4) vote of the voting members of the Interfraternity Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting. Printed copies of all revisions must be made available to the IFC members before the vote.

**Article X: Ratification:**

**Section 1:** This Constitution shall become effective when ratified by two-thirds (2/3) of the IFC members.

## BY-LAWS OF THE INTERFRATERNITY COUNCIL

### Article I: Quorum

**Section 1:** A quorum shall exist when at least 50 percent plus one eligible voting strength is present, and a body so constituted may enact any rules for the Council and transact all business, as specified in this Constitution and in these By-Laws.

### Article II: Definitions

IFC recognizes that fraternities recruit prospective members 365 days per year. For the purpose of this document, IFC has defined the following terms:

- Section 1:** Formal Recruitment: A period of time designated by the IFC when all fraternities may hold rush events. Formal recruitment occurs at the beginning of the Fall semester.
- Section 2:** Informal Recruitment: Any period of time during the academic year outside of formal recruitment. This period of time begins 30 days after IFC formal recruitment ends and concludes the final day of the summer semester.
- Section 3:** A Prospective Member: Any male student enrolled in classes at least nine (9) credit hours during the semester that recruitment is occurring.
- Section 4:** A Bid: A formal invitation to become a new member or associate of any fraternity.
- Section 5:** A Bid List: A list of those individuals to whom a fraternity will extend a bid.

### Article III: Powers of the Executive Board

- Section 1:** The Executive Board has the right to bring charges against a chapter for infractions of rules and by-laws stated in this Constitution and in these By-Laws.
- Section 2:** The Executive Board has the right to levy and enforce fines and dues.

### Article IV: Officer Duties

#### **Section 1: - President**

- A. The President shall preside over all meetings of the IFC by utilizing and maintaining Robert's Rules of Order.
- B. The President shall reserve the authority to call special meetings when conditions deem it necessary.
- C. The President shall act as the official representative of this IFC.
- D. The President reserves the right to appoint special committees when deemed necessary.
- E. The President shall be responsible for carrying out all specific duties outlined in this Constitution & By-Laws.
- F. He shall close debate when deemed necessary or in the best interest of the IFC. An IFC executive member or chapter representative may then second the close.
- G. Review, approve, and sign all IFC checks and contracts involving the IFC.
- H. Communicate regularly with the IFC advisor.
- I. Perform all other duties usually pertaining to this office.

#### **Section 2: Executive Vice President**

- A. In the absence of the President, the Executive Vice President shall exercise all powers and complete all duties associated with the Presidency.
- B. The Executive Vice President shall be responsible for the enforcement of Risk Management Policies in conjunction with the Vice President for Judicial Affairs.
- C. The Executive Vice President shall be responsible for coordinating the logistics all IFC non-meeting events with university and local officials and ensuring the events comply with all requirements and standards.
- D. He shall be the ex-officio chairman of all committees.
- E. He shall be the Chairman of the Administrative Council of the IFC, which serves to coordinate all of the activities of committees within the IFC.
- F. He shall, along with the Executive Council, appoint all committee chairmen under his authority.
- G. He shall meet regularly with all committee chairmen.
- H. He shall have the power of creation and dismemberment of committees themselves.

#### **Section 3: Vice President for Membership**

- A. The Vice President for Recruitment shall coordinate and organize a formal fall recruitment program and shall coordinate any Spring recruitment activities based upon the needs of the IFC.
- B. He shall be responsible for the education and enforcement of all recruitment rules contained within this document and as determined by the Office of Fraternity and Sorority Life.
- C. He shall chair the Recruitment Committee, composed of recruitment chairs from every member

- fraternity, and may install an Assistant Vice President for Recruitment, if necessary.
- D. He shall oversee all aspects of IFC recruitment activities.
- E. He shall serve as the Editor of all recruitment publications and documentation, along with the IFC advisor.

**Section 4: Vice President for Judicial Affairs**

- A. He shall be responsible for the education and enforcement of the risk management policies of the IFC, including but not limited to alcohol issues, new member education, social policies, and university policies.
- B. He shall act as the Chief Justice of the Judicial Board.
- C. He shall ensure the proper training of the Judicial Board.
- D. He shall be the IFC Executive Council liaison concerning all matters of risk management and university policy as they apply to the IFC.
- E. He shall sit as a voting justice for IFC Judicial hearings.
- F. He shall work closely with any committee or member of IFC that is coordinating IFC sponsored or related events to ensure compliance with all IFC, Kennesaw State, and regional laws.
- G. He shall monitor the levying of charges against chapters for misconduct, constitutional infractions, by-law violations, and recruitment violations.

**Section 5: Vice President for Administration**

- A. The Vice President for Administration shall manage all funds held by the IFC and shall keep permanent records of all IFC fiscal transactions and financial matters.
- B. He shall establish and maintain accurate ledgers on all financial transactions of the IFC for permanent archiving.
- C. He shall have the power to refer chapters who are delinquent in paying timely IFC dues to the IFC Judicial Board.
- D. He shall develop the IFC budget and present it to the IFC annually at the conclusion of each spring semester.
- E. He shall be responsible for the notification, collection, and payment of all fines, dues, and bills.
- F. He shall be responsible with the assessment of fines for delinquent payment of dues.
- G. He works with the Vice President for Recruitment and IFC advisor for the development of the recruitment budget.
- H. He shall record and duplicate the minutes of each meeting and deliver a copy to a representative of each member organization, IFC advisor, and council officers not later than 3 regular business days after the close of the session.
- I. He shall maintain in duplicate a record of all IFC correspondence.
- J. He shall maintain a master copy of the Constitution and By-Laws of the IFC, and shall record any revisions or amendments directly onto the master copy in the appropriate place. He shall also maintain a master book of all legislation and administrative policies adopted by the IFC.

**Section 6: Vice President of Programming**

- A. Plans and supervises all philanthropy programs
- B. Act as liaison between IFC and each member chapter for sharing philanthropic ideas and news
- C. Promote high academic standards.
- D. Assist both active and new members toward striving for their academic potential and enhance scholastic awareness.
- E. Educate members on university and IFC expectations and requirements, including values based learning.

**Section 7: Vice President for Public Relations**

- A. Be responsible for all forms of publicity for the KSU IFC and it's recruitment process.
- B. Create banners advertising the council and/or any of its events or programming.
- C. Create flyers/postcards/etc. to be given out at summer freshman orientation sessions.
- D. Maintain the IFC website by keeping all information current and up to date.
- E. Take pictures at events to ensure that all activities are documented.
- F. Write press releases related to IFC.
- G. Keep up with noteworthy events that can be used to apply for awards.
- H. Serve as liaison to Student Government and the city of Kennesaw as a whole.

**Section 8: Removal from Office**

Impeachment proceedings may be brought against any officer by presenting a petition to that

effect to the IFC Judicial Board. Such a petition must specify the charges against the accused officer and must be signed by at least three-fourths (3/4) of the delegates of the member fraternities. Upon receipt of a petition for impeachment, the IFC Judicial Board must meet in executive session, before the next IFC meeting, to determine whether or not the charges brought against the accused officer warrant his removal from office. If such determination is made, the IFC Judicial Board must recommend debate on the issue by the member fraternities. Upon the conclusion of said debate, a vote shall be taken. Should three-fourths (3/4) of the delegates of the member fraternities vote for impeachment, the officer shall be removed from office immediately.

### **Section 9: Officer Elections**

- A. Applications for nomination to the IFC Executive Board shall be made available by the Office of Fraternity and Sorority Life no later than three weeks prior to the scheduled elections. A full application must be submitted by the registered deadline in order for a candidate to be considered for office.
- B. All candidates must attend an interview coordinated by the Office of Fraternity and Sorority Life. The interviews must occur at least the week before the scheduled elections. The interview panel will create a ballot.
- C. The President shall preside over the election process. Positions will be elected in the following order:
  - i. President
  - ii. Executive Vice President
  - iii. Vice President for Membership
  - iv. Vice President for Judicial Affairs
  - v. Vice President for Administration
  - vi. Vice President for Philanthropy/Scholarship
  - vii. Vice President of Public Relations
- D. Only candidates on the ballot will be considered for office
- E. Each candidate will be given 1-2 minutes (up to 5 minutes for President) for a speech to the general body prior to voting.
- F. Upon completion of speeches, candidates will leave the room to allow for discussion.
- G. Open discussion will last for 5 minutes and a motion to extend by 5 additional minutes may be granted (max of 3 times).
- H. Each member organization will cast one vote by secret ballot.
- I. The election of candidates will require a 50% voting strength plus one to pass.
- J. In the event of a tie, this process from steps D-J will be repeated until a majority is reached.

### **Article V: Order of Business**

**Section 1:** The order of business for all meetings of the IFC shall be governed by Robert's Rules of Order, and the order of representation should be:

1. Ask if there are any guests present.
2. Call to order and the time will be noted.
3. Announce any guest speakers for the evening.
4. Roll Call by chapter.
5. Reports of the IFC officers:
  - a) Executive Vice President
  - b) Vice President for Membership
  - c) Vice President for Judicial Affairs
  - d) Vice President for Administration
  - e) Vice President for Philanthropy/Scholarship
  - f) Vice President for Public Relations
  - g) President
6. Reports of the standing committees:
7. Reports from the IFC Judicial Board (as necessary)
8. Reports from IFC Chapters:
9. Other Announcements:
  - a) Panhellenic Delegate
  - b) NPHC Delegate
  - c) MGC Delegate
  - b) IFC Advisor
9. Old Business
10. Proposals
11. New Business
12. Good of the Order
13. Announcement of the next meeting's time and location

14. Adjournment.

**Article VI: Hazing**

**Section 1:** Definition: Hazing is defined as any action or activity which recklessly, negligently, or intentionally endangers the mental or physical health or safety of a person for the purpose of initiation; or admissions into; or affiliation with any organization operating under the sanction of Kennesaw State University.

**Section 2:** All IFC member chapters and colonies are prohibited from hazing in any capacity and must comply with all guidelines, rules, policies, laws, and procedures regarding hazing as outlined by: Kennesaw State University, the Department of Student Life, the Office of Fraternity and Sorority Life, and state and federal laws.

**Article VII: The IFC Judicial Board:**

**Section 1:** All member Fraternities, those on probationary membership, and petitioning colonies of the IFC at Kennesaw State University are subject to the jurisdiction of the IFC Judicial Board as a provision of their membership in the IFC.

**Section 2:** The powers and responsibilities of the IFC Judicial Board shall be enumerated within this constitution and by laws and may only be changed or amended as is provided for within this document.

**Section 3:** The Judicial Board is charged with observing, enacting, and completing all duties as outlined in this Constitution and in the By-Laws specific to that board.

**Section 4:** The staff of the Office Fraternity and Sorority Life retains the right to immediately assume direct control of this judicial board, and any violation submitted through it, should the staff determine that the severity of the violation, or any subsequent action by any party involved, warrants such action.

**Section 5:** Preliminary investigations may be conducted, as necessary, by the staff of the Office of Fraternity and Sorority Life into any infraction, violation, complaint, or concern brought to the attention of the Office of Fraternity and Sorority Life before the infraction is passed to the Vice President of Judicial Affairs.

**Article VIII: IFC Judicial Board By-Laws**

**Section I: Name**

The name of this organization shall be the Judicial Board of the Interfraternity Council at Kennesaw State University.

**Section 2: Purpose**

**A. Purpose Statement:** The Judicial Board exists to facilitate the Office of Fraternity and Sorority Life, the Interfraternity Council, and individual member chapters in resolving matters of alleged violations. These can be violations of, but not limited to the Interfraternity Council Constitution, KSU policies, policies of the Office of Fraternity and Sorority Life, and standards set forth by the Interfraternity Council. In addition, the IFC Judicial Board has as its purpose a desire to hold individual member chapters accountable for their actions in an effort to provide an educational and fair Interfraternity Council judicial system.

**Section 3: Membership**

- A. Eligibility – Those eligible to be members of the Interfraternity Council Judicial Board shall be:
  - 1. A member of an IFC Member Fraternity;
  - 2. A sophomore, junior or senior at the time of selection to be a justice;
  - 3. In good standing with the IFC and Kennesaw State University on an individual basis;
  - 4. Have a 2.5 cumulative GPA;
- B. Term limits and Structure of the Judicial Board -
  - 1. The Judicial Board shall consist of one justice from each active IFC Fraternity and the Chief Justice representing Interfraternity Council Members of the Judicial Board shall be appointed for one (1) Interfraternity Council executive term.
- C. Selection of the Judicial Board Members;
  - 1. Selection will occur two weeks following the election of the Interfraternity Council Executive Board.
  - 2. The Vice President for Judicial Affairs must have seven (7) justices appointed to the Board.
  - 3. The Vice President for Judicial Affairs (Chief Justice) and Associate Chief Justice cannot be from the same fraternity.
- D. Training and Expectations of Judicial Board Members:
  - 1. Those selected as Justices must complete a training process and demonstrate adequate knowledge of the following:
    - a. Understand the IFC Judicial bylaws, Kennesaw State University policies, North-American Interfraternity Conference standards, and the policies of the Office of Fraternity and Sorority Life.



2. The justices should pledge themselves to:
    - a. Refrain from discussion of the information of cases outside of hearings and deliberation, especially to members of the press or other organizations;
    - b. Disqualify themselves in instances that present either prejudice for an organization, to be replaced by an alternate; alternate must be appointed by the Chief Justice.
- E. Removal of a Justice:
1. A Justice shall be removed immediately without a hearing if he fails to meet any of the qualifications listed above by Chief Justice and the IFC Executive Board.
  2. Following just cause, an Officer of the IFC shall file a written complaint for removal to the Vice President for Judicial Affairs.
  3. The remaining justices and the Vice President for Judicial Affairs must have a 2/3 vote to remove a justice.

#### **Section 4: Responsibilities of the Judicial Board**

- A. The Chief Justice's responsibilities include but are not limited to:
1. Preside over hearings, and any meetings of the Judicial Board.
  2. Organize the time and place of all hearings and meetings.
  3. Notify all parties involved in a hearing of the time and place.
  4. The Interfraternity Council shall be given a summary of the actions of the Judicial Board prepared by the Judicial Board Chairman at the end of each semester.

#### **Section 5: Judicial Process**

- A. Complaints
1. Incidents of alleged violations must be directed to the Coordinator of Fraternity and Sorority Life. The Coordinator will determine, based on the nature of the complaint, the appropriate course of action for resolving the violation. Complaints must be filed by utilizing the IFC Incident Report Form.
  2. A complaint can be made by any individual or group directly impacted by the actions of a fraternity or its members.
  3. The Office of Fraternity and Sorority Life or the Vice President for Judicial Affairs must receive complaints within 48 hours of the incident occurring.
- B. Pre-Hearing Procedures
1. Upon the receipt of a formal complaint:
    - a. The Vice President for Judicial Affairs, with the assistance of the executive council, is charged with investigating the alleged incident and compiling applicable facts.
    - b. The Vice President for Judicial Affairs will choose the earliest possible date for the hearing that allows for all the parties involved to have enough time to prepare their evidence and their case. He shall provide written notification of the date of the hearing.
    - c. The accusing and accused organizations must provide a complete list of evidence and witnesses at least 3 business days prior to the hearing. It is the Vice President for Judicial Affairs' responsibility to ensure that both parties are provided with both lists.
- C. Hearing Procedures
1. The hearing will be closed to all individuals other than the following:
    - a. The members of the Judicial Board;
    - b. Representatives of the Office of Fraternity and Sorority Life and their superiors;
    - c. Representatives from the accused organization(s) including any brothers, witnesses, advisors, and/or legal representation;
    - d. Representatives from the complaining party including witnesses, advisors, and/or legal representation;
    - e. Members of the IFC Executive Council.
  2. The Associate Chief Justice shall record detailed minutes throughout the entire hearing.
  3. Hearing Procedures:
    - a. The Chief Justice shall read the purpose of the hearing, statement of complaint, and lists of alleged violations.
    - b. The Chief Justice shall issue the oath and offer brief explanation of perjury which is as follows;
 

**“You are required to be completely truthful in your testimony at this hearing. Witnesses who knowingly testify falsely may be charged with a violation of the Student Conduct regulations. Do you understand?”**

- c. The complaining party presents his/her opening statements followed by his/her witnesses and/or evidence.
- d. The Judicial Board will then be given the opportunity to question the witness.
- e. Next the accused party will give opening statements and present their witnesses and evidence. Once again the Judicial Board will have the opportunity to question or comment on the witnesses and evidence.
- f. Following the completion of the accused party's case, the complaining party, the accused party, and the Judicial Board, in this order, have the right to recall any witnesses.
- g. The Office of Fraternity and Sorority Life will make any comments if they choose to do so.
- h. Then the complaining party, followed by the accused party, shall make any closing statements.
- i. After the necessary information has been obtained, the Board will recess and deliberate in private.
- j. Once a decision is made the hearing reconvenes and the Board presents their findings. The Board must decide if any regulations were violated and provide their reasoning for the decision. Next the Board will state the rationale of the proposed sanctions.
- k. If the plaintiff fails to appear at the judicial hearings after agreeing on time and location two consecutive times, then the case will be dismissed.

#### D. Sanctions

1. If a group/individual is found in violation, a disciplinary sanction will be rendered and the decision and sanction will be used as precedent in subsequent cases to decide the appropriate disciplinary sanctions.
2. If a group is found in violation of a regulation, one or more of the following sanctions may be recommended or imposed.
  - a. **Reprimand.** This is a warning indicating that the group's actions were inappropriate and that subsequent violations may result in more serious disciplinary action.
  - b. **Restitution.** A payment for financial injury to an innocent party in cases involving theft, destruction of property, or deception. The assessed costs to be paid may be in addition to other penalties.
  - c. **Intramural Restrictions.** These restrictions prohibit the group from participation in any portion of the intramural program as determined by the board.
  - d. **Educational Seminars.** This restriction requires the group to attend, sponsor, and/or present an educational program. The Coordinator must approve the program.
  - e. **Campus Activities Restrictions.** These restrictions prohibit groups from participating in some, or all, university sponsored events (this includes recruitment).
  - f. **University/Community Service.** The group must complete a specified number of hours, approved by the Coordinator, with certain minimum requirements.
  - g. **Fine.** A fine of no more than \$1,000.00 can be imposed on a chapter.
  - h. **Other penalty.** The Judicial Board may impose other restrictions, requirements or sanctions in addition to, or in conjunction with those listed, when deemed appropriate.

#### E. Informal Hearing

1. Pre-Hearing
  - a. If the accused organization confesses that a submitted violation(s) of any regulation(s) occurred, it may decide to have the case resolved through an informal hearing.
  - b. The organization must accept the sanctions reached by the informal board. If the organization refuses any/all sanctions, the case will be taken to a formal hearing.

#### F. Resolution

1. If the organization decides to resolve the judicial charges informally, and all criteria for such a solution are met, the organization will receive a written copy of the decision. The decision will be completed by the Vice President for Judicial Affairs, and upon review, the organization and the IFC advisor will sign a copy indicating agreement with the resolution.

Let it be declared on this day, \_\_\_\_\_, that the constitution and bylaws have been reviewed and approved by the general body of the Interfraternity Council with a majority vote.

Signatures:

\_\_\_\_\_  
IFC President

\_\_\_\_\_  
Delta Chi President

\_\_\_\_\_  
Delta Tau Delta President

\_\_\_\_\_  
Kappa Sigma President

\_\_\_\_\_  
Pi Kappa Alpha President

\_\_\_\_\_  
Pi Kappa Phi President

\_\_\_\_\_  
Theta Chi President

\_\_\_\_\_  
IFC Advisor