

THE INTERFRATERNITY COUNCIL Ball State University BYLAWS

REVISED November 2009

Article I: Charges of Executive Council Members

Section I. Qualifications of Executive Council members shall be as follows:

- A. That he shall have an accumulative GPA ratio no less than 2.60 and must maintain this throughout his term.
- B. That he shall not be the president of this own fraternity during his term of office.
- C. That he shall be available for a full term of office.
- D. That he shall have been an initiated member of his respective fraternity for at least one (1) semester.
- E. That he shall be able to attend IFC delegation meetings on Thursdays and IFC Executive Council meetings on Wednesdays.
- F. That he shall maintain a notebook containing continuously updated materials regarding all business and proceedings of the IFC and its committees.
- G. That he shall serve on the Social Evaluation Team on a rotating basis according to the schedule created by the Vice-President of Risk Reduction.
 1. This does not apply to the Vice-President of Internal Affairs.
- H. That he shall be educated on all issues pertaining to the Greek Community which are meant for public knowledge.
- I. That he shall serve as a role model for members of the Greek Community on and off campus.

Section II. Duties and Responsibilities of the Executive Council Members

- A. The President shall:
 1. Act as President of the Executive Council of IFC.
 2. Act as an ex-officio non-voting member of all committees.
 3. Appoint committee heads and members not elsewhere delegated.
 4. Provide a channel or line of communication between the IFC and the administration, the faculty, the Student Government Association, and the community.
 5. Act as the liaison between the Interfraternity Council, Panhellenic Council and the National Pan-Hellenic Council.
 6. Have a thorough knowledge of the Five Year Greek Strategic Plan.
 7. Be “on call” at least one(1) night per weekend for situations which arise where an Executive Council member’s presence is needed. a. The weekend shall be defined as Thursday through Sunday.

8. Attend staff meetings two (2) times per month with OSU staff, PHC President, and NPHC President.
 9. Serve as a liaison to Greek Week.
 10. Complete a MGCA award application at the completion of his term.
 11. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
 12. Complete 5 office hours per week in the Greek Life office.
 13. Call and preside at all regular and special meetings of the IFC.
 14. Call and preside at all meetings of the IFC Executive Council.
 15. Organize and conduct the fraternity president's roundtable at least twice a semester to maintain open lines of communication and discussing matters pertinent to the Greek community and chapter operations.
 16. Represent IFC at Cardinal Roundtables and other University committees.
 17. Represent and attend Student Government Association meetings each week.
 18. Meet weekly with the Assistant Director of Student Life.
 19. Serve on the Greek Life Campaign Committee (GLCC).
 20. Establish individual and Executive Council goals with the assistance of other executive officers and communicate them to the IFC fraternities and other outside constituents.
 21. Meet with individually with IFC Executive Council officers regularly to keep communication lines open and assess progress towards completion of goals.
 22. Ensure that the Executive Council fulfills its duties.
- B. The Vice-President of Internal Affairs shall:
1. Preside over meetings in the IFC President's absence and assume the obligations of the IFC President in such an event.
 2. Act as the committee coordinator and to make all standing committee appointments.
 3. Assume the role of parliamentarian and be versed in parliamentary procedure.
 4. Interpret the IFC Constitution.
 5. Aid the IFC President in whatever capacity is applicable.
 6. Serve as Chief Justice of the IFC Judicial Board of Review.

7. Be responsible for updating and maintaining the IFC Constitution and Bylaws.
 8. Accept Judicial Board Justice applications and appoint justices.
 9. Hold judicial board training and mock trials for all justices at least once per academic year.
 10. Ensure the IFC constitution and bylaws, policies, Code of Ethics and mission statement are reviewed annually and updated at needed.
 11. Complete a MGCA award application at the completion of his term.
 12. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
 13. Complete 2 office hours per week in the Greek Life office.
 14. Meet weekly with the appropriate Office of Student Life staff person.
- C. The Vice-President Risk Reduction shall:
1. Give advice and work with the Panhellenic Council Vice President of Risk Reduction and Education, the Social Evaluation Team (SET), and Greek Peer Mentors.
 2. Conduct risk reduction training and education for presidents, risk managers and social chairs once per semester.
 3. Conduct SET training once per semester.
 4. Plan and execute events for National Hazing Prevention Week with Panhellenic counterpart.
 5. Coordinate annual fire inspections for each fraternity house in the fall semester.
 6. Assist chapters with holding fire drills each semester.
 7. Hold at least two roundtables each semester for risk managers and social chairs.
 8. Promote Late Night co-sponsorship program to IFC fraternities.
 9. Complete a MGCA award application at the completion of his term.
 10. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
 11. Complete 2 office hours per week in the Greek Life office.

12. Provide resources, promote attendance at programs and/or educate IFC fraternity men on relevant risk and safety issues included but not limited to: fire safety and prevention, responsible alcohol use, crisis management, legal liability, alcohol poisoning, hazing, personal safety, University Policies and FIPG.

13. Meet weekly with the Assistant Director of Student Life.

D. The Vice-President of Recruitment shall:

1. Establish and supervise all functions and facilities pertaining to recruitment activities.
2. Work on increasing the number of men going through recruitment by use of publications and presentations while working with the Vice President of Public Relations.
3. Assist the VP of Public Relations with creating a year-long marketing plan for the Greek community.
4. Revise recruitment rules each semester after the conclusion of the conclusion of the formal recruitment period and bring them before the IFC delegation for approval a minimum of three (3) weeks before the upcoming formal recruitment period.
5. Oversee compliance with recruitment rules.
6. Collect, evaluate, and approve individual fraternity recruitment schedules, and programs.
7. Collect and review individual fraternity recruitment t-shirt designs and provide feedback to chapters about designs.
8. Keep accurate statistics of the number of men participating in recruitment and provide a report of the results following each recruitment.
9. Provide recruitment education and resources to fraternities who are in need of assistance.
10. Serve on the Recruitment and Expansion Committees.
11. Hold at least 2 roundtables per semester with recruitment chairs.
12. Work with the Panhellenic Vice-President of Recruitment for consistency and the creation of congruent, year-long recruitment plans.
13. Serve on the Greek Life Campaign Committee (GLCC).
14. Complete a MGCA award application at the completion of his term.
15. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.

16. Complete 2 office hours per week in the Greek Life office.
 17. Meet weekly with the appropriate Office of Student Life staff person.
 18. Work with the Office of Student Life to provide recruitment education and training programs to IFC fraternities.
 19. Host and plan recruitment informational sessions each semester.
- E. Vice President of Membership Development shall:
1. Coordinate educational programs sponsored by the IFC.
 2. Address critical issues facing the Greek community through educational efforts.
 3. Coordinate and distribute materials helpful in the preparation of membership development programs for member fraternities.
 4. Host one (1) roundtable each semester for new member educators.
 5. Educate parents of new members on relevant topics including cost, grade expectations, housing requirements, hazing and parent involvement.
 6. Work in collaboration with the Greek Week Steering Committee in efforts of programming during the Week of Events.
 7. Provide resources, promote attendance at programs and/or educate IFC fraternity men on relevant member development topics included but not limited to: leadership development, campus resources, academic cheating, facilitating change, values congruence, confrontation skills and academic support programs.
 8. Sponsor and host at least four events each year that are open to non-fraternity and sorority members. Work with the Vice President of Public Relations to promote these events.
 9. Meet regularly with chapter New Member Educators.
 10. Meet regularly with chapter programmers.
 11. Be aware of contacts and resources on campus.
 12. Work with the Vice President of Risk Reduction to educate members on issues of health and wellness.
 13. Assist the Office of Student Life in developing a Greek life program for new members such as Greek 101.
 14. Serve on the Greek 101 Planning committee.
 15. Meet weekly with the appropriate Office of Student Life staff person.

16. Complete a MGCA award application at the completion of his term.
 17. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
 18. Complete two (2) office hours per week in the Greek Life office.
- F. The Vice-President of Scholarship & Academics shall:
1. Create a climate in which there is a constant presence and appreciation of academic excellence.
 2. Plan and coordinate a scholarship recognition program each semester for individuals who excel academically
 3. Recognize outstanding scholastic achievements and improvements by chapters at IFC meetings.
 4. Aid in the development of programs designed to raise money for the IFC scholarship fund.
 5. To ensure that the all-fraternity average is well above the all-men's average.
 6. Meet with chapter scholarship chairs regularly to discuss programs and resources.
 7. Develop programs to recognize outstanding scholarship programs and chapter achievement of academic goals.
 8. Implement at least two education programs or workshops pertaining to academic achievement each calendar year.
 9. Host one (1) roundtable each semester for scholarship chairs.
 10. Oversee the selection and distribution of the incoming male student scholarship.
 11. Oversee and enforce the IFC Academic Policy.
 12. Meet once prior to Greek 101 with the Vice President of Membership Development to discuss issues, concerns and ideas.
 13. Work in collaboration with the Greek Week Steering Committee in efforts of academic programming during the Week of Events.
 14. Serve as a liaison to Order of Omega.
 15. Build strong faculty relationships and implement faculty appreciation programs.
 16. Meet weekly with the appropriate Office of Student Life staff person.

17. Complete a MGCA award application at the completion of his term.
18. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
19. Complete two (2) office hours per week in the Greek Life office.

G. The Vice-President of Public Relations shall:

1. Hold two roundtables each semester with public relations chairs.
2. Regularly check chapter websites to ensure appropriateness, up-to-date information and links properly working.
3. Work with the Office of Student life to educate fraternity members on effective public relations and image techniques.
4. Work other Executive Council officers to invite important campus and community members to appropriate fraternity events.
5. Assist with the development and annual review of the Greek life external and internal marketing campaigns.
6. Educate and distribute external constituents on Greek community accomplishments.
7. Meet with Daily News staff each semester.
8. Work with the Daily News, Ball State television stations, and other media outlets.
9. Work in collaboration with the Greek Week Steering Committee Public Relations chair in the development of marketing and public relations materials for the Week of Events.
10. Work with the Vice President of Recruitment in the development of recruitment publications and IFC presentations.
11. Provide publicity for the IFC by preparing advertisements and media releases on important IFC issues.
12. Update and maintain the IFC website. The following should be included on the website: chapter information and accomplishments, IFC meeting minutes and pertinent IFC documents.
13. Serve on the Greek Life Campaign Committee (GLCC).
14. Work with the OSL, PHC, and NPHC to maintain a comprehensive marketing plan for the Greek Community.
15. Meet weekly with the appropriate Office of Student Life staff person.

16. Complete a MGCA award application at the completion of his term.
 17. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
 18. Complete 2 office hours per week in the Greek Life office.
- H. The Vice-President of Community Outreach shall:
1. Serve on the alternative spring break planning committee.
 2. Plan philanthropy and community service events for the IFC member fraternities.
 3. Coordinate all IFC sponsored philanthropy and community service projects.
 4. Coordinate an IFC presence at all IFC fraternity philanthropic events.
 5. Hold at least 1 roundtable per semester with service and philanthropy chairs.
 6. Promote university and community service and philanthropy projects, Civic engagement initiatives and “going green”.
 7. Work with Panhellenic Philanthropy and Community Service Director to coordinate and distribute an annual philanthropy and service project calendar.
 8. Develop programs to recognize philanthropy and community service participation among IFC member fraternities.
 9. Organize and develop an all-fraternity philanthropy and community service project each semester.
 10. Meet biweekly with the appropriate Office of Student Life staff person.
 11. Complete a MGCA award application at the completion of his term.
 12. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
 13. Complete 2 office hours per week in the Greek Life office.
- I. The Vice-President of Administration shall:
1. Maintain the treasury of the IFC.
 2. Prepare, under the direction of the Executive Council, the fiscal budget for presentation to, and approval by, the IFC.
 3. Provide a midterm report of the fiscal budget to the IFC delegation.
 4. Upkeep all records of the IFC that pertain to accounting.

5. Keep a running file of fraternities that have lost their voting privilege due to financial reasons.
6. Work with the secretary in the Office of Student Life in relation to IFC finances.
7. Impose fines.
8. Reserve all meeting places for the IFC.
9. Aid the IFC President whenever applicable.
10. Establish an agenda for each regular meeting in cooperation with the IFC President and the Executive Council.
11. Record accurate and specific minutes at all regular IFC meetings and meetings of the Executive Council.
12. Publish all regular IFC minutes in detail and distribute weekly to all the member fraternities via the IFC listserv.
13. Keep hard copy of records of IFC business in the IFC office.

14. Keep the files of the IFC office, to be kept for at least five (5) years, in proper and functional order.
15. Take roll call at each IFC meeting and notify the IFC President of the disqualification of any member.
16. Be responsible for the notification of all representatives of future meetings.
17. Notify a fraternity that has had their voting privilege revoked due to absence.
18. Secure all sponsors for special events of the IFC.
19. Develop a list of all possible sponsors at the beginning of each term.
20. Assist the Recruitment Chairman in attaining sponsors for recruitment.
21. Carry out any sponsorship request made by the Executive Council.
22. Meet weekly with the appropriate Office of Student Life staff person.
23. Complete a MGCA award application at the completion of his term.
24. Participate in all relevant trainings and retreats which include but are not limited to the Greek Leadership Summit, IFC Executive Council training, summer IFC retreat, officer transition workshops, etc.
25. Complete 2 office hours per week in the Greek Life office.

Article II: Charges of the IFC Delegation

- Section I. Duties of the Delegation and ex-officio non-voting members of the shall be:
- A. To attend the meetings of the IFC.
 - B. To be informed on issues pertaining to fraternal affairs and Ball State University.
 - C. To offer constructive criticism concerning the IFC, its government, and its activities.
 - D. To represent the fraternity from which the member was elected.
 - E. To provide a means of communication between the members' fraternity and IFC.
 - F. To serve on the committees of IFC and to aid in the execution of decisions and policies of IFC.
- Section II. Delegates of the IFC must meet the following qualifications:
- A. The delegate member at large must have and maintain an accumulative G.P.A of 2.60 or better.
 - B. The delegate must not be on any form of probation imposed by the University, the IFC, and/or his respective chapter.
- Section III. Membership in the IFC is automatically and immediately lost if the delegate or ex-officio non-voting member does not meet the following standards.
- A. If he fails to meet the outlined qualifications, duties, and responsibilities.
 - B. If he fails to attend two (2) consecutive meetings or three (3) meetings throughout the semester.

Article III: Committees

- Section I. The Recruitment and Expansion Committee shall:
- A. Consider all appropriate and IFC related matters concerning functions and facilities pertaining to recruitment and expansion.
 - B. Work with the IFC Vice President of Recruitment and help in whatever capacity available in the planning of recruitment.
 - C. Provide educational opportunities for IFC member chapters regarding effective recruitment strategies.
 - D. The Interfraternity Executive Council will appoint a standing committee with a chairman chosen by the IFC Vice President of Recruitment and elected by the IFC executive board. The committee shall be comprised of:
 - 1. Each member fraternity will be allowed to have one (1) representative on the committee. Representatives must be current members in good standing or an alumni chapter advisor in good standing.

2. At least two (2) representatives from the Office of Student Life at Ball State University shall be on the committee.
3. The chair will report to the IFC Vice President of Recruitment.

Section II. The Risk Reduction and Crisis Management Committee shall:

- A. Monitor and understand the BSU Greek Community Risk Management Policy at all times.
- B. Be responsible for revisions in the BSU Greek Community Risk Management Policy when they are needed.
 1. Committee must realize that the Panhellenic Council and key members of the administration must also approve any revisions approved by the IFC.
- C. Work with the Vice President of Risk Management in the development of educational programs dealing directly with risk reduction and management.
- D. Research and work to correct all safety issues that arise in the fraternity system.

Section III. Greek Life Campaign Committee (GLCC)

- A. The Greek Life Campaign Committee is the oversight committee for the internal and external marketing message and strategy for the Greek community.
- B. It is integrally involved with the marketing, selection, training and oversight of the Greek Connections Team.
- C. The Greek Life Campaign Committee is overseen by the OSL and comprised of the Interfraternity Council President, Vice-President of Recruitment and Vice-President of Public Relations and Publications; the Panhellenic Council President, Vice President of Recruitment and Vice President of Community Relations; and the National Pan-Hellenic President and Public Relations Chair.

Section IV. Greek 101 Planning Committee

- A. Consider all appropriate matters concerning new member orientation to the Ball State Greek community.
- B. To work collaboratively between IFC and Panhellenic, through the direction of the IFC Vice President of Membership Development and the Panhellenic Vice President Member Programming, to challenge new members to accept the responsibilities of being a member of the Ball State Greek community.
- C. To be responsible for the revisions of the orientation program for new member including, but not limited to the subjects of risk management, academics, council education, diversity, Greek history or current events.
- D. The Interfraternity Executive Council and Panhellenic Executive Council will appoint a standing committee with a chairman chosen by the committee. The committee shall be comprised of:

1. Each IFC member fraternity and Panhellenic sorority will be allowed to have at least one (1) representative on the committee. Representatives must be current members of IFC or Panhellenic in good standing.
2. At least one (1) representative from the Office of Student Life at Ball State University shall be on the committee.
3. The chair will report to the IFC Vice President of Membership Development and Panhellenic Vice President of Member Development.

Section V. Alternative Spring Break Planning Committee

- A. The Interfraternity Executive Council and Panhellenic Executive Council will appoint a standing committee with the IFC Vice President of Community Outreach and the Panhellenic Philanthropy and Community Service Director serving as the two chairpersons. This committee shall be comprised of:
 1. Each IFC member fraternity and Panhellenic sorority will be allowed to have at least one (1) representative on the committee. Representatives must be current members of the IFC or PHC and in good standings.
 2. At least one (1) representative from the Office of Student Life at Ball State University shall be on the committee and help advise the chairman.
 3. The two IFC/PHC chairman will report their progress and any updates to the Executive council.
- B. The planning committee will take suggestions and ideas to implement and organize the upcoming All-Greek Alternative Spring Break including: location, travel, cost, fundraising, lodging, type of volunteer work being done.

Section VI. Any committee may be formed at the discretion of the IFC Executive Council.

Article IV: Finances

Section I. Dues:

- A. Dues will be assessed on all individual members of each member fraternity during each semester:
 1. Initiated members and new members will be assessed a fee of thirteen dollars (\$13.00).
- B. Dues will be assessed on all individual members of an IFC recognized colony beginning with their second semester of colonization.
 1. All colony members will be assessed a fee of thirteen dollars (\$13.00).
 2. Associate members who have dual membership in another council and pay dues to that respectable council shall not be required to pay membership fees to IFC.

Section II. Budget and Fine Schedule:

- A. The official budget and fine schedule will be approved by the IFC delegation before the last regular meeting of the spring semester. Dues must be paid according to the following schedule:
 1. All rosters must be updated fourteen (14) days after the last day of formal recruitment each semester. This includes the turning in of all Anti-Hazing Forms for all new members.
 - a. Failure to update rosters by this time will result in loss of voting privileges from that day on until such time as the roster is updated.
 2. Fraternities will then be billed fourteen (14) days after the last day of formal recruitment each semester and will have thirty (30) days to pay their dues.
 - a. Failure to pay dues by this time will result in the loss of voting privileges from that day on until such time as the amount is paid in full.
 - b. Any additions to rosters after the bills have been sent out will be required to pay their respective new member dues at the time of submission of their respective Anti-Hazing Forms.
- B. Fines paid to the Greek Community Risk Management Policy account will be returned to chapters in the form of mini-grants for alcohol-free events and/or registration fees to leadership development programs offered through the North-American Interfraternity Conference or a chapter's (inter)national headquarters.
- C. The maximum amount awarded to an individual chapter in the form of mini-grants through the BSU Greek Community Risk Management Policy account is \$150.00 per academic year.
- D. Mini-grants for leadership development opportunities for individuals will be awarded for up to one-half (1/2) of the cost of the registration fee.
 1. Applications for the allocation of funds for individuals will be determined by a committee composed of the Vice President of Membership Development, Vice President of Administration, and Vice President of Risk Reduction.
 2. The committee will determine the method of application.
 3. Applicants must be returning students to Ball State University for at least one (1) year after attendance at the program.
- E. Funding may only be approved if there are sufficient monies in the BSU Greek Community Risk Management Policy account, and a minimum of \$50.00 is to be kept in the account to keep it open.

- F. A \$50.00 fine will be assessed to any chapter not represented at a roundtable or standing committee meeting called by an Executive Council member or appointed chairman of a standing committee of IFC.
 - 1. In order for a fine to be assessed, notice of the roundtable or standing committee meeting must be given at least two (2) weeks before the scheduled roundtable or standing committee meeting.
- G. A \$50.00 fine will be assessed to any IFC Executive Council member who calls a roundtable or standing committee meeting and fails to attend.

Section III. IFC Funds:

- A. No IFC funds may be used to purchase alcohol or sponsor an event where alcohol is present.
- B. IFC funds may not be used towards social events for the Executive Council.

Section IV. Financial Standing

- A. A chapter shall be considered in good financial standing if it has a zero balance with the IFC past the due date of all dues and fines.

Article V: Recruitment and New Membership

Section I. For general recruitment rules and policy, see Appendix G “Recruitment Rules and Regulations.”

Section II. Recruitment regulations shall be established by the Recruitment and Expansion Committee upon approval of a majority vote of the eligible voting membership of the IFC delegation.

Section III. A man who has been initiated into any North American Interfraternity Conference (NIC) recognized fraternity is prohibited from joining any other fraternity which is a recognized member of IFC.

Section IV. Each associate/pledge/new member has a minimum high school GPA of 2.3 or transfer or enrolled Ball State students must have a minimum college GPA of 2.3.

Section V. In accordance with every fraternity's national and FIPG policies, there are to be no social functions associated with alcohol on the date of any new member ceremonies.

Section VI. An official grace period will begin two (2) weeks prior to finals week. No scheduled new member or associate events may take place during this time. A. Brotherhood or other regular chapter activities may still take place during this time.

Article VI: Risk Reduction and Management

Section I. For general risk reduction and management policy, see Appendix D “Ball State

University Greek Community Risk Management Policy.

Section II. The fraternity social management policies and procedures: A. If members of the Social Evaluation Team do not fulfill their responsibilities as stated in the Ball State University Greek Community Risk Management Policy, this will result in their respective fraternity being sentenced to a hearing with the Interfraternity Council Judicial Board of Review.