



**APPALACHIAN STATE UNIVERSITY**

**CONSTITUTION of the INTERFRATERNITY COUNCIL**

**Adopted Date: 1973**

**Revised Date:10/29/2018**

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## **Preamble**

**We, the members of the Interfraternity Council of Appalachian State University, desiring to further the advancement of the North-American Interfraternity Conference, establish an Internal organization, to adopt a system of self-governance and to establish rules and regulations, do hereby subscribe this Constitution to serve and promote the interest of each fraternity, the student body, and Appalachian State University.**

## **ARTICLE I. NAME AND PURPOSE**

Section 1:01 This organization shall henceforth be known as the Interfraternity Council of Appalachian State University, hereafter referred to in this Constitution as the Interfraternity Council or the Council.

Section 1:02 The Purpose of the Interfraternity Council of Appalachian State University is:

- A. Provide a sovereign governance structure for it's member fraternities
- B. To act as a functional liaison between member fraternities and the University as well as other organizations on the campus of Appalachian State University
- C. Act as a forum for the exchange of ideas and the initiation of action between individual member fraternities and the greater fraternity and sorority life community
- D. Make recommendations to the Campus Activities office on matters concerning Fraternity and Sorority Life at Appalachian State University
- E. Foster amicable relations amongst all Fraternity men at Appalachian State University
- F. To maintain and assess the method by which members are recruited and inducted into member organizations
- G. Preserve and support good scholarship
- H. Hold member chapters accountable for their actions and hold them to the highest interpretation of the ideals on which their organizations were founded in association with the University

## **ARTICLE II. AUTHORITY**

Section 2:01 The Interfraternity Council shall be an affiliated student organization of Appalachian State University with the right and authority to exercise all rulings and procedures dealing specifically with the social fraternity system of Appalachian State University. This special council shall discharge its duties and responsibilities in accordance with the following Constitution and shall follow all Appalachian State University, State, and Federal laws and policies.

## **ARTICLE III. MEMBERSHIP**

Section 3.01 Members: The members of the Interfraternity Council shall be all social fraternities recognized by Appalachian State University and its Interfraternity Council.

- A. Full membership grants the Member Fraternity, who is recognized by the University as a fully chartered fraternity and a member of the Interfraternity Council body, all rights, privileges, and responsibilities under the IFC Constitution and Bylaws
- B. Associate members or colonies of an inter/national organization recognized by both Appalachian State University and the Interfraternity Council that has not fully received their charter or has not been re-chartered and is currently on probationary terms. Associate membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and Bylaws, except that Associate Members do not have voting privileges, cannot hold IFC Executive Board positions, nor have an IFC Review Board Delegate
- C. Associate Members may be granted voting powers if the current full members motion and vote to grant voting powers. Associate Member must be in good standing

Section 3.02 Minimum Requirements for Full and Associate Members:

- A. Pay council dues
- B. Send two consistent delegates to weekly governing body meetings
- C. Maintain an active and new member collective grade point average of a 2.7 each semester
- D. Keep campus roster up to date and AppSync portal maintained
- E. Uphold the policies, code, and by-laws of the Council and the University
- F. Maintain minimum ATLAS Benchmark requirements each semester
- G. Associate Members must uphold probationary status and terms as stated in Article V. Section 2 of the Appalachian State University Fraternity and Sorority Life Expansion and Re-Colonization Policy

## **ARTICLE IV. VOTING**

Section 4.01 Each recognized member organization has one vote. In order to vote, quorum must be present, which is three fourths of fraternities in good standing

Section 4.02 Simple majority of quorum shall constitute a decision. Majority shall consist of 50% plus one (1) of the voting members

Section 4.03 For the purpose of officer elections or officer impeachment, a two thirds ( $\frac{2}{3}$ ) vote of quorum shall constitute a decision

Section 4.04 In the case of a tie, the IFC President shall cast the deciding vote.

Section 4.05 If ballots are utilized, ballots are collected by the Executive Vice President or IFC Advisor

- A. The IFC President, Vice President of Judicial Affairs, and the IFC Advisor shall remove themselves from IFC General Council to count the votes
- B. Voting ballots shall be kept on record with the Vice President for one year after the election

## **ARTICLE V. OFFICERS**

Section 5.01 The IFC Executive Board shall be responsible for carrying out the purpose and policies of IFC and for its day-to-day operations and activities, as directed by the IFC Governing Body. The elected officers of

the Interfraternity Council shall be the President, Executive Vice President, Vice President Standards, Vice President of Administration and Finance, Vice President of Recruitment, Vice President Programming, Vice President of Communication, Vice President of Academics, Vice President of Community Relations, and Vice President of Member Services. These officers shall be responsible for:

- A. The efficient and effective functioning of the entire IFC and its activities
- B. Coordinating within IFC's framework all activities that are planned and approved by the IFC General Body
- C. Acting as official spokesmen for IFC
- D. Receiving any complaints from individual students, fraternities & sororities, the administration, or the community and deal with them as stipulated by the judicial procedures
- E. Meeting prior to or after each IFC General Body meeting as a council to discuss all policies, proposals, and updates
- F. Completing 2 Office Hours in the Greek Council Office each week
- G. Bi-Weekly meetings scheduled with the IFC Advisor
- H. Participating in all community wide and Interfraternity Council sponsored events
- I. All other duties and responsibilities set forth for their respective offices (See Appendix A for a description of each position)

5.02 To be eligible to run and to hold an office, a representative must:

- A. Be in good standing with respective Fraternity and Appalachian State University, and maintain a grade point average no less than a 2.7
- B. Be a full-time student at Appalachian State University
- C. Be an undergraduate for another full calendar year after his election
- D. Be a member of good standing in a full member organization that is recognized by the Interfraternity Council at Appalachian State University

5.03 Elections of Officers

- A. Applications for officer positions shall open on AppSync the second scheduled meeting of October and will close 10 business days after they are posted.
- B. Individuals will specify on their application, which position(s) they would like to hold, and will also indicate whether or not they would be willing to hold any positions besides their preferred choices.
- C. The Slating Committee shall convene under the direction of the Executive Vice President and conduct interviews no later than the first Monday of November. The committee will be made up of one delegate from each chapter. It is recommended that the representative be an existing delegate of the chapter or a present/past Officer of the Interfraternity Council.
- D. The Slating Committee will present the slate in its entirety to the council the first general body after they convene and select qualified candidates.
- E. A slate must be approved with two-thirds of the voting delegates' votes via secret ballot
- F. If the slate does not obtain two-thirds of the vote, anyone seeking an Executive Board position that was not slated can be nominated. To be nominated from the floor, the candidate must have turned in an application and been interviewed by the Slating Committee for an Executive Board position. Candidates will be required to give speeches not exceeding two minutes for each position they are nominated for. The candidates are subject to a question and answer session at the discretion of the voting delegates. Each office must be voted on individually and will be elected by simple majority. In the event of a tie, the Interfraternity President will cast a tie-breaking vote.
- G. Installation of Officers shall be at the Annual Awards Ceremony on the last Monday of November each year.

- H. Officers' term in office shall last from December in the semester they are elected until the following December.
- I. No member organization shall hold more than two officer positions on the Council.
- J. President and Vice President of Administration and Finance may not be members of the same organization
- K. A Chapter President, Vice President, New Member Educator, or Treasurer may be a member of the Interfraternity Council. They may not hold the office of President, Executive Vice President, Vice President of Standards, or Vice President of Administration and Finance.
- L. All elected Officers are required to attend the Annual Leadership Retreat and the AFLV Conference during their term.

## **ARTICLE VI. IMPEACHMENT AND VACANCIES OF OFFICE**

### 6.1 Impeachment

In the event that an executive officer fails to sufficiently carry out the duties and responsibilities of his post as outlined in Article V., said officer is subject to review, and if necessary, recalled by the IFC Executive Board and IFC Council Members.

- A. Any IFC Executive Board officer and IFC Council Member can call for the removal of an IFC Executive Board officer.
- B. Due Process for removal of an IFC Executive Board officer is defined as the following:
  - a) The President must notify the officer in writing that he is not performing in accordance with standards established in (Article V). This acts as an initial warning for the officer and places the officer under a two (2) week probation period.
- C. If the performance of the officer does not improve during the probation period, the IFC Executive Board will hold a vote of removal or confidence at the following General Body meeting three (3) weeks following the initial warning.
  - a) Three-fourths (3/4) vote is required to remove the officer.
  - b) A secret ballot will be taken by only Member Fraternity Presidents in good standing.
  - c) Upon a removal decision, the motion is presented to the IFC Council Members. Upon a confidence decision, the officer will remain in his position.

### 6.2 Officer Vacancy

In the event that an officer position becomes vacant, nominations for that position shall occur at the meeting of the announcement of the vacancy and last until the following regularly scheduled meeting. Elections for that position shall occur at the following regularly scheduled Council meeting following the announcement.

- A. Election process for a vacancy shall be as follows:
  - a) Each candidate will be given a maximum two (2) minutes to present himself to the IFC Council Members
  - b) After each presentation, IFC Council Members will receive two (2) minutes for questioning
  - c) When all presentations are completed, deliberation will be held for a minimum of four (4) minutes, but no longer than six (6) minutes.
  - d) A secret ballot will be taken by only Member Fraternity Presidents in good standing and a simple majority will decide the outcome.

## **ARTICLE VII. COMMITTEES**

7.1 The Council shall consist of two types of committees, standing committees and ad-hoc committees.

- A. The standing committees of the Council shall include the Greek Week Committee, Slating Committee, and Expansion Committee
- B. The ad-hoc committees of the Council shall be the Finance Committee and the New Member Education Committee, and any other committee the Council or Council deems necessary.

7.2 The Interfraternity Expansion Committee will serve as a recommending body to the Campus Activities Office. This committee will determine if it is an appropriate time for expansion, will determine all timelines for reviewing expansion proposals, and will provide the Assistant Director of Campus Activities, Fraternity and Sorority Life with any recommendations to invite organizations to charter or re-colonize.

- A. The expansion committee will convene every January and August and follow the procedures as outlined in the Appalachian State University Expansion and Re-Colonization Policy

7.3 All committees of IFC shall conduct its meetings according to the following requirements:

- A. The most recent edition of Robert's Rules of Order shall be used to run all meetings
- B. A majority of the committee members present shall constitute a quorum in order to conduct committee business
- C. Each committee shall meet as called by it's committee chair
- D. Committees are comprised of the chapter president, delegate, or respective chair pertaining to that committee

## **ARTICLE VIII. CONSTITUTIONAL AMENDMENTS**

8.1 This Constitution and the following Bylaws may be amended by a three-fourths (3/4) vote of the IFC member organizations present at the regular meeting where balloting takes place, provided that the proposed amendment(s) has been submitted in writing at a meeting at least one week before the vote is taken, and notice of such intended action is given to each fraternity. Any financial motion must be presented two weeks in advance and shall require two readings at two separate Governing Body meetings.

8.2 All written motions must be presented to the President and Executive Vice President as written legislation following the outline provided in Appendix C.

8.3 A memo detailing the amendment(s) must be sent to all member fraternities by the date on which the amendments) become effective.

8.4 The IFC President and Vice President will meet every year to review the Constitution and Bylaws and make any needed adjustments due to new members or situations that need attention. They will submit their changes to the Executive Board for approval, the Executive Board will submit the new constitution for approval by the IFC Delegates. The changes shall become IFC Constitution effective the academic semester immediately following ratification or effective immediately depending on the needs of the IFC, by a 3/4ths quorum vote of members of IFC.

8.5 A revised copy of the Constitution and Bylaws must be distributed to all member fraternities by the date on which the revisions become effective.

**By-Laws of the Interfraternity Council  
Appalachian State University**

**Article I. MEETINGS AND PROGRAMS**

1.1 Regular meetings of the council shall be held once every week during the academic year. In the event that a council meeting falls on a University Holiday, there will be no meeting that week, unless rescheduled with a quorum vote of the body.

1.2 Delegate Representation

- A. All members will be represented by two delegates, which will be decided by each Council member organization according to their documents or procedures
- B. Chapter Presidents must serve as one delegate or have a permanent proxy
- C. Each delegate must be an initiated member of their organization, unless they are representing a colonizing chapter
- D. Each delegate must be a fulltime student at Appalachian State University
- E. Members must submit their delegate information to the Executive Vice President prior to the first meeting of each semester

1.3 Required Events

- A. A notice of two weeks must be given by the officers of the Interfraternity Council for any mandatory meeting or event with required participation
- B. Member Organizations are required to participate in the following annual events:
  - a) STRIDE
  - b) National Hazing Prevention Week
  - c) White Ribbon Week
  - d) Greek Week

1.4 Absences Member organizations are allowed two absences from Council meetings each semester. If a member organization misses more than two meetings, they will be in violation of this Constitution and will subject to a fine imposed by the Interfraternity Conduct Review Board.

1.5 Special Meetings

- A. The President shall have the power to call the Council into special session, as he deems necessary providing, however, all members shall be given two business days' advance notice as to the time and place of all special meetings.
- B. The Council may at any time request that the President call a special meeting provided such a request be in the form of a petition signed by representatives of one-half of the member fraternities. Said request shall be mandatory upon the President.
- C. The Assistant Director for Fraternity and Sorority Life may at any time request that the President call a special meeting.
- D. Any business conducted in special sessions for which there was not given 48 hour notice to each member fraternity shall be invalid.

1.6 Order of Business

- A. All meetings will be conducted following the most recent version of Robert's Rules of Order
- B. All meetings will be Presided over by the President. If the President is absent, the meeting shall be presided over by the Executive Vice President, then the Vice President of Standards. If these three officers are not present, a meeting cannot be conducted.

- C. The order of business for all business/General Body meetings of the Interfraternity Council shall be: Call to Order, Roll Call, Recognition of Guests, Officer Reports, Advisor Reports, Chapter Reports, Old Business, New Business, Discussion, and Adjournment.

#### 1.7 Conduct

- A. All members of the Interfraternity Council shall observe decency of speech, leave the meeting to engage in conversation not relevant to the meeting, and avoid disrespect of personalities.
- B. All fraternity men, whether attending a meeting or community sponsored event, will conduct themselves in a respectful manner and be free of all substances.

### **Article II. FINANCES**

#### 2.1 Dues

- A. The dues of the Council shall be \$12.50 per chapter member and \$150.00 base fee for each chapter per semester.
- B. New Member dues shall be \$10.00 per new member.
- C. If these dues are not paid in full by the date requested, the respective chapter will be levied a weekly fine of 10% of the amount owed on their invoice.
- D. In order to cover costs of special situations beyond the budgeted funds, the Interfraternity Council must approve a dues increase by a two-thirds vote of all members.

#### 2.2 Budget

- A. The Vice President of Administration and Finance is charged with the responsibility of formulating and supervising the Council's annual budget. The Vice President of Administration and Finance may establish an ad-hoc Finance Committee as he sees fit to aid in his responsibilities.
- B. The Interfraternity Council will have a fiscal year that runs from July 1 through June 31.
- C. The budget for the following year must be approved by the last regularly scheduled Interfraternity Council meeting of the spring semester.
- D. Failure to approve the budget will result in the establishment of a stopgap budget that will utilize existing account funds until all funds are depleted. Once funds are depleted, all expenditures will be ceased until a new budget is passed.

#### 2.3 Fines

- A. Failure to pay outstanding dues and fines within fifteen business days following notification of the amounts owed will result in lost voting rights at Council meetings, and the member organization in violation will not be eligible to participate in fraternity and sorority life functions.
- B. Fines may be established by the Interfraternity Council in accordance with this Constitution and the By-Laws of the Council.
- C. All fines collected by the council shall be put into the Interfraternity Council Scholarship Fund.



## **Article III. RECRUITMENT**

### **3.1 Formally Structured Recruitment**

- A. Formally Structured Recruitment takes place during the Fall Semester. The dates and schedule will be set no later than the first week of April during the Spring Semester.
- B. The Interfraternity Council will be responsible for establishing a schedule, monitoring events, and managing Preference Dinners and Bid Day.
- C. During the Formally Structured Recruitment period, all officers of the Interfraternity Council will disaffiliate from their member organizations.
- D. All men participating in formal recruitment must be registered through the Campus Activities Office. Recruitment Registration is on AppSync.
- E. To be eligible to participate in Interfraternity Council Recruitment, potential members must have either a 2.7 cumulative grade point average at Appalachian State University, be a transfer student with at least 12 transferred credits and registered as a full time student, or have a 3.00 High School average as a first semester student. Grades will be verified by the Campus Activities Office and supplied to all member organizations one week prior to the start of Recruitment.
- F. Bid Lists are due to the Campus Activities Office via AppSync before midnight the day before Bid Day.

### **3.2 Informally Structured Recruitment**

- A. The Interfraternity Council will schedule a two week period for scheduled recruitment events during the Spring Semester. The Spring recruitment schedule will be determined no later than the first week of November by the Governing Body.
- B. The council will be responsible for hosting an informational event, monitoring events, and managing Preference Dinners and Bid Day.
- C. The Campus Activities Office will verify grades through the Interfraternity Recruitment Registration on AppSync.

### **3.3 Recruitment Events**

- A. All events hosted off campus need to be at a 3rd Party Vendor or at a recorded fraternity property through Campus Activities.
- B. All events must be reported to the Campus Activities Office per ATLAS.
- C. The schedule must be a comprehensive list with dates, times, location (including address), and a brief description of the event.
- D. Member organizations are encouraged to include philanthropic events as part of their recruitment schedule.
- E. No women may participate in any fraternity recruitment event.

### **3.4 Standing Recruitment Rules**

- A. No social events where alcohol is present may be hosted by any fraternity during a structured Recruitment period. Nor can any alcohol be provided during any recruitment event to any potential new member.
- B. No fraternity may provide for distribution, exhibition, or viewing any material such as videos or pictures depicting nudity.
- C. Provide or exhibit any memorabilia depicting or promoting alcohol or drug use in association with a fraternity (Koozies, Beer logoed shirts, bottle openers, etc.)
- D. At the conclusion of preference dinners until the end Bid Day, there will be strict silence and no contact made to any potential members. A list of accepted Bids will be provided to each Member Organization at the conclusion of Bid Day at which time the no contact order will be lifted.

- E. Bids may be extended outside of a structured recruitment period after an Academic Verification has been completed.
  - a) Bids cannot be extended after the first Friday in April during the Spring Semester or after the first Friday in November during the Fall Semester.

## **Article IV. JUDICIAL PROCEDURES**

### **4.1 Jurisdiction**

- A. All member fraternities, those on probationary membership and petitioning colonies of the Interfraternity Council at Appalachian State University are subject to the jurisdiction of the [Organizational Code of Conduct](#), as well as these By-Laws and Constitution.
- B. All organizations who fail to comply with the policies outlined in the Constitution, By-Laws, University Policies, or NIC Standards are subject to a hearing with a Peer Board.
- C. Established Peer Boards are as follows:
  - a. ATLAS Peer Advisory Board
  - b. Interfraternity Conduct Review Board
- D. Upon receiving reports of alleged violations, the President, Executive Vice President, Vice President of Standards and the Interfraternity Council Advisor will determine if a hearing is necessary and which Peer Board will be convened to administer support or judicial action.
- E. All Peer Boards will be trained at the beginning of each semester by the Campus Activities Office.

### **4.2 ATLAS Peer Advisory Board**

- A. The ATLAS Peer Advisory Board will be made up of the Interfraternity Council President, the National Pan-Hellenic President, the Panhellenic President, and nominated Chapter Presidents representative of each council. Council Officers may also be called to participate based upon their positional jurisdiction (i.e. the Vice President of Scholarship for academic concerns or the Vice President of Programming for issues concerning programs).
- B. The ATLAS Peer Advisory Board will hear all concerns and meet with any chapter that is not meeting requirements as outlined in ATLAS.
- C. ATLAS Reviews must occur within the first three weeks of classes at the beginning of each semester.
- D. Chapters of concern will be notified by the Council President in writing and will have 48 hours to respond and determine a time for the meeting.
- E. ATLAS Peer Advisory Board is responsible for determining a corrective plan of action and will assist chapters with goal setting, resource management, and accountability.
- F. The ATLAS Peer Advisory Board can make recommendations to the respective council Judicial Board or Conduct Board for alleged violations of policies or guidelines not outlined in ATLAS.

### **4.3 Conduct Review Board**

- A. The Interfraternity Council is a self-governing body with an established Interfraternity Council Conduct Review Board which shall have jurisdiction over cases involving Member Fraternity violations including, but not limited to:
  - a. The IFC Constitution and and Bylaws, Organizational Code of Conduct, and Fraternity and Sorority Life Policies.
  - b. The rules and regulations of recognized organizations of Appalachian State University
  - c. The general expectation of values-based conduct of fraternity men at Appalachian State University.
- B. The Interfraternity Conduct Review Board will be comprised of Interfraternity Council Delegates or Chapter Presidents.

- C. The Interfraternity Council Executive Board, Delegates, and Chapter Presidents will participate in Conduct Training provided by the Campus Activities Office at the beginning of their elected term.
- D. In all review hearings, the Vice President of Standards and the Vice President of Administration shall be present.
  - a. Vice President of Standards will preside over the review and serve as Chair. They are considered a non-voting member and will have a voice, but no vote.
  - b. Executive Vice President will review all procedures and policies with the VP of Standards prior to any hearing and ensure that the board is trained and prepared as required by this Constitution and By-Laws.
  - c. Vice President of Administration will be present at all hearings as a non-voting member and serve as Recorder and take minutes. The Interfraternity Council is responsible for providing copies of minutes to the Campus Activities Office for conduct files.
  - d. In the event that the Vice President of Standards, Executive Vice President, or Vice President of Administration is a member of the accused chapter, the Interfraternity Council President shall determine an appropriate officer to preside in their place.
- E. Five chapter delegates and two proxies will be selected by the Interfraternity Council President.
  - a. The Respondent Organization may request that a selected delegate be excluded due to bias. This request must be made immediately following the introduction of the board and requires justification. Additionally, a member may recuse themselves if they believe there is a conflict with, bias about, or interest in the case. The Vice President of Standards, along with the Interfraternity Council Advisor, will make the final decision whether to exclude a delegate, this decision cannot be appealed.
- F. No chapter shall have more than one representative on the Review Board, excluding the representative Executive Officers.
- G. The Vice President of Standards and the Review Board is delegated the authority to conduct hearings in a manner to effectively and efficiently elicit information needed for the board to make its decisions. This includes the ability to review the admissibility of any information, to question witnesses, to limit the length of testimony of any participant if the testimony appears to be retitious or irrelevant, and to remove any participant who is unruly or disruptive. It is the responsibility of the Vice President of Standards to conduct the hearing in a manner that will do the following:
  - a. Ensure a fundamentally fair process
  - b. Protect the rights of the Respondent Organization and Complainant
  - c. Ensure that participants are treated with respect.
- H. All decisions made by the Review Board shall be reached after careful deliberation by a majority vote based on a preponderance of evidence.

#### 4.4 Procedures

- A. The Interfraternity Council Conduct Review Board shall follow a standardized investigative procedure, hearing procedure, appeals process, classification of violations, and sanctioning as outlined in Appendix B.
- B. In cases of minor infractions of the Interfraternity Council Constitution and By-Laws, the IFC Executive Board shall have the authority to administer recommendations through Administrative Hearing with the Chapter.

**Appendix A**  
**Interfraternity Constitution and By-Laws**  
**Officer Responsibilities**

A. President

1. Shall be chief presiding officer at all Interfraternity Council Meetings and Interfraternity Council Meetings;
2. Shall have no vote in the Interfraternity Council Meetings or in the Interfraternity Council, unless he is breaking a tie;
3. Shall act in the best interests of the Interfraternity Council at all times;
4. Shall have the power to remove all committee members with the approval of the Interfraternity Council;
5. Shall serve as the chair of the ATLAS Peer Advisory board
6. Shall be the official representative of the Interfraternity Council at all university, community or regional functions and meetings that the Interfraternity Council attends unless otherwise designated;
7. Shall meet with the Assistant Director for Fraternity and Sorority Life to review the Constitution and By-Laws each year and review all recommendations before they are formally presented;
8. Shall prepare at least two weeks before the installation meeting a transition guide for the next Interfraternity Council, to aid them as they start their terms;
9. Perform all other duties that his office may require

B. Executive Vice President

1. Shall be familiar with the duties, functions, and responsibilities of the Interfraternity Council president and assume those duties in his absence;
2. Shall serve as the chairman of all standing and ad-hoc committees
3. Shall maintain a master copy of the Interfraternity Council Constitution, By-Laws and record and revisions or amendments directly onto the master copy;
4. Shall meet with the Assistant Director for Fraternity and Sorority Life to review the Constitution and By-Laws each year and review all recommendations before they are formally presented;
5. Shall serve on the IFC Conduct Review Board as a no vote representative assuring all standards and procedures are followed;
6. Shall oversee the by-law committee that will meet at least once during the Spring Semester;

7. Will oversee and coordinate all elections, including serving as chair of the Slating Committee;
8. Perform all other duties that his office may require.

#### C. Vice President of Standards

1. Shall be responsible for ensuring the enforcement of and compliance with all Interfraternity Council and Appalachian State University policies and guidelines, including serving as chair of the Interfraternity Conduct Review Board;
2. Shall serve as the Sergeant-at-Arms of the Interfraternity Council;
3. Shall be responsible for the education of the member organizations on Interfraternity Council and Appalachian State University policies and guidelines;
4. Shall be charged with working with the Vice President of Programming in planning and executing events in accordance with the White Ribbon Campaign in the fall semester;
5. Shall be responsible for the planning and execution of National Anti-Hazing Week;
6. Perform all other duties that his office may require.

#### D. Vice President of Administration and Finance

1. Shall keep concise minutes of all Interfraternity Council business meetings and distribute these to the Student Government Council Vice President, Panhellenic Council, National Panhellenic Council, the Fraternity and Sorority Life Advisor and each member organization;
2. Shall keep a written record of minutes, along with a record book;
3. Shall preserve and maintain all Interfraternity Council documents, letters and correspondence received;
4. Shall maintain a current record of all organization active and associate members each semester as well as ledgers on all financial transactions of the Interfraternity Council;
5. Shall serve as the recorder of Interfraternity Council and Interfraternity Council;
6. Shall serve on the IFC Conduct Review Board as the recorder;
7. Shall develop an Interfraternity Council budget;
8. Shall collect and disburse all funds approved by the Interfraternity Council;
9. Shall be required to co-sign all financial account transactions of the Interfraternity Council with the President;
10. Shall present a monthly financial report and statement to the Interfraternity Council;
11. Shall deliver all funds, vouchers bonds, checks, records, software and codes and books to his successor;

12. Shall be chairman of the Budget and Finance Committee, charged with the responsibility for and coordination of an Interfraternity Council budget;

13. Perform all other duties that his office may require.

E. Vice President of Recruitment

1. Shall be responsible for the development and execution of the Interfraternity Council Recruitment Processes;

2. Shall be charged with formulating and presenting a recruitment plan to the Interfraternity Council. This recruitment plan will detail all recruitment dates, rules, and regulations by which all Interfraternity Council affiliated organizations must adhere. Following the vote on the recruitment plan, the established plan may not be altered until after the end of the recruitment period that it was voted on.

3. Shall host at least 2 roundtables per semester with the recruitment chairs of member fraternities to discuss the recruitment plan, explore and share recruitment tactics of the community, and advise all chapters in their recruitment processes.

4. Shall work with the Vice President of Administration and Finance to develop a council recruitment budget;

5. Perform all other duties that his office may require.

F. Vice President of Programming

1. Shall serve as co-chairman of the Greek Week committee with the National Pan-Hellenic Council representative and Panhellenic Council Vice President of Programming;

2. Shall appoint Interfraternity Council representatives to the Greek Week committee as approved by the Interfraternity Council;

3. Shall serve as co-chairman of the Greek Leadership Summit with the National Pan-Hellenic Council representative and Panhellenic Council Vice president of Programming;

4. Shall serve as co-chairman for the Annual Greek Awards program with the National Pan-Hellenic Council representative and Panhellenic Council Vice President of Programming;

5. Shall be charged with working with the Vice President of Standards in planning and executing events in accordance with the White Ribbon Campaign in the fall semester;

6. Shall serve as the chair of the Interfraternity Council Programming Committee;

7. Perform all other duties that his office may require.

G. Vice President of Communications

1. Shall act as chief communications officer of the Interfraternity Council;

2. Shall be responsible for the dissemination of information about the Fraternity community to the public;

3. Shall serve as webmaster for the Interfraternity Council web pages and media outlets;
4. Shall act as the official correspondent for the Interfraternity Council and act on all correspondence received;
5. Shall keep records and photos of fraternity and sorority related events;
6. Perform all other duties that his office may require.

#### H. Vice-President of Academic Affairs

1. Responsible for organizing educational seminars or programs available to Greek organizations and the rest of the student body of Appalachian State University in collaboration with the Panhellenic Vice President of Academic Affairs;
2. Responsible for setting academic goals for the Interfraternity Council/Council;
3. Responsible for working with the Interfraternity Council VP of Recruitment to set academic standards for potential new members and to see that these standards are met;
4. Responsible for keeping Greeks aware of their academic obligations and providing campus resources to organizations who need help maintaining academic standards;
5. Conducts roundtables for member scholarship chairs at least once each month;
6. Establish a Scholarship for members of the Interfraternity Council;
7. Whoever holds this position must have a cumulative GPA of a 3.0 prior to running for office;
8. Shall perform all other duties that his office may require.

#### I. Vice President of Community Relations

1. Responsible for planning and managing programs/events that bring publicity towards Appalachian State Greek Life and improve its image in the local community;
2. Manage friendly contacts with business, local officials, and the University on behalf of Greek Life;
3. Informing and involving the local community in events on and off campus;
4. Organizing one event each semester that raises money for Fraternity and Sorority life's chosen philanthropy;
5. Promoting philanthropy and community service among fraternities and sororities;
6. Shall assist in coordination of all Interfraternity Council sponsored service events, including the service day in Greek Week;
7. Shall perform all other duties that his office may require.

#### J. Vice President of Member Services

1. Shall be responsible to ensure the development and execution of Interfraternity Council New Member Education Processes;
2. Shall work with the Panhellenic and National Panhellenic Councils to plan and execute STRIDE each semester.
3. May establish a New Member Education Committee and if so, shall serve as the chairman of the Interfraternity Council New Member Education Committee;
4. Be familiar with the duties of the Vice President of Recruitment;
5. Shall act in the absence of the Vice President of Recruitment;
6. Shall perform all other duties that his office may require.
7. Shall be in effect and operating after Fall 2017 and by Spring 2018.



**Interfraternity Council By-Laws**  
**Appendix B**

**Judicial Rights and Procedures**

**Article I. Authority of the Interfraternity Council Conduct Review Board**

- A. All member fraternities, those on probationary membership and petitioning colonies are subject to the Jurisdiction of the Interfraternity Council (IFC).
- B. The Interfraternity Council is a self-governing body with an established Interfraternity Council Conduct Review Board which shall have jurisdiction over cases involving Member Fraternity violations including, but not limited to:
  - a. The IFC Constitution and and Bylaws, and Fraternity and Sorority Life Policies including the Social Policy and ATLAS.
  - b. The rules and regulations of recognized organizations of Appalachian State University as defined by the Organizational Code of Conduct.
  - c. The general expectation of values-based conduct of fraternity men at Appalachian State University.

**Article II. Definitions**

- A. **“Complainant”** is any individual or entity that submits a report regarding an alleged violation(s) of this Code.
- B. **“Crime of Violence”** is an act(s) that would constitute any of the following offenses or attempts to commit the following offenses: arson, assault, burglary, criminal homicide – manslaughter by negligence, criminal homicide - murder and non-negligent manslaughter, destruction/damage/vandalism of property, kidnapping/abduction, robbery, and forcible sex offenses, as defined by FERPA.
- C. **“Disciplinary Action”** is the imposition of a sanction authorized by this Code.
- D. **“Formal Charge”** is the point at which (a) the Respondent Organization accepts an Informal Resolution as set forth in this Code or (b) the written notice of a hearing is provided to the Respondent Organization as set forth in this Code.
- E. **“Formal Resolution”** is the process whereby the Respondent Organization selects to have the allegations filed against them and the consideration of formal charges conducted by the Interfraternity Council Conduct Review Board which is composed exclusively by delegates and members of the Interfraternity Council Governing Body.
- F. **“Hostile Environment”** is unwelcome conduct based on protected status that is so severe, persistent, or pervasive that it alters the conditions of education, employment, or participation in a university program or activity, thereby creating an environment that a reasonable person in similar circumstances and with similar identities would find hostile, intimidating, or abusive. An isolated incident, unless sufficiently severe, does not constitute hostile environment.
- G. **“Informal Resolution”** is the process whereby the Respondent Organization elects to have a meeting with the Interfraternity Council President, the Vice President of Standards, and the Interfraternity Council Advisor to make the determination of responsibility for an alleged violation. A Respondent Organization that elects this option may be represented by an Advocate in the informal process.

- H. **“Respondent Organization”** is any recognized fraternity who is alleged to have committed a violation(s) of this Code. The representative for the fraternity shall be the President or another member holding a similar position.

### **Article III. Rights of the Respondent Organization**

The Respondent Organization has the following rights:

- A. To be provided a fundamentally fair process
- B. To be presumed not responsible for a violation until determined otherwise
- C. To be written notice of any allegation(s) or formal charge(s) of prohibited conduct
- D. A 72 hour period of time to respond and prepare for a hearing
- E. To review the information that will be presented in any hearing, provided that the information may be given to the Respondent Organization in redacted format.
- F. To obtain support, advice, or assistance from support individuals in form of an Advisor or National Officer.
- G. The right to have 3 Officers present to assist in the defense of any charges and present relevant information or witness on their behalf.
- H. To have sanctions imposed on the basis set forth in this Constitution.
- I. To be informed of the final decision and results of the disciplinary proceedings within 48 hours.
- J. To request that a member of the Interfraternity Council Conduct Review Board be removed or excluded from the hearing on the basis of a conflict of interest or bias.
- K. To not speak or answer any question(s), if such testimony or answers would tend to establish against them a violation of this Constitution, ATLAS, or University Policy. When a representative refuses to speak, therefore avoiding questioning, they relinquish their right to make a written or verbal statement at the end of the findings stage of the hearing; however, a summation of the relevant facts of the matter under adjudication may be made by other officers present or it’s Advisor if an informal resolution is sought, provided that the summation is not substitute for the statement the Respondent Organization declined to provide.
- L. To pose reasonable questions to any witness appearing at a hearing in a manner determined by the Chair.
- M. To appeal any decision made by the Review Board, pursuant to this Constitution.
- N. To have supervised access to any recordings or note of the hearing proceedings.

### **Article IV. Standard of Proof**

The IFC Conduct Review Board must establish that the Respondent Organization is responsible for the alleged violation(s) by a preponderance of the evidence (i.e. that it is more likely than not that the Respondent Organization violated the Constitution, ATLAS, or University Policy). This determination must be solely based on the information presented, which may include, but, is not limited to, pertinent records (e.g. complaints, police reports, investigative reports, AppSync Forms), exhibits (e.g. photographs, audio/video information, social media posts), and written/oral statements. Formal rules of evidence and procedure do not apply.

### **Article V. Investigations**

- A. After an allegation is received, the Campus Activities Office will meet with the Interfraternity Council President and Executive Vice President to review the alleged incident and corresponding information.
- B. The Interfraternity Council President and the Executive Vice President will gather information and impartially review the alleged incident by interviewing involved parties and witnesses in order to be able

to provide a comprehensive review of the incident. The investigation may include, but is not limited to, a review of written statements, police reports, pictures, social media posts, text messages, and other relevant information provided.

- C. A respondent organization may be questioned as part of the investigation and will have the opportunity to present relevant information or identify relevant witnesses.
- D. If the Respondent Organization or witnesses do not respond to a request for a scheduled meeting by a specified date or fails to attend a scheduled meeting, the Interfraternity Council President and Executive Vice President may complete the investigation on the basis of other information obtained.
- E. If a “Standard of Proof” can be established based on a preponderance of the evidence, the Interfraternity Council will consult with the Executive Vice President to assess the violation and the procedures identified in this Constitution to ensure consistent practice and a fair, fundamental process.
- F. The Interfraternity Council President, Executive Vice President, and Interfraternity Council Advisor will determine if the Respondent Organization shall be:
- G. Referred to an Informal Resolution meeting to determine and specify sanctions without a formal hearing due to cooperation, acceptance of responsibility, and commitment to accountability for violation(s).
  - i. During an Informal Resolution, the Interfraternity Council President, the Vice President of Standards, and the Interfraternity Council Advisor will, in their professional judgment on the basis of the provided information or in consultation with appropriate University officials (e.g., Title IX Coordinator; the Dean of Students, etc.), propose findings regarding any alleged violation(s) and may specify any sanction(s) described in this Code. The Interfraternity Council President may also refer any case directly to a hearing without the option of an Informal Resolution.
  - ii. If the representative for the Respondent Organization accepts the Informal Resolution, they waive their right to a Formal Resolution and, if applicable, accept responsibility for the violation(s) and the sanction(s) imposed.
  - iii. If the Respondent Organization declines an Informal Resolution, the case will be referred to the Interfraternity Council Conduct Board for a formal resolution process.
  - iv. A Respondent Organization will be allowed three days to review an Informal Resolution and decide if they would like to accept or decline the proposed findings and sanctions.
  - v. Informal Resolution must be delivered in writing to the Respondent Organization within Five (5) business days.
  - vi. An Informal Resolution once accepted cannot be appealed.
- H. Referred to an Interfraternity Council Conduct Review Board for Formal Resolution, if an Informal Resolution is not accepted or if the violation(s) are severe enough that a hearing needs to be convened.
- I. If it is determined that the alleged violation is in violation of the Organizational Code of Conduct and includes, but is not limited to, Hazing, a “Crime of Violence”, or creating a “Hostile Environment”. The organization will be referred directly to the Organizational Conduct Board through the Campus Activities Office.

## **Article VI. Establishing and Convening an Interfraternity Council Conduct Board**

- A. The Interfraternity Council President shall call upon the Vice President of Standards to convene an Interfraternity Council Conduct Review Board at the conclusion of an investigation where Formal Resolution is needed or Informal Resolution has been denied.
- B. The Interfraternity Council President will select 5 representatives and 2 alternates for the hearing from the pool of official Interfraternity Council Delegates. No chapter shall have more than one representative on the Conduct Review board, excluding the chair and the recorder.
- C. In the event that any Officer is a member of the accused chapter, the next highest standing Officer, with the assistance of the Interfraternity Council Advisor, will make final decisions in convening a review board and ensure fairness and freedom from bias.
- D. The Vice President of Standards shall serve as the chair of the Conduct Review Board
  - a. In the event that the Vice President of Standards is a member of the accused chapter, the Interfraternity Council President shall serve as the chair.
- E. The Vice President of Administration and Finance shall serve as the Recorder for the Conduct Review Board and shall be a non-voting member.

## **Article VII. Formal Resolution Process**

- A. The Interfraternity Council Conduct Review Board through its Chair shall conduct hearings in a manner to effectively and efficiently elicit information needed for the Board to make its decisions. This includes the authority to review the admissibility of any information, to question witnesses, to limit the length of testimony of any participant who is unruly or disruptive. The Board Chair is charged with the responsibility to conduct the hearing in a manner that will:
  - a. Ensure a fair process
  - b. Protect the rights of the Respondent Organization and any Complainant
  - c. Ensure that all participants are treated with respect.
- B. The Interfraternity Council Conduct Review Board, when convened, shall be closed to the public and be conducted in business meeting attire.
- C. Accommodations may be provided, per written request, to the Interfraternity Council President 24 hours prior to the Formal Resolution Hearing including testimony by alternate methods (e.g. room dividers, teleconference, video conference) Such accommodations are at the discretion of the Interfraternity Council President, the Chair, and the Interfraternity Council Advisor.
- D. The following Hearing Procedure shall be followed and facilitated by the Chair:
  - a. Introductions of all Participants.
    - i. The Respondent Organization may request that a selected delegate be excluded due to bias. This request must be made immediately following the introduction of the board and requires justification. Additionally, a member may recuse themselves if they believe there is a conflict with, bias about, or interest in the case. The Vice President of Standards, along with the Interfraternity Council Advisor, will make the final decision whether to exclude a delegate, this decision cannot be appealed.
  - b. Review of procedures that the board will follow, including a reminder that the hearing is confidential and closed to the public, will be recorded by the Vice President of Administration and Finance, and anyone being unruly or disrespectful will be asked to leave.
  - c. Introduction of allegation(s) and investigative findings. The Board and the Respondent Organization will be provided time to review provided findings.
  - d. The Respondent Organization will be provided an opportunity to state their plea, provide testimony, and provide any relevant witnesses. Witnesses shall be limited to relevant testimony,

however, the number of witnesses shall not be limited to any specific number. It is the duty of the chair to ensure relevant testimony is being given and release any witness who is repetitive, unruly, or disrespectful.

- e. The Board and/or Respondent Organization, may ask reasonable questions of any witnesses appearing at the hearing, including, but not limited to, the Investigator. When practical, the opportunity for questioning should be afforded; however, other information may be introduced at a hearing even though the writer may not be present for questioning. Members of the Board shall attach whatever weight or significance to these documents or statements they deem appropriate.
- f. To determine findings for any alleged violation(s), a vote by the Board will be taken in a closed executive session. The Respondent Organization will be dismissed at this time.
- g. The Board shall base its determination on information that it finds to be reliable, including any assessment of the validity and credibility of information provided or witness. Decisions will be based on preponderance of evidence. A vote of "responsible" by a simple majority of members, excluding the Chair, shall be required to find the Respondent Organization responsible for any violations.
- h. If the Respondent Organization is found responsible, any information related to the Chapter's prior disciplinary history, may be introduced at this time and considered by the Board in determining a sanction. A Complainant involved in an alleged crime of violence may provide an impact statement. This statement is not binding on the Board, but will be given such weight as the Board deems appropriate.
- i. A decision once made is final and must be delivered to the Respondent Organization within five (5) days of the decision. The notice will be a brief summary of the information upon which the decision was based and shall specify any appeal rights.
- j. If the Interfraternity Conduct Review Board determines that suspension needs to be considered as a sanction, a formal recommendation must be provided in writing to the Campus Activities Office via the Assistant Director for Campus Activities, Fraternity and Sorority Life.

### **Article VIII. Appeals**

- A. The purpose of the appeal process is to provide the opportunity for questioning the appropriateness of actions resulting from Formal Resolution Hearing. Appeals will only be considered in the case that the conduct process was not followed. If a Respondent Organization believes that the process was unfair and procedures were not followed, they must provide a written appeal to the Associate Director of Campus Activities within five (5) business days of receiving their determination letter.
  - a. The letter must clearly state the grounds on which it is based and present specific reasons or justifications to support the appeal.
  - b. The Associate Director of Campus Activities, or designee, shall determine if due process was violated.
  - c. They may issue one of the following decisions:
    - i. Uphold the finding(s) of responsibility and sanction(s);
    - ii. Uphold the finding(s) of responsibility and reduce, but not eliminate, the sanction(s); or
    - iii. Remand the case to the same or a new Board.
  - d. A decision must be made within fifteen (15) days after the appeal is received by the Associate Director of Campus Activities. Notice of the final decision must be delivered in writing to the Respondent Organization within five (5) business days of the decision.

## Article IX. Sanctions

- A. Sanctions are intended to educate organizations on the effects of their behavior and invoke change in future decision making. The Interfraternity Conduct Review Board and Chair may implement or add to any of the following sanctions: Sanctions that may be issued include the following:
- a. Organizational Warning - official disciplinary action conveying to the organization that their behavior was unacceptable and that any future violation of this Constitution or University Policies may result in more severe disciplinary action, including Organizational Probation or recommendation to the Organizational Conduct Board for Suspension.
  - b. Educational Sanctions
    - i. Exclusion from intramural competition
    - ii. Educational Programming for the entire chapter.
    - iii. Loss of the ability to vote during Governing Council Meetings.
    - iv. Service Hours in the Boone Community no less than 3 hours per member.
    - v. Loss of social privileges for no less than 2 weeks. Social probation results in the loss of the right to hold any formal or informal social events including but not limited to: house parties, socials, mixers, tailgates, semi-formal, formal, etc.
    - vi. Requirements for additional training or advisement through the Campus Activities Office, Wellness and Prevention Services, and/or Inter/National Office.
    - vii. Fines assessed for damages to be donated to Council selected philanthropies.
    - viii. Loss of allocations from University student fees for being in poor standing with the Interfraternity Council.
  - c. Organizational Probation and/or Suspension can only be granted through a Informal or Formal hearing with the University Organizational Conduct Board per the Organizational Code of Conduct. The Interfraternity Conduct Review Board will act as a recommending body and notify the Campus Activities Office in formal writing within five (5) business days of the review if a recommendation for probation or suspension is an appropriate sanction per the Board.