**CONSTITUTION**

**of the**

**INTERFRATERNITY COUNCIL**

**MIAMI UNIVERSITY**

**Oxford, Ohio**

**PREAMBLE**

In order to promote and perpetuate the best interest of Miami University and the Fraternity and Sorority Community, to encourage the most complete intellectual, emotional, physical, and social development of the members of the fraternities, to ensure that the fraternities at Miami University establish high standards and lofty pursuits, to promote service and philanthropy, and to foster cooperation and harmony among said fraternities, University authorities and community, we do ordain and establish this Constitution of the Interfraternity Council of Miami University.

# ARTICLE I

## Name

The general name of this organization shall be the “Interfraternity Council of Miami University,” hereinafter referred to as the Interfraternity Council or IFC. All organizations that have fulfilled the requirements of membership in IFC shall hereinafter be referred to as “Chapters.”

# ARTICLE II

### Purpose of Organization

The Interfraternity Council shall be the co-operative organizational structure of Fraternities at Miami University; it shall be a democratic and representative organization; it shall not discriminate on basis of age, color, race, national or ethnic origin, religion, or disability; and shall uphold the Preamble of this Constitution.

# ARTICLE III

### Stages of Membership

#### **Fraternities have two stages of Membership in IFC: Full Membership and Associate Membership.**

IFC shall have the full powers and duties as outlined in the Miami University Student Handbook. Furthermore, IFC reserves the right to impose higher standards among its Members.

##### ARTICLE *I*V

Full Membership

Section A. Requirements for Full Membership.

To be considered a Full Member, a Fraternity must:

1. Be chartered as a full and active Fraternity at Miami University by a National Interfraternity Conference (NIC), or other national parent organization; and
2. Be recognized as a Full Member in Good Standing by IFC, and Miami University, having followed the necessary guidelines for expansion to Miami University as outlined in Article IX of the IFC Bylaws; and
3. Maintain a chapter size of 20 or more men; and
4. Hold a chapter G.P.A. of 2.5 or greater; and
5. Apply and be accepted to the Second Year Live in Program; and
6. Comply with the duties of a Full Member as outlined herein.

Section B. Privileges of Full Membership. A Full Member shall:

1. Have all privileges and rights under this Constitution and Bylaws except as limited by the actions of Executive Council, Judicial Board, and/or Miami University; and
2. Hold one and only one vote at Presidents Council; and
3. Receive equal representation with other Members in IFC and Cliff Alexander Office of Fraternity & Sorority Life publications that list or describe Member Fraternities.

Section C. Duties of Full Membership. A Full Member shall:

1. Abide by regulations, policies, decisions, and actions of Miami University; and
2. Abide by regulations, policies, decisions, and actions of the Presidents Council; and
3. Abide by Judicial Board regulations, policies, decisions, and actions; and
4. Abide by this Constitution and Bylaws; and
5. Have a representative at every Presidents Council meeting for the duration of the meeting; and
6. Participate in mandatory IFC activities, programs, and/or events, as determined by Executive Council, Cliff Alexander Office of Fraternity & Sorority Life, and/or Miami University; and
7. Abide by IFC Recruitment regulations, policies, decisions, and actions; and
8. Cooperate in proceedings of Judicial Board with which a Fraternity may be involved; and
9. Pay dues and fees required by IFC, Cliff Alexander Office of Fraternity & Sorority Life, and/or Miami University; and
10. Maintain an updated Chapter file in the Cliff Alexander Office of Fraternity & Sorority Life, including, but not limited to, the following:
	1. List of Members and Banner ID numbers; and
	2. List of Officers and Chairpersons and contact information; and
	3. List of Advisors and Corporation Board Members and contact information; and
	4. List of Associates or New Members and Banner ID numbers; and
	5. Chapter and individual Grade Release Forms; and
	6. Other Fraternity and Member information as required;
11. Abide by all IFC, Office of Recreational Sports, and/or Miami University regulations, policies, decisions, and actions.
12. Encourage scholarship, service, and leadership among its Members.

##### ARTICLE V

Associate Membership

Section A. Requirements for Associate Membership. To be considered an Associate Member, a Fraternity must:

1. Be sponsored and/or recognized as a Colony at Miami University by a National Interfraternity Conference (NIC), or other national parent organization; and
2. Be recognized as an Associate Member in Good Standing by IFC, Cliff Alexander Office of Fraternity & Sorority Life, and Miami University, having followed the necessary guidelines for expansion to Miami University as outlined in Article IX of the IFC Bylaws; and
3. Comply with the duties of an Associate Member as outlined herein.

Section B. Privileges of Associate Membership. An Associate Member shall:

1. Have all privileges and rights of a Full Member under this Constitution and Bylaws except as limited by its status as an Associate Member or by the actions of Executive Council, Judicial Board, and/or Miami University; and
2. Have a voice, but not have a vote, at Presidents Council.

Section C. Duties of Associate Membership. An Associate Member shall:

1. Have all the duties of a Full Member under this Constitution and Bylaws except as limited by its status as an Associate Member or by the actions of the Executive Council, Judicial Board, and/or Miami University.

# ARTICLE VI

### Good Standing

Section A. Good Standing. A Full Member that satisfies the Requirements and Duties of Full Membership and an Associate Member that satisfies the Requirements and Duties of Associate Membership is in Good Standing with IFC, Cliff Alexander Office of Fraternity & Sorority Life, and Miami University.

Section B. Loss of Good Standing. A Member, either Full or Associate may lose its Good Standing with IFC, Cliff Alexander Office of Fraternity & Sorority Life, and/or Miami University if it is found guilty of violating any Requirements or Duties of its respective type of Membership by IFC Judicial Board, Cliff Alexander Office of Fraternity & Sorority Life, and/or Miami University.

Section C. Consequences of Loss of Good Standing. A Member that loses its Good Standing may be expelled from IFC and Miami University or may lose some or all of the Privileges of Full Membership or Associate Membership as granted by this Constitution and Bylaws.

Section D. Re-recognition of Good Standing: Any former member, either Full or Associate Member, who has lost its good standing with IFC, Cliff Alexander Office of Fraternity & Sorority Life, and/or Miami University, may submit a petition for re-recognition to IFC and Miami University.

1. The petition must be submitted no less than 30 days before a presentation is given to both the IFC and Miami University Representatives.
2. The group must have fulfilled all required sanctions in order to present.
3. The group must gain full approval from the IFC President and then Executive Board to present to the Presidents Council.
4. The group must gain 2/3 majority vote for IFC approval; the group must then be approved by Miami University representatives.
	1. If the Presidents Council does not vote to re-recognize, a petitioning group must wait six (6) months until reconsideration.
5. Once recognized, a representative from the group, IFC Vice President of Fraternal Conduct and IFC Advisor will agree to a collaborative one-year probationary sanction.

# ARTICLE VII

### Finances

Section A. Billing. The Vice President of Finance shall announce the amount of dues at the beginning of each semester by written notification. The Vice President of Finance shall provide written notification of Member charges and balances no later than October 1 for the fall semester and March 1 for the spring semester. There shall be a $30 penalty for returned checks. Each day that a payment is late or insufficient shall incur a$50 penalty. After 30 days that a Member has an outstanding balance, that Member shall lose IFC member privileges until payment is delivered or arranged. If a Member is unable to pay its balance with IFC prior to the due date, arrangement for payment must be agreed upon in writing with the Vice President of Finance.

Section B. Membership Dues. The Vice President of Finance shall assess dues on every Member on a per capita basis. The assessment of dues shall be determined by the most updated list of Members, Associates, and New Members as recorded at the beginning of each semester or at the date of billing by the Cliff Alexander Office of Fraternity & Sorority Life. Dues shall be $13 per initiated member and $38 per new member. Each fall semester carries an additional $5 per member Greek Week fee.

Section C. Budget. The Vice President of Finance shall prepare and present to the Presidents Council a budget for the following semester at the second to last meeting of each semester. A two-thirds vote of Full Members present shall be necessary to ratify the proposed budget. Furthermore, an expense account shall be presented to the Presidents Council at the beginning of each semester.

Section D. Fines. The Vice President of Finance issue fines for the violations of early bids and unregistered members, which are to be verified by the President, Vice President of Recruitment, and Vice President of Facilities Management. These fines will amount to $1,000 per early bid given and/or unregistered member. The Vice President of Finance shall provide written notification of the violation, mediation with chapter, total amount due, and the date that it must be turned in if the chapter is found responsible. Each day that a payment is late or insufficient shall incur a $50 penalty. The Vice President of Finance must receive approval from 2/3 of the Executive Board.

# ARTICLE IIX

### Organization

Section A. Legislative. The legislative powers of IFC lie in the Presidents Council.

Section B. Administrative. The administrative powers of IFC lie in the Executive Council.

Section C. Judicial. The judicial powers of IFC lie in the Judicial Board and Miami University.

# ARTICLE IX

### Presidents Council

Section A. Authority and Duties of Presidents Council.

The Presidents Council shall:

1. Abide by regulations, policies, decisions, and actions of Miami University; and
2. Abide by regulations, policies, decisions, and actions of the Presidents Council; and
3. Abide by policies, decisions, and actions of Executive Council; and
4. Abide by Judicial Board regulations, policies, decisions, and actions; and
5. Abide by this Constitution and Bylaws; and
6. Cooperate in proceedings of Judicial Board with which a Fraternity or Colony may involved; and
7. Have the power to amend this Constitution and Bylaws; and
8. Receive or initiate and then vote on legislation to maintain and/or execute the purpose and role of IFC and to enact and/or change IFC regulations and policies according to this Constitution and Bylaws; and
9. Receive or initiate and then conduct regular business; and
10. Meet in regular session during the Fall and Spring semesters at a time and location as determined by the IFC President and meet in special session upon the vote or written request of the majority of its Members and/or Miami University; and
11. Meet annually in an Election Meeting to elect the Executive Council of the ensuing term at a time specified by the Executive Council.

Section B. Composition of Presidents Council. The President of each Member, or another representative of his Fraternity, shall be the representative to Presidents Council.

Section C. Voting of Presidents Council. Each Full Member in Good Standing shall have one and only one vote. Each Associate Member in Good Standing shall have a voice but shall not have a vote. Voting shall only be conducted in person. The President shall vote the intention of his Fraternity. If the President is not present, he shall appoint a Member of his Fraternity to vote the intention of his Fraternity. If neither the President nor a Member of his Fraternity is present, then the Fraternity relinquishes its vote. A Member of Executive Council cannot vote the intention of his Fraternity. Votes shall be decided by a preferential, simple majority ballot conducted by roll call, unless a motion is made and passed for a secret ballot or unless this Constitution and Bylaws states a different majority and/or procedure for passage of certain questions specified herein.

Section D. Duties of Members of Presidents Council. A Member of Presidents Council shall:

1. Abide by regulations, policies, decisions, and actions of Miami University, the President’s Council, the Executive Council, and the Judicial Board; and
2. Abide by this Constitution and Bylaws; and
3. Have attendance of at least its President, or another Member from his Fraternity or Colony, at every Presidents Council meeting for the duration of the meeting; and
4. Cooperate in proceedings of Judicial Board with which a Fraternity or Colony may be involved.

**ARTICLE X**

Executive Council

Section A. Authority and Duties of Executive Council.

The Executive Council shall:

Abide by regulations, policies, decisions, and actions of Miami University; and

Abide by regulations, policies, decisions, and actions of the Presidents Council; and

Abide by policies, decisions, and actions of Executive Council; and

Abide by Judicial Board regulations, policies, decisions, and actions; and

Abide by this Constitution and Bylaws; and

Section B. Composition of Executive Council.

The Executive Council is composed of the following Officers:

President; and

Executive Vice President; and

Vice President of Recruitment; and

Vice President of Fraternal Conduct; and

Vice President of Finance; and

Vice President of Service and Philanthropy; and

Vice President of Member Education; and

Vice President of Public Relations; and

Vice President of Facilities Management; and

Vice President of Programming

In the absence of the President, the Executive Vice President shall temporarily assume the authority and duties of the President, followed in succession by the Vice President of Recruitment, Vice President of Fraternal Conduct, Vice President of Finance, Vice President of Service and Philanthropy, Vice President of Member Education, Vice President of Public Relations, Vice President of Programming, Vice President of Facilities Management.

Section C. Duties of Officers of Executive Council.

Executive Council Officers shall:

Abide by regulations, policies, decisions, and actions of Miami University; and

Abide by regulations, policies, decisions, and actions of the Presidents Council; and

Abide by policies, decisions, and actions of Executive Council;

Abide by Judicial Board regulations, policies, decisions, and actions; and

Abide by this Constitution and Bylaws; and

Cooperate in proceedings of Judicial Board with which a Fraternity or Colony may be involved; and

Fulfill his duties as outlined in the IFC Bylaws; and

Maintain at least a 2.50 cumulative grade point average or at least a 3.00 grade point average for the previous semester.

# ARTICLE XII

Conduct Board

Section A.         Purpose

It is the purpose of this Interfraternity Council Conduct Board, in accordance with Miami University and its Student Code of Conduct, to monitor and review complaints against Fraternities and/or Fraternity Members that participate in Miami University's Interfraternity Council.  We maintain these rights under the powers bestowed upon us by the Interfraternity Council Presidents.

Section B.         Goals of the Conduct Board:

1. Education.  It is the primary purpose of the Conduct Board to *educate*, not only to punish.  Never will the Conduct Board seek simply to punish fraternities, as that creates a negative environment wholly unproductive for both sides.  It is the belief of the Interfraternity Council that educating first and foremost, will severely decrease the occurrence of undesirable behaviors in the future.

2. Pro-activity.  Each Conduct Board will concentrate on making themselves available to fraternities in an effort to prevent irresponsible actions.  By making themselves known to the Greek community, the Conduct Board is able to increase understanding as to its function and purpose.

3. Impartiality.  At no time will any Conduct Board allow personal feelings to take issue over the evidence.  The Conduct Board shall be relentless in its attempts to abandon all precursory biases or unfair pre-dispositions in their approach to each case.  The evidence will be the sole determinant of a case's outcome.

4. Maintenance of a higher standard.  The Conduct Board serves to uphold the standards of the Greek community.  In doing so, Justices must act in accordance with these standards.  Realize that we are in highly visible positions, and failing to uphold our own ideals seriously damages our credibility.

5. Group effort.  The Conduct Board is comprised of nine impartial justices, each having their own thoughts and ideas. The true potential of the board can only be realized if each member is treated with equal respect.  Each member must place priority upon the goals of the group.

Section C.         Membership

1. The Interfraternity Council Conduct Board shall consist of a total of nine student members, as well as the Interfraternity Council Advisor, who serves Ex Officio. Thenine justices shall consist of one Chief Justice (Vice President of Fraternal Conduct), and eight Associate Justices,. If eight impartial justices are not selected, the Vice President of Fraternal Conduct may select as many as he sees fit. The Chief Justice’s role is to preside over the hearing. The Chief Justice will only vote in the instance of a tie.

2.  Each student member of the Conduct Board must be an active member in good standing of his fraternity throughout his term of service.

3.  Each Conduct Board member will be permitted one vote per issue.  A case will not be heard unless a minimum of five Associate Justices, the Vice President of Fraternal Conduct and the Interfraternity Council Advisor are present.

4.  No member of the Conduct Board shall be permitted to participate in a case involving the fraternity with which he is associated.

Section D.         Appointment of Justices

1.  The Vice President of Fraternal Conduct will designate a time frame to accept applications from fraternity members for Associate Justice Positions.

2.  Candidates for selection will be interviewed upon review of their application by a combination of the Interfraternity Council Executive Board, Interfraternity Council Advisor, and President’s Council members.

3.  Upon completion of the interview process, the necessary amount of Justices required for that term will be notified of their selection, and their one-year term shall start immediately upon notification.  Those that were not selected will be notified immediately as well and are still applicable to act on the board if needed.

###### ARTICLE XIII

IFC Committees

Section A. Classes of IFC Committees. There shall be two types of IFC Committees: Standing Committees and Ad Hoc Committees. The utilization of Committees is subject to the discretion of the Officer that oversees the Committee, as well as the Executive Council.

Section B. Standing Committees. Standing Committees shall remain consistent in their function, operation, composition, term, and duties, unless otherwise amended herein. An Officer shall oversee each Standing Committee. Each Officer shall appoint members of his committee and formally present the appointments to the Presidents Council.

Section C. Ad Hoc Committees. Ad Hoc Committees shall address current and temporary problems and/or issues in the Greek community. The Executive Council, Presidents Council, and/or Cliff Alexander Office of Fraternity & Sorority Life may commission an Ad Hoc Committee. The Officer, President, or Advisor that requests the Committee shall determine and oversee its function, operation, composition, term, and duties.

# ARTICLE XIV

### Constitution and Amendments

Section A. Constitution Review. The Executive Vice President and/or IFC President shall review this Constitution at least once each year with the Executive Council, Presidents Council, and Cliff Alexander Office of Fraternity & Sorority Life.

Section B. Ratification. This Constitution shall become effective upon a two-thirds vote of Full Members of IFC present. All previous versions of the Constitution shall be null and void.

Section C. Amendments. Officers of Executive Council and Full Members of Presidents Council in Good Standing may propose Amendments to this Constitution. Proposed Amendments shall:

1. Be presented in writing to the Executive Vice President and the IFC President together with the reason(s) for adoption; and
2. Be presented to Executive Council by the Executive Vice President and IFC President at its next regular meeting; and
3. Be presented and read to Presidents Council by the Executive Vice President and IFC President at its next regular meeting; and
4. Be sent by the Executive Vice President to each Fraternity President not in attendance at Presidents Council; and
5. Be discussed and considered for a vote or the table at the next regular meeting of Presidents Council; and
6. Be adopted by a three-fourths vote of Full Members of IFC present.

BYLAWS

**of the**

**INTERFRATERNITY COUNCIL**

**MIAMI UNIVERSITY**

**Oxford, Ohio**

**ARTICLE I**

Parliamentary Authority and Quorum

IFC meetings shall be governed by parliamentary procedure as set forth in the latest edition of “Robert’s Rules of Order,” unless otherwise specified herein.

Two-thirds (2/3) or more of Full Members of Presidents Council in Good Standing shall constitute a quorum for the transaction of business. Quorum will be determined at the beginning of each Presidents Council meeting by the Executive Vice President, immediately following roll call.

**ARTICLE II**

Attendance at Presidents Council

At least the President, or the delegate appointed at the beginning of the semester from his Fraternity or Colony, shall attend every regular and special meeting of Presidents Council. Attendance at Presidents Council entails the Presidents Council representative arriving before the roll call and remaining for the duration of the meeting.

Upon the first and second absence from Presidents Council, the Executive Vice President and IFC President shall send a warning letter to the President of the Fraternity or Colony absent from the meeting.

Upon the third absence and each additional absence the Executive Vice President and IFC President shall send a letter to the President of the Fraternity or Colony absent from the meeting and impose a $50 fine on that Fraternity or Colony to be paid to the Miami University Interfraternity Council by the next scheduled meeting of the Presidents Council.

**ARTICLE III**

Election Procedures

Section A. Qualifications for Executive Council Office

To qualify for nomination to an Executive Council Office, an Individual shall:

1. Be in Good Standing with Miami University; and
2. Be enrolled as full-time student at Miami University—Oxford; and
3. Be an a full and active Member in Good Standing of a Full Member Fraternity; and
4. Not be serving and/or acting as President of his Fraternity after the date of the installation of Executive Council; and
5. Not be serving and/or acting in a position in his Fraternity to direct and/or oversee its recruitment after the date of the installation of Executive Council; and
6. Have at least a 2.50 cumulative grade point average or at least a 3.00 grade point average for the previous semester and a total of 12 credit hours.

Section B. Nomination to Executive Council Office and Pre-Election Procedure

1. The Executive Vice President shall oversee all pre-Election Meeting activities, including, but not limited to, Executive Council Officer applications, questions, and planning. Executive Council Officer applications shall be available to the Presidents and Members of Full Member Fraternities three (3) weeks before the Election Meeting. Applications shall be due by the date announced within the applications. The Executive Vice President shall compile all Executive Council Officer applications and distribute them to the Presidents of Member Fraternities by the Friday before the Election Meeting.
2. If an Individual qualifies for nomination to an Executive Council Office as outlined herein, he may submit an Executive Council Officer application by the date announced within the applications as a nomination for election.
3. The Presidents Council shall elect the Executive Council Officers over two consecutive evenings. The Executive Council shall set the dates with the Cliff Alexander Office of Fraternity & Sorority Life.

Section C. The Election Meeting

1. The Presidents Council shall elect the following Officers on the first evening: President, Executive Vice President, Vice President of Recruitment, Vice President of Fraternal Conduct, and Vice President of Finance.
2. The Presidents Council shall elect the following Officers on the second evening: Vice President of Service and Philanthropy, Vice President of Membership, Vice President of Facilities Management, Vice President of Public Relations, and Vice President of Programming.
3. Only Candidates that submit an Executive Council Officer application by the date announced within the application are eligible for Office. There shall be no nominations from the floor for any Executive Council Office. A Candidate shall only contend for a maximum of two (2) Offices and shall indicate these Offices in his application.
4. The IFC President shall determine through a random selection the order in which the Candidates shall present. The Executive Vice President shall explain the time limits and signals to the Candidates. All Candidates shall leave the room and shall be present only when they speak.
5. Each Candidate shall present his qualifications and goals for the Office for which he is contending within a time limit of three (3) minutes. However, the Candidates for IFC President shall have a time limit of five (5) minutes.
6. The Candidate shall then respond to a question posed by the respective current Executive Council Officer within a time limit of two (2) minutes.
7. The Presidents Council and Executive Council may then question the Candidate within a time limit of five (5) minutes. However, the Presidents Council and Executive Council may question the Candidate for IFC President within a time limit of ten (10) minutes.
8. After all Candidates for an Executive Council Office have presented, the IFC President shall open the floor to discussion by Presidents Council, Executive Council, and IFC advisor or designee.
9. The IFC President shall only entertain a motion to vote by a representative of a Full Member of Presidents Council.

Section D. Election Voting

1. Executive Council Officer Candidates shall be elected by secret ballot upon a motion to vote by a representative of a Full Member of Presidents Council.
2. If only one Candidate is nominated for an Executive Council Office, the IFC President may allow discussion on whether to have a vote or to keep the position vacant. However, the Candidate shall still present his qualifications and goals for the Office for which he is contending.
3. Executive Council Officer Candidates shall be elected a simple majority vote of Full Member Fraternities in Good Standing. If a simple majority vote is not reached on a ballot, then the Candidate with the least number of votes on each ballot shall be eliminated from contention until one Candidate receives a simple majority vote.
4. A Member of the Cliff Alexander Office of Fraternity & Sorority Life and a current Executive Council Officer appointed by the IFC President shall tabulate the ballots.
5. If a tie occurs, the tie vote shall be announced. The Candidates that tied shall address the Presidents Council and Executive Council again within a time limit of two (2) minutes. The Presidents Council and Executive Council may then question the Candidates within a time limit of five (5) minutes. A second vote shall then be taken. The Member of the Cliff Alexander Office of Fraternity & Sorority Life and the current Executive Council Officer appointed by the IFC President to tabulate the votes shall inform the IFC President of the result of the second vote. If the second vote is tied, the IFC President shall cast one (1) vote to break the tie. The Member of the Cliff Alexander Office of Fraternity & Sorority Life and the current Executive Council Officer appointed by the IFC President to tabulate the votes shall then announce the new Executive Council Officer.

**ARTICLE IV**

Term of Executive Council Office

Section A. Installation of Executive Council

The Executive Council of the previous term shall install the Executive Council of the ensuing term during the last meeting of the fall semester.

Section B. Term of Executive Council Office

Each Executive Council Officer shall hold Office from the date of his election or appointment to the Office until the installation of the new Executive Council unless he is removed from his Office.

**ARTICLE V**

Forfeiture, Removal, and Vacancy of Executive Council Office

Section A. Forfeiture of Executive Council Office

A Member of Executive Council shall forfeit his Office for the following reasons:

1. He is no longer in Good Standing with Miami University; or
2. He is no longer enrolled as full-time student at Miami University—Oxford; or
3. He is no longer a full and active Member in Good Standing of a Full Member Fraternity; or
4. He is elected President of his Fraternity at any time between the Election Meeting at which he was elected and the Election Meeting at which his successor is elected; or
5. He is serving and/or acting as President of his Fraternity after the date of the installation of Executive Council; or
6. He is elected to a position in his Fraternity to direct and/or oversee its recruitment at any time between the Election Meeting at which he was elected and the Election Meeting at which his successor is elected; or
7. He is serving and/or acting in a position in his Fraternity to direct and/or oversee its recruitment after the date of the installation of Executive Council; or
8. He fails to maintain at least a 2.50 cumulative grade point average or at least a 3.00 grade point average for the previous semester.
9. He has failed to uphold standards set by the Executive council or The Cliff Alexander Office of Fraternity & Sorority Life.

Section B. Removal of Executive Council Office

A Member of Executive Council shall be removed from Office if he fails to fulfill his duties as a Member of Executive Council and/or the duties of his specific Office as outlined herein. A Member of Executive Council may be removed by either of the following two procedures:

1. The Presidents Council may motion to vote to remove an Executive Council Officer. The Officer shall then hear and respond to the charges against him at the next regular meeting of Presidents Council. The Presidents Council may then remove the Officer with a three-fourths (3/4) vote.
2. The Cliff Alexander Office of Fraternity & Sorority Life and the IFC President acting in the best interest of IFC may together remove an Executive Council Officer. The Officer shall hear the charges against him and choose to either step down from his position or request an appeal of the Executive council, at which point he will need a majority vote to remain in his position. Final authority regarding the removal of the Officer shall reside in the Executive Board.

Section C. Vacancy of Executive Council Office

The Cliff Alexander Office of Fraternity & Sorority Life and Executive Council shall address a vacancy of Executive Council Office. The Cliff Alexander Office of Fraternity & Sorority Life and the IFC President shall consult the Presidents Council regarding the vacancy, and appoint an individual to fill the position for up to one month on an interim basis and/or arrange an ad hoc election to fill the vacancy.If the President elects to proceed without appointing an interim officer the ad hoc should be held as soon as possible. The election process begins with an announcement from the Executive Vice President (EVP) either through email or at a presidents meeting indicating that a position is open. Applications will be accepted from any member of fraternity community and should include a resume and short note indicating intentions to run for the vacant position through email to the EVP within two weeks of the removal.

At the conclusion of the two week application process, interviews of applicants will be conducted by the President, Vice President, and at least one other officer based on criteria of their choosing. No more than four candidates will be slated by the President and Executive Vice President with the input of the third interviewers (third interviewer may be filled by different exec members for each interview).

Each candidate will be given three minutes to speak in front of the Presidents Council, followed by two minutes of questioning from the Executive Board and up to five minutes of questioning by the presidents. After the completion of each speech and questioning, fifteen minutes will be allowed for deliberation at which point in time voting will commence. Voting will be done silently on paper ballots with ballots collected and counted by EVP and Cliff Alexander Office adviser. The winner must receive a majority vote.

In any instances where no candidate receives a majority vote, the two candidates with the most votes will be allowed one more minute to speak and two more minutes for questioning from any member of the Presidents Council or Executive Council. After the second speech and questioning is completed, voting will be done in the same manner as the previous voting process and the winner must still receive a majority vote.

**ARTICLE VI**

Duties of Executive Council Officers

Section A. All IFC Executive Officers

As a part of the IFC Executive Team, all officers are expected, at a minimum to:

1. Work cooperatively with the Panhellenic Association, National Pan-Hellenic Council, with each IFC officer, and with Chapter Presidents
2. Work professionally with staff support in the Cliff Alexander Office of Fraternity & Sorority Life
3. Commit 4-6 hours per week to office hours in the IFC Office
4. Review registration forms for Greek social events
5. Participate in Executive Council and IFC meetings/activities
6. Maintain an updated officer’s manual for their respective position.
7. Support the mission, goals and objectives of the Council
8. Promote the interests and welfare of the entire fraternity system
9. Attend workshops and retreats designed to develop/enhance leadership skills
10. Maintain a 2.5 cumulative GPA
11. Maintain at least 12 credit hours
12. Other duties as agreed upon

Section B. President

1. Acts as the Greek liaison or designee to Student Senate, Student Affairs Council, University Senate and the Cliff Alexander Office of Fraternity & Sorority Life.
2. Meets Regularly with fraternity chapter presidents and coordinates efforts to education and facilitate discussions among Greek leaders
3. Regularly reviews performance of each IFC executive officer
4. Is able to call Council into special sessions as circumstances dictate
5. Acts as the official representative of the fraternities at official functions
6. Makes all official appointments on behalf of the Council
7. Ensures strong moral throughout the year for both the Executive Council and Chapter presidents.
8. Holds semi-annual performance reviews with all Executive Board Members
9. To ensure fraternity representation is present on University committees, work with the Cliff Alexander Office advisor to determine which committee should have IFC representation.
10. Has the discretionary authority to act in the best interest of the Interfraternity Council.
11. Ensures proper transition to the succeeding officer.

# Section \_ C. Executive Vice President

* + 1. Coordination and contact with Greek funded organizations
		2. Maintenance of the Greek Calendar and Greek Events Planning
		3. Works in unison with the President of the Interfraternity Council
		4. Coordinates with the Panhellenic Association and National Pan-Hellenic Council to ensure full operation of the office.
		5. Acts in place of the President in times when he is unable to perform his duties.
		6. Serves as the Office Manager for the Interfraternity Council office (ordering supplies, maintenance of computers, and hardware, coordinates office hours of other officers, etc.)
		7. Takes minutes at all regular and special meetings of the Council
		8. Maintains accurate records of all meetings minutes, amendments, changes in the by-laws, other permanent legislation, etc.
		9. Chairs the IFC Constitution Committee
		10. Serves as the Chair of the Council’s Membership Expansion Committee and meets regularly with newly established colonies
		11. Maintains the listserves.
		12. Coordinates and plans the annual Greek Lecture Series held in the Fall.
		13. Ensures proper transition to the succeeding officer

# Section D. Vice President for Recruitment

1. Organizes and executes all facets related to the fraternity recruitment program (i.e. Fraternity Forum, Open House Weekend, recruitment registration, scheduling, etc.)
2. Produces or coordinates the production of all recruitment and promotional pieces (Guide to Greek Life, posters, informational brochures, door hangers, etc.)
3. Organizes presentations regarding the Greek community to students and parents
4. Provides chapters with a master list of registered perspective men
5. Provides chapters with a listing of men eligible to become a new member of a fraternity
6. Develops assessment instruments to evaluate the effectiveness of the recruitment program
7. Submits an annual report including recruitment statistics, evaluative comments, new member record, recommended modifications to the recruitment program, etc.
8. Monitors all chapter recruitment functions
9. Conducts regular meetings with chapter recruitment chairs
10. Provides assistance to chapters and programming to help chapters with their recruitment plans
11. Coordinates and/or assists with the Greek Move-In Project.
12. Manages and oversees Recruitment Committee, as well as chapter recruitment representatives.
13. Trains and educates chapter recruitment chairs on how to affectively use the IFC recruitment module (Campus Director).
14. Updates Miami University’s IFC HUB with events that pertain to IFC recruitment.
15. Responsible for updating and maintaining the chapter information page on Miami University’s IFC website.
16. Ensures proper transition to the succeeding officer

Section E. Vice President for Fraternal Conduct

1. Provides overall leadership to the IFC Fraternal Conduct process.
2. Coordinates the overall selection and on-going training of the Judicial Board members.
3. Conducts regularly scheduled meetings of the Conduct Board.
4. Coordinates and Chairs Conduct Board proceedings.
5. Carries out all responsibilities outlined in the Conduct Board Procedures.
6. Serves as the IFC representatives to the Miami Office of Ethics and Student Conflict Resolution.
7. Manages the Greek Event Policy Registration Process and confirms all Event Registration Forms assigning approval or disapproval of event.
8. Initiates semesterly educational efforts for chapter social and risk management chairs.
9. Maintains all records of judicial proceedings accurately with the Assistant Director of the Cliff Alexander Office of Fraternity & Sorority Life.
10. Regularly follows-up on any/all sanctioning.
11. Produces publications and/or sponsors educational programs regarding alcohol use/abuse, risk management, self-governance, etc., for the fraternity community.
12. Maintains current database of chapter social and risk management chairs that is made readily available to all interested parties.
13. Promote a safe and healthy environment for Miami University Greek Life
14. Ensures proper transition to the succeeding officer

# Section F. Vice President for Finance

1. Manages all financial affairs of the Interfraternity Council.
2. Works with officers in establishing and monitoring budgets.
3. Collects dues from all council members.
4. Pays all debts and bills incurred by the Council.
5. Regularly produces budgets for the Council.
6. Establishes regular communication, as well as a meeting at the beginning of each semester, with chapter treasurers.
7. Reconciles account statements from the University’s Internal Advisor.
8. Coordinates all requirements for ASG funding requests.
9. Assists Cliff Alexander Office of Fraternity & Sorority Life with collections in the Greek Affairs Chapter Account.
10. Works with treasurers and processes all Council transfers of all auxiliary groups (Greek Week, Greek Community Project Fund, etc.)
11. Works with other executive officers in assessing and collecting fines from chapters that incur them.
12. Ensures proper transition to the succeeding officer.

# Section G. Vice President for Service and Philanthropy

1. Oversees usage of the Greek Community Project Fund
2. Provides outreach assistance to community members by matching needs of the community with Greek volunteers
3. Sponsor monthly meetings/round tables of chapter service chairs and philanthropy chairs
4. Compiles records of chapter service donations for Council publications
5. Informs chapters of available service opportunities
6. Coordinates Spring Clean Oxford
7. Oversees registration and coordination of chapter philanthropy events
8. Works with the Office of Community Engagement and Service in being a catalyst for a mutually beneficial campus and community partnership.
9. Provide education to philanthropy/service chairs about the definition and difference of community service and philanthropy.
10. Attends biweekly Student Community Relations Commission meetings
11. Ensures proper transition to the succeeding officer

# Section H. Vice President for Member Education

1. Coordinates the development and revision of each chapter’s Enhanced Membership Experience.
2. Maintains resources for, and provides assistance to, chapter New Member Educators.
3. Establishes starting and ending dates (initiation deadline) for fraternity new member education programs. Initiation deadlines for the following Spring will be determined by the Vice President for Member Education with the consultation of the entire IFC executive board and Presidents’ Council. The date will be communicated to all chapters within the first two weeks of the fall semester.
4. Develops training programs and regular meetings of chapter New Member Educators and (if necessary) Risk Managers and/or Vice Presidents.
5. Plans/coordinates educational programming for the Greek Community such as (but not limited to) Greek Convocation, Greeks Step Up, and ACROPOLIS. Determines attendance requirements and fines (assessed by the VP of Finance) for such events.
6. Serves as the Scholarship Chair for the Council and plan programs/initiatives which promote academic excellence.
7. Assists chapters with sponsoring leadership retreats and campus-wide programs.
8. Ensures proper transition to the succeeding officer

# Section I. Vice President for Public Relations

1. Maintenance of the Interfraternity Council website and Social Media Accounts
2. Regularly conducts workshops for Chapter Public Relations Officers
3. Regularly updates and distributes a Public Relations ResourceManual for Chapters
4. Regularly writes and distributes press releases and serves as the primary local media contact. Works with Miami’s News Bureau to ensure media coverage of Greek activities
5. Develops publications for the Council and oversees the Council’s Procedures for Publicity and Promotion
6. Coordinates and/or assists in the implementation of various presentations on behalf of the Greek Community
7. Provides assistance to the Vice President for Community Relations related to promoting Greek service events (i.e. Adopt-A-School)
8. Co-chair the Greek Marketing Committee with the VP of Public Relations for Panhellenic to help successfully complete the stated expectations
9. Ensures proper transition to the succeeding officer

# Section K. Vice President for Programming

1. Serves as the head of the Greek Week Committee
2. Assists other executive board positions with programming related matters (Recruitment, philanthropy, etc.)
3. Provides overall leadership on all matters related to the Interfraternity sports league
4. Serves as the official council liaison to the Office of Recreational sports
5. Meets regularly with chapter athletic chair to provide updates, define policies, etc.
6. Ensures proper transition between the new and old Vice-President of Programming
7. Ensures proper transition to the succeeding officer

#### Section L. Vice President for Facilities Management

1. Makes weekly rounds of Fraternity houses in order to ensure house code
2. Regularly informs Fraternity houses of all citations and compiles solutions to those citations
3. Composition and distribution of reference manual to Fraternity Houses on a yearly basis
4. Conducts House Manager Training sessions once per semester.
5. Serves as liaison between City Fire Department and Fraternities
6. Serves as liaison between Oxford Police Department and Fraternities
7. Ensures proper transition to the succeeding officer

# ARTICLE VII

### Bylaws and Amendments

Section A. Bylaws

The President and Advisor of each Member of Presidents Council, as well as the Cliff Alexander Office of Fraternity & Sorority Life, Student Activities Office, Associated Student Government, and each Officer of Executive Council, Panhellenic Association, and National Pan-Hellenic Council, shall receive a current copy of these Bylaws at least once each year.

Section B. Constitution Review

The Executive Vice President and/or IFC President shall review these Bylaws at least once each year with the Executive Council, Presidents Council, and Cliff Alexander Office of Fraternity & Sorority Life.

Section C. Ratification

These Bylaws shall become effective upon a two-thirds (2/3) vote of Full Members of IFC present. All previous versions of the Constitution shall be null and void.

Section D. Amendments

Officers of the Executive Council and Full Members of Presidents Council in Good Standing may propose Amendments to these Bylaws. Proposed Amendments shall:

1. Be presented in writing to the Executive Vice President and the IFC President together with the reason(s) for adoption; and
2. Be presented to Executive Council by the Executive Vice President and IFC President at its next regular meeting; and
3. Be presented and read to Presidents Council by the Executive Vice President and IFC President at its next regular meeting; and
4. Be sent by the Executive Vice Presidentto each Fraternity President not in attendance at Presidents Council; and
5. Be discussed and considered for a vote or the table at the next regular meeting of Presidents Council; and
6. Be adopted by a three-fourths (3/4) vote of Full Members of IFC present.

# ARTICLE VII

Expansion of Membership

Section A. Interfraternity Council Membership Expansion Overview

 The expansion/colonization procedures of a new fraternity is a process designed to assist the group in developing and becoming organizationally sound prior to full membership in IFC. The Membership Expansion Committee will meet with interested National/International Fraternities or student group to help them meet the requirements necessary for recognition as an Associate Member of IFC. Associate Members are charged with developing a full spectrum of programs designed to solidify the organization and to contribute to the positive welfare of students who choose to join. Once all requirements have been completed, the Associate Member may submit a request for Full Membership into IFC to the Membership Expansion Committee.

Section B. Composition of the Membership Expansion Committee

The Interfraternity Council Membership Expansion Committee shall consist of a total of seven student members. The seven members shall consist of the Chair of the Membership Expansion Committee (IFC Executive Vice President), one appointee from the Interfraternity Council Executive Council and five general members that are elected by the Chair of the Membership Expansion Committee.

Section C. Petitions and Correspondence

1. All Petitions and Correspondence should be addressed to:

 IFC Advisor

 Cliff Alexander Office of Fraternity & Sorority Life

 2026 Armstrong Student Center

 Miami University

 Oxford, Ohio 45056

1. Upon verifying the documentation, the Assistant Director of the Cliff Alexander Office of Fraternity & Sorority Life will forward the materials to the IFC Executive Vice President

Section D. Membership Expansion Terms

1. Interest Group – An interested group of students who wish to start a fraternity here at Miami University.
2. Associate Member – A group of students who have completed the criteria for Associate Member status and have been given Associate Member status by the Interfraternity Council Membership Expansion Committee.
3. Full Member – A group of students who have completed the criteria for Full Member status and have been given Full Member status by the Interfraternity Council Membership Expansion Committee.

Section E. Initiation of the Membership Expansion Process

1. Expanding the Interfraternity Council may be initiated by a recommendation by the Presidents Council (IFC Constitution, Article X, Section B), the Cliff Alexander Office of Fraternity & Sorority Life, or the Interfraternity Executive Council or by an Interest Group meeting with the Assistant Director of the Cliff Alexander Office of Fraternity & Sorority Life.
2. The Executive Vice President may proceed with the membership expansion process in the following ways:
	1. Form a Membership Expansion Committee.
	2. The Membership Expansion Committee will work with the current Interest Group as outlined in Section F of this Bylaw.

Section F. Expansion Process Initiated by an Interest Group

1. Groups wishing to be considered a recognized Interest Group shall meet with the Director of the Cliff Alexander Office of Fraternity & Sorority Life or the Assistant Director of the Cliff Alexander Office of Fraternity & Sorority Life as to a future course of action.
2. After the initial meeting the Director of the Cliff Alexander Office of Fraternity & Sorority Life or the Assistant Director of the Cliff Alexander Office of Fraternity & Sorority Life will then assist the group in organizing a meeting with the IFC Membership Expansion Committee. Through this meeting with the Membership Expansion Committee, the Membership Expansion Committee will:
	1. Review the entire application and membership expansion process;
	2. Be the primary resource to the Interest Group through communication and assistance;
	3. Give to the group the Associate Member Application;
	4. Give to the group a packet of information explaining the requirements of becoming an Associate Member of IFC;
3. The Membership Expansion Committee will determine if the group fulfills the criteria for Associate Member status, upon completion of the Associate Member Application.

Section G. Membership Expansion Process at the Associate Member Stage

* 1. An Associate Member shall receive all privileges as outlined in Article VI, Section B of the IFC Constitution and shall fulfill the duties as outlined in Article VI, Section C of the IFC Constitution.
	2. The Membership Expansion Committee will determine if the group fulfills the criteria for Full Member status upon review of the Associate Member’s petition for Full Membership into the Interfraternity Council.

**ARTICLE VIII**

Formal Recruitment

Section A. IFC Formal Recruitment Overview

1. The Interfraternity Council provides a Formal Recruitment process to help educate unaffiliated men on Miami’s campus about the IFC fraternity experience. Potential new members (PNM) will have the opportunity to meet all IFC member fraternities.

Eligibility for Membership

1. PNM must be a full-time student (carry at least 12 credit hours) on the Oxford campus of Miami University.
2. PNM must have completed 12 credit hours of classes at Miami University or another college or university.
3. PNM must have a minimum cumulative GPA of 2.5.
4. All potential members/candidates for membership must have their eligibility verified through the Cliff Alexander Office of Fraternity and Sorority Life prior to the chapter extending any form of invitation to membership.

Chapter Expectations

1. Each chapter will participate in three open houses coordinated by IFC during the fall semester.
2. Enhanced Membership Experience will need to be completed and approved by IFC’s VP of Membership Education prior to the start of the Spring semester.
3. Chapters will be fined $1000 for each individual member to whom they extend a bid, to the discretion of the VP of Recruitment, prior to 10:00 PM on the Monday of the Formal Recruitment week.
4. All chapter houses or designated spaces must be open for the first 48 hours of Formal Recruitment week for PNMs to learn more about the fraternity.
5. Each chapter must submit their names list to IFC’s VP of Recruitment in order to compile an updated roster of men interested in joining a fraternity. These lists will be collected from:
	1. Fall Open-House attendance list
	2. Mega Fair attendance list
	3. Go Greek 101 attendance list
	4. Family Weekend Tailgate attendance list

**ARTICLE IX**

IFC Conduct Board Hearing Procedures

Section A. Recognition and Jurisdiction:

1. It is the purpose of this Interfraternity Council (IFC) Conduct Board to monitor and review complaints against fraternities that are members of Miami University's Interfraternity Council. We maintain these rights by the Interfraternity Council, who, being fully informed of our functions and policies, approved this procedure by at least 2/3 majority.
2. As referred to in the Miami Fraternity and Sorority Life Relationship Statement, “The University provides support, in the form of programming, advice, facilities, and services, but recognizes that fraternities and sororities adhere to principles of self-governance through the Interfraternity Council (IFC), the National Pan-Hellenic Council (NPHC), and the Panhellenic Association within the parameters of local, state, and federal law, and Miami University policies. Principles of self-governance include free discussion of ideas and opinions and numerous leadership and service opportunities, all within an equitable environment of thoughtful decision making and accountability.”
3. In order to hold organizations accountable for their actions, the IFC Conduct Board will exist to ensure peer accountability. It is a board that promotes proper and responsible behaviors that foster a positive learning environment. It is an impartial board that maintains a higher standard as stated in the Interfraternity Council Constitution under Article II, the Statement of Fraternity Values and Ethics. Therefore, any infractions of the rules set forth by the Interfraternity Council Constitution, Miami University, the city of Oxford, or the state of Ohio will subject the organization to disciplinary action by the IFC Conduct Board and/or other appropriate authorities.

Section B. Membership:

1. 1. The Interfraternity Council Conduct Board shall consist of a total of nine student members, as well as the Interfraternity Council Advisor, who serves Ex Officio. The nine justices shall consist of one Conduct Board Chairman (Vice President of Fraternal Conduct), eight Associate Justices, eight impartial justices are not selected, the Vice President of Fraternal Conduct may select as many as he sees fit. The Chief Justice’s role is to provide over the hearing. The Chief Justice will only vote in the instance of a tie.
2. Each student member of the Conduct Board must be an active member of his fraternity and in good standing at Miami University. Candidates interested in applying for a justice position must sign a waiver releasing their academic and judicial records to the Conduct Board Advisor for review. Justices need a minimum 2.5 G.P.A.
3. The Chief Justice and Interfraternity Council Advisor will be in charge of coordinating all training programs as well as assigning Associate Justices and Interfraternity Council Executive Council members to monitor registered social functions.

Section C. Appointment to Judicial Board:

1. Chief Justice
	* 1. The Chief Justice is elected as the IFC VP of Fraternal Conduct. Anyone who wishes to run for the VP of Fraternal Conduct will be nominated and voted upon at the IFC President's meeting during Executive Council elections in November. Upon election, the Chief Justice will accept applications from fraternity members for all other board positions.
2. Justices
3. Candidates will be interviewed upon review of their application by the Chief Justice with help of the Executive Council members, Interfraternity Council Advisor, and President’s Council members where the Chief Justice sees fit. Interviews will be conducted by the Chief Justice with help of the Executive Council members, Interfraternity Council Advisor, and President’s Council members where the Chief Justice sees fit.Decisions will be based upon candidate’s ability to be impartial, soundness of mind and decision-making abilities, his past experiences with peer accountability, and his knowledge of the IFC constitution, Greek Alcohol Policy, recruitment regulations, and the IFC Conduct Board procedures.
4. Upon completion of the interview process, selected justices will be notified of their selection, and their one-year term will begin immediately and end on a date specified by the Chief Justice-elect. Those that were not selected will be notified immediately as well.

3. Removal of Justices:

i. Justices shall forfeit their positions for the following reasons. 1) He is no longer in good standing with Miami University or 2) He is no longer enrolled as a full-time student at Miami University-Oxford or 3) He is no longer a full and active member in good standing of a Full Member fraternity or 4) He fails to maintain a 2.50 cumulative grade point average.

* + - 1. In the event of an appointed justice removal, elections will take place within 10 days to replace the removed justice following the aforementioned procedures.

Section D. Board Responsibilities:

1. The IFC Conduct Board will consider alleged infractions of the Interfraternity Council Constitution, recruitment regulations, the Greek Alcohol Policy, Miami University regulations, and/or local, state, and federal laws.

Section E. Filing a Complaint

1. Any student, faculty, administrator, community resident, Conduct Board member, fraternity/sorority chapter or fraternity/sorority individual chapter member may initiate a complaint to the Conduct Board for violating the Interfraternity Council Constitution, recruitment regulations, the Greek Alcohol Policy, Miami University regulations and/or local, state, and federal laws. A grievance form, which is available in the IFC office, or via the IFC website and must be signed and submitted with a written statement and appropriate supporting documentation.
2. A letter notifying the fraternity of the grievance against them will be sent to the chapter president.

Section H. Arbitration/Mediation

As well as to the general hearing procedures detailed in this document the IFC Conduct Board will use a system of arbitration and mediation to handle and resolve alleged violations.

If deemed necessary by the IFC Advisor and IFC VP of Fraternal Conduct these proceedings will ensue as outlined here. The chapter or chapters involved must also all agree to these proceedings.

Arbitration may be commenced by the IFC Advisor, IFC VP of Fraternal Conduct, or any fraternity/sorority chapter for any alleged violation of the Interfraternity Council Constitution, the Greek Alcohol Policy, recruitment regulations, Miami University regulations, and/or local, state, and federal laws. If the chapter or chapters involved agrees to the proceedings an arbitrator must be chosen. The arbitrator must be the IFC President, IFC Executive VP, or IFC VP of Fraternal Conduct. The arbitrator’s affiliation may not be the same as any of the chapters involved in the arbitration proceedings. The parties involved must mutually decide on an arbitrator. Upon choosing an arbitrator all parties, including the arbitrator, will meet in an informal setting where all the evidence will be presented to the arbitrator. The arbitrator will then make a decision on responsibility and sanctioning within two days of that meeting which will be binding on all parties. This decision will have the full force of the IFC Conduct Board and as such will be treated as an IFC Conduct Board decision.

Mediation may be commenced by the IFC Advisor, IFC VP of Fraternal Conduct, or any fraternity/sorority chapter for any alleged violation of the Interfraternity Council Constitution, the Greek Alcohol Policy, recruitment regulations, Miami University regulations, and/or local, state, and federal laws. If the chapter or chapters involved agrees to the proceedings a mediator must be chosen. The mediator must be the IFC President, IFC Executive VP, or IFC VP of Fraternal Conduct. The mediator’s affiliation may not be the same as any of the chapters involved in the mediation proceedings. The parties involved must mutually decide on a mediator. Upon choosing a mediator all parties, including the mediator, will meet in an informal setting where all the evidence will be presented to the mediator. The mediator will then make a decision based on the evidence presented within two days of that meeting.

Although this is an informal process notification of the proceedings will be made in writing along with the decision made by the arbitrator or mediator, respectively.

Section I. Written Notification

The IFC VP of Fraternal Conduct has the duty to inform all parties of the following: hearing date and time, specific charges, sanction completion, and the appeals process. This notification must be done in writing and presented to all relevant parties within three days of the Conduct Board. This policy will also apply to arbitration and mediation proceedings if warranted.

Section J. Confidentiality

All information shared can be kept confidential until an outcome is reached. If there is any information that surfaces that may violate any local, state, or federal laws, or that may cause harm to any individual, the hearing may be suspended and the proper authorities will be notified.

Section K. Amendments

Amendments to these procedures may come from a member of the Interfraternity Council, a justice currently appointed to the IFC Conduct Board, or a member of the Cliff Alexander Office of Fraternity & Sorority Life.

Section L. General Hearing Procedures

 The Interfraternity Council Conduct Board will consider alleged infractions of the IFC Constitution, Recruitment Regulations, the Greek Alcohol Policy, Miami University regulations, and/or local, state, and federal laws. A minimum of five justices must be present before striking. No justice may be a part of hearing involving their own organization. If this requirement is not satisfied, the Conduct Board shall reschedule the hearing to be held within 10 days.

 Attendance of both the complaining party, the plaintiff, and the accused party, the defendant, are mandatory at the Interfraternity Council Conduct Board hearings. If the accused organization fails to appear at the hearing, the hearing shall continue at the discretion of the Conduct Board as it would have in the same manner. If the accused party presents partial attendance at the hearing, the hearing will either continue or will be rescheduled to be held within 10 days. Either of these choices is at the discretion of the Conduct Board. If the Conduct Board Advisor fails to appear, or the minimum number of Conduct Board justices is not met, the hearing will be rescheduled to be held within 10 days.

 All information shared at the hearing can be kept confidential until an outcome is reached. If there is any information that surfaces during the hearing that may violate any local, state, or federal laws, or that may cause harm to any individual, the hearing will be suspended and the proper authorities may be notified.

Section M. Hearing Procedures

1. Call to Order. At this time, persons before the Board take their respective places in the hearing room. At this point, the hearing is considered to begin and be underway.
2. The Nature of the Hearing is Explained. The nature of the proceedings is explained. Conduct Board hearings are not legal proceedings, but rather informal and non-adversarial. Strict, legal burdens of proof and the like are not part of Conduct Board findings, for its hearings are convened in the interest of preserving and enforcing the higher standards set by the Interfraternity Council which require superior ethical and moral behavior. There will be a finding of responsible or not responsible based on a preponderance of evidence. The hearings will be tape-recorded for purposes of appeal by either party and the tapes go into the possession of the Conduct Board advisor immediately after a hearing. Only the portions of the hearing where all parties are present will be tape recorded, this means the panel of Conduct Board justices including the Chairman, the plaintiff(s), the defendants(s), and the Conduct Board advisor. Each party will consist of no more than eight members: the chapter president, another executive officer, the chapter advisor, and up to five witnesses. The Conduct Board reserves the right to request, at any time, the testimony of specific witnesses present in the court. Legal counsel can be present but is not allowed to speak for the plaintiff or defendant and thus can only play an advisory role. At this time, the plaintiff and the accused are advised to take careful notes of statements made to the court so that the two parties can develop and deliver more cogent rebuttals (which follow the opening statements) and summary statements (following random questioning by the Conduct Board). The parties should be advised during the pre-trial orientation process that opening and summary statements might require considerable preparation beforehand. The parties are reminded that all comments and questions are to be directed to the Board. At no time may the parties address each other without permission from the Chairman.
3. Justices Introduce Themselves. During their introduction, there should be no mention of the justice’s chapter affiliation. Justices are forbidden from presiding over cases involving their own chapters.
4. Opportunity to Object to a Board Member. The first order of business concerns the accused party's right to "strike" a justice from the presiding Board. Justices may only be stricken on reasonable grounds, and the objecting party must, therefore provide a valid reason for moving to strike. After considering the objecting party's grounds for striking, the Conduct Board Chairman either removes the offending justice or allows him to remain. While a fraternity certainly has the right to strike a Conduct Board justice on reasonable grounds, Conduct Board members are obligated to strike themselves in the event that an earlier dealing with either the plaintiff or the accused may call the integrity of the justice's decision into question. This warning also applies to friendly conflicts of interest. If a Board member finds himself having to decide a matter involving one of his good friends, he is expected to excuse himself just the same.
5. The Official Documentation of the Alleged Violations are Provided to the Justices. The justices will have no prior exposure to the briefs containing official documentation of the allegations. The evidence provided within the brief and the evidence that surfaces throughout the case will be the only evidence permitted in rendering a decision.
6. Review of the Briefs. All parties are excused while the Conduct Board has the opportunity to review the briefs. It is at this time justices should ask for clarification from the Conduct Board Chairman regarding any ambiguous or apparently missing items from the brief. The justices will be given ample time to outline the questions they have for the plaintiff and the accused.
7. The Charges are Read. The court reconvenes and the charges are read one at a time by the Conduct Board Chairman. The accused party will have the opportunity to respond with a plea of ‘responsible’ or ‘not responsible’ to each charge individually.
8. The Accused Enters a Plea of "Responsible" or "Not Responsible" to Each Charge. If the accused party pleads "responsible" to all charges the Conduct Board may pose clarifying questions before entering a closed session to deliberate sanctioning. If the accused pleads "not responsible" to a partial list of charges, the Conduct Board sets all "responsible" pleas aside until sanctioning begins. The Conduct Board then proceeds to hear opening statements regarding the charges which remain.
9. Opening Statements. Opening statements are limited to seven minutes each. The plaintiff speaks first followed by the accused. Only one member from each party may address the Conduct Board during the opening statements. At no time may members from the two parties directly address each other without permission from the presiding Chairman.
10. Rebuttals. Rebuttals are limited to five minutes each. The plaintiff rebuts first followed by the accused. Only one member from each party may address the Conduct Board during the rebuttals.
11. Presentation of the Witnesses. At this time witnesses appearing before the Conduct Board are introduced. The justices should take notice of the witness’s names and faces since the reading of the charges will likely refer to them, and the justices will want to know to whom they are directing their questions. The witnesses will then be given the opportunity to relay any information pertinent to the case at hand. At this time the board will ask questions specifically of the witnesses. Witnesses that are unable to appear before the Conduct Board may submit a signed written statement and/or video statement.
12. Random Questioning by the Conduct Board of all Parties Involved. The questioning portion of the hearing is most important. Interrogation of participants must be thorough and never rushed. Board members are allowed to ask as many questions as necessary to acquire full information. Presiding justices should take copious notes of the questions asked and the participants' responses. The justices' notes will be needed to inform the deliberation and sanctioning processes that follow. When the justices or the participants think information can better be obtained by questioning witnesses in private, the Board reserves the right to separate witnesses and receive their testimony one at a time. However, the Board must be careful to safely redirect such testimony so that the accused may still indirectly confront their accusers. Above all, Conduct Board justices are reminded that these hearings are non-adversarial; special attention should be paid to maintaining that atmosphere.
13. Questioning by both parties. At this time, each party has the opportunity to ask any questions in clarification. These questions must be directed through the Conduct Board. At no time may the two parties address each other directly.
14. Summary Statements. Summary remarks are limited to five minutes each. The plaintiff concludes first, followed by the accused. As with the opening statements and rebuttals, only one member from each party may address the Conduct Board. Summary statements may only be directed to the panel of Conduct Board justices.
15. Conduct Board Enters a Closed Session for Deliberation. At this time the parties are excused so that the Conduct Board may deliberate in private. The Conduct Board during its deliberation session may request the presence of the Conduct Board advisor in order to ask procedural questions if they may arise. The Conduct Board advisor will only be present for those procedural questions and will then be excused. Also the Conduct Board may pause its deliberation session to call back in the plaintiff(s), defendant(s), or any witness in order to further clarify any testimony or discrepancy. After clarification the Conduct Board will go back to its private deliberation session. Past organizational offenses are not considered when determining responsibility or non-responsibility.
16. Conduct Board Reconvenes with a Decision. Once the Conduct Board has completed deliberation, the court reconvenes to announce its decision. If the accused is found to be "not responsible," the hearing is adjourned. If the accused is found "responsible," the Conduct Board Advisor reads the fraternity's disciplinary history, which is found in the fraternity's disciplinary file. Before the Conduct Board closes to determine sanctions, the accused may submit suggestions to the Board that may or may not be implemented when formulating the final educational and disciplinary measures.
17. Conduct Board Retires to Decide Sanction. Sanctions are considered and imposed based upon the seriousness of the violation. Sanctions serve as both a deterrent and an educational tool. The justices are reminded that sanctioning principles dictate that the ‘punishment fit the crime’. Past organizational offenses may be considered when deliberating sanctions.
18. Conduct Board Reconvenes to Read and Explain Sanctioning. The accused is called back into the hearing room, and the Conduct Board Chairman reads the sanctions. Any conversation, which may ensue at this point, must only concern sanctioning and further explanations of those sanctions.
19. Hearing Adjourned and Appeal Procedure is Explained. The proceedings will be kept confidential but the result and penalties imposed will be reported at the following IFC meeting. A press release will also follow when warranted. Appeals must be made in writing within three working days from delivery of official notification of the sanctions, and are to be submitted to the Director of Greek Affairs or their designee, who may choose to handle it administratively by referring it to the University. The Conduct Board Chairman or a designated alternate will be present on the appeal. Appeals will be considered on the following three reasons: Inappropriate sanction, procedural defect in the original hearing, or new evidence. If the Director of Greek Affairs does not accept the appeal, the appellate may submit their appeal to the University's Office of Judicial Affairs. If no appeals are filed, the sanctioning commences immediately. If appeals are presented, once the last appeal is exhausted, at that point sanctioning commences immediately. In the event that new evidence is introduced which may change the outcome of the case, the Conduct Board Chairman and the IFC Advisor will review the evidence and determine whether to re-open the case. If re-opened, it will be treated as a new case.
20. Possible sanctions include but are not limited to:

 A. Complete restitution of property for any damage incurred.

 B. Fines not exceeding $200, to be given to the charity of the Interfraternity Council’s choice.

 C. Require the guilty party to do community service or work as defined by Conduct Board in cooperation with the plaintiff.

 D. Letter of reprimand to be sent to the responsible chapter, with copies sent to the plaintiff, chapter advisor, Dean of Student Life, National Headquarters, and/or any other party deemed necessary by the Conduct Board.

 E. Sponsoring various programs pertinent to the violation/s. This programming is directed as a teaching tool and should be specifically planned and designed toward that successful outcome.

 F. The guilty party must develop a ‘mission statement’, signed by all active members of that fraternity, with the purpose of reflecting on the founding principles to guide the chapter and individual member’s actions and conduct.

 G. Host an in-house risk management-training program to educate the members of the chapter on the Greek Alcohol Policy or the pertaining topic. A specified percentage of the chapter members, determined by the Conduct Board, are required to be in attendance.

 H. If it applies, the chapter’s social chair must meet with the VP of Fraternal Conduct to discuss the violation, future prevention methods, and the education of the chapter’s members.

 I. A chapter’s alcohol percentage of registered alcoholic events to non- alcoholic events can be raised from one-third to one-half.

 J. Probation- a specified period of time in which is given toward testing and granting provisional freedom from further sanctioning on the promise of good behavior. It is also used as a time for redeeming poor conduct.

 K. Social Suspension- no social function with another organization, or individually, for a specified period of time.

 L. Intramural Suspension- no recognized participation in intramural sports under a Greek name.

 M. Suspension- loss of membership in the Interfraternity Council for a specified period of time.

 N. Expulsion- permanent of temporary removal and loss of membership.

 O. Other penalties deemed necessary by the Interfraternity Council Conduct Board.

**ARTICLE IX**

 Enhanced Membership Experience

1. Expectations:
2. Each chapter will select two representatives to manage and revise the Enhanced Membership Experience (Section II).
3. Each chapter must submit their Enhanced Membership Experience to the Interfraternity Council prior to being allowed to participate in formal recruitment.
4. The EME will be reviewed (as it is revised) by the IFC Vice President of Member Education with the consultation of the IFC Executive Board. Each chapter will receive feedback during the revision process (see Section IV for relevant dates).
5. The chapter representatives, along with the chapter executive board, will present the EME to the chapter on at least two separate occasions during the revision process.
6. The chapter’s executive board will present the finalized plan to the IFC Executive Board for approval. If the chapter’s plan is denied, they will have until the first week of January the following semester to submit it again for approval. Failure to do so will result in the chapter being unable to participate in formal recruitment during Spring.
7. Required Preliminary Action
8. Each chapter will choose two representatives who will oversee the creation and revision of the plan. These representatives can be elected, delegated by the executive board, or selected in any way.
9. Good candidates might include: past executive board members, member educators, new members who want to become leaders in the chapter, general members interested in taking on an executive role, members with a passion for holistic development in the chapter.
10. The representatives will design a program to communicate the EME to the entire chapter in an effective way.
11. Chapter officers and representatives will go over the EME with the chapter. 70% of the chapter is required to be in attendance at the presentation.
12. For Presentation Guidelines please refer to Appendix G of the Google Drive Folder.
13. Components of the Enhanced Membership Experience
	1. *New Member Education Plan*: A document including information regarding the chapter’s new member process. These plans will be published on the Interfraternity Council Website (www.miamiohifc.com/eme). For an example[[1]](#footnote-1) of a New Member Education plan please refer to Appendix A, Appendix B & Appendix C in the Google Drive Folder. Each chapter’s New Member Education Plan must include but is not limited to:
14. Values Based Selection Process/Recruitment (of New Members)
15. Statement on Alcohol Free Recruitment
16. Statement on Alcohol Free Bid Distribution
17. Statement on Hazing
18. Financial Obligations for New Members
19. Required Projects
20. New Member Requirements for Initiation (including Academic)
21. Purposes/Goals of Chapter Program
22. Process Evaluation by New Members or New Initiates
23. Weekly Schedule/Overall Calendar (See Section III, Article B.)
24. Rules/Code of Conduct (i.e. attendance, dress code, interaction with other orgs, etc…)
25. Chapter/Big Brother/Mentor Rules/Code of Conduct
26. List of chapter advisors/faculty advisors responsible for oversight of the new member program
	1. *Calendar of Events*: Includes both a day-by-day calendar that details the New Member activities, as well as a weekly curriculum. All New Member activities should be clearly stated and described, and ambiguities such as “Brotherhood Event” will not suffice.
		1. Calendars will be published on the IFC website: www.miamiohifc.com/eme.
		2. Chapters should use the EME Calendar Template (Appendix D of Googel Drive) to construct the Calendar of Events.
	2. *Letter to Parents/Guardians*: Lists all points of contact within the chapter executive board as well as advisors and relevant contacts within the national organization and IFC. The letter should outline the chapter mission, accomplishments, and goals. The letter should be sent to the parents/guardians of all new members within the first week of new member education. This letter must include but is not limited to:
27. Copy of the Miami University Code of Student Conduct hazing policy (Code of Student Conduct—2.1.I Hazing)
28. The national organization’s statement on hazing
29. The name & phone number of each chapter executive board member, new member educator, chapter advisor.
30. The name and email address of the IFC President and IFC VP of Member Education
31. Indication that all new member education materials can be found at www.miamiohifc.com/eme.
32. For an example of a “Letter to Parents/Guardians” please refer to Appendix E & Appendix F of the Google Drive.

IV. Important Dates for the academic year, will be determined each year by the VP of Member Education

1. September 1st: Names and contact information for chapter representatives sent to VP of Member Education by chapter president
2. September 8th: Revisions for weeks 1 & 2 due
3. September 15th: Revisions for weeks 3 & 4 due
4. September 18th: Last date to present weeks 1-4 to the chapter
5. September 22nd: Revisions for weeks 5 & 6 due
6. September 29th: Revisions for week 7 & sections a through m due
7. October 1st: Last date to present weeks 5-7 to the chapter
8. October 10th through November 11th: Chapter executive boards present EME to the IFC Executive Board
9. November 17th: Decisions sent to chapter executive boards
10. January 4th: Final possible date for revisions
11. February 4th: Member education period begins
12. March 31st: Last possible initiation date/end of member education period

V. Sanctions related to the Enhanced Membership Experience

1. If the above milestones are missed, possible sanctions (decided by the VPs of Conduct) can include but are not limited to: missing fall recruitment events, social probation.
2. The Interfraternity Council holds the right to ban chapters who do not submit the EME from formal recruitment activities during both the Fall and Spring semesters. The final possible date for EME approval is January of the Spring semester.
3. The Interfraternity Council has the right to suspend the New Member process of any and all chapters that are not in regulation with the EME program.
1. The example of the New Member Education Plan provided is merely one example, not the template. New Member Education Plans must adhere to and include all of the guidelines above. Chapters are encouraged to be more detailed as they see fit. [↑](#footnote-ref-1)