

Interfraternity Council Bylaws

I. Member Expectations

A. Code of Ethics

- i. Chapters will respect the human dignity of all persons by not physically, psychologically or sexually abusing any human being.
- ii. Chapters will strive for academic achievement and maintain academic integrity.
- iii. Chapters will respect their own property and the property of others, and will not condone nor tolerate the abuse of property.
- iv. Chapters will maintain chapter property so that it is properly cleaned, safe and in a condition befitting the community of which it is a part.
- v. Chapters will meet their financial and administrative obligations in a timely manner.
- vi. Chapters will not condone nor tolerate the use of illegal drugs or the misuse of alcohol.
- vii. Chapters will not consume alcohol on official chapter or University property.
- viii. Chapters will challenge all members to adhere to these interfraternal expectations and will confront those who are in violation of them.

B. Policies

- i. Members will abide by the following:
 - a. All local, state and federal laws.
 - b. UO Student Code of Conduct.
 - c. The Fraternity and Sorority Endorsement Program.
 - d. IFC/PHC Risk Management Policy.
 - e. IFC/PHC Anti-Hazing Policy.
 - f. IFC/PHC Social Policy.
- ii. Violation of these policies may result in the submission of a Fraternity and Sorority Judicial Board Violation Form or a report to the UO Office of Student Conduct and Community Standards.

C. Responsibilities

- i. Philanthropy
 - a. A pre-event meeting must be held with the VP of Civic Engagement at least 21 days prior to the event.
 1. If a meeting is not set up by the chapter with the IFC VP of Civic Engagement, the chapter will not be allowed to hold the event, and the event will be cancelled immediately.
 2. Philanthropies not found in accordance with the general expectations and guidelines of the IFC Constitution and Bylaws can be cancelled at the discretion of the Fraternity and Sorority Advisor, President, VP of Accountability and the VP of Civic Engagement.
 - b. A post-event meeting must be held with the VP of Civic Engagement within 10 business days of the completion of the event.
- ii. Community Service
 - a. Chapters will complete an average of five community service hours per member per term.

- b. Community service hours will be submitted to the VP of Civic Engagement prior to the conclusion of the term.

II. Executive Board

A. Qualifications

- i. To hold a position on the IFC Executive Board, officers must:
 - a. Have a minimum 2.8 GPA to run for and remain in office.
 - b. Be an initiated member in good standing with his fraternity and the University of Oregon.
 - c. Have sophomore standing with the University of Oregon.
 - d. Not be an active chapter President for more than one academic term.
 - e. No more than two representatives from any one chapter can be elected onto the IFC Executive Board unless a motion is passed by the Presidents' Council to permit said representative(s) to run.

B. Expectations

- i. Officers must maintain a minimum 2.8 cumulative and term GPA while in office.
- ii. Officers must remain in good standing with his fraternity and the University of Oregon.
- iii. The following officers must reside in Eugene throughout the summer:
 - a. President
 - b. VP of Membership
 - c. VP of Internal Management
- iv. The following officers may not be members of the same chapter:
 - a. President
 - b. VP of Accountability
- v. Officers must hold four office hours each week in the Holden Leadership Center with the exception of President who is responsible for maintaining six office hours each week.
- vi. Officers will collect and provide relevant statistics to Fraternity and Sorority Life each term.
- vii. Officers will attend IFC Executive Board Meetings each Tuesday at 6 p.m. and formal Presidents' Council meetings at 6 p.m. on the Wednesday of odd weeks.

C. Officers

- i. President
- ii. VP of Accountability
- iii. VP of Membership
- iv. VP of Intellectual Advancement
- v. VP of Civic Engagement
- vi. VP of Community Relations
- vii. VP of Programming
- viii. VP of Internal Management (Appointed)

D. Succession

- i. Succession of officers will occur in the order listed above.

E. Position Descriptions

- i. President

- a. Preside over all IFC Executive Board Meetings and IFC Presidents' Council Meetings
 - b. Plan and implement officer election and installation
 - c. Develop, implement and uphold the IFC/PHC strategic vision, mission and goals
 - d. Hold one-on-one meetings each term with officers to develop a set of goals, timeline and evaluate completion of duties
 - e. Act as a liaison to public, alumni and university committees
 - f. Serve on various university committees (i.e., ASPAC, Campus Safety Board, PCM)
 - g. Provide advising and support to IFC chapter presidents
 - h. Oversee appeals process for the Fraternity and Sorority Judicial Board
 - i. Annually review the IFC Constitution and Bylaws
 - j. Meet weekly with the Fraternity and Sorority Advisor
- ii. VP of Accountability
 - a. Select and help train the Fraternity and Sorority Judicial Board (FSJB)
 - b. Chair FSJB hearings for sororities and provide assistance during hearings for fraternities
 - c. Oversee the Fire and Health Safety Program, including the collection of fire drill forms, fire/health inspection form, etc.
 - d. Develop workshops/trainings on self-governance and social responsibility as needed
 - e. Monitor social events of all chapters, including the collection and approval of social registration forms
 - f. Distribute weekly e-mails with information on upcoming social activities
 - g. Serve as a liaison with the Department of Public Safety, Eugene Police Department and the Office of Student Conduct and Community Standards
- iii. VP of Membership
 - a. Work with chapter recruitment chairs to develop recruitment strategies, goals and evaluation of recruitment success
 - b. Coordinate recruitment opportunities, including but not limited to:
 - 1. Duck Preview
 - 2. Duck Days
 - 3. IntroDUCKtion
 - 4. Week of Welcome
 - 5. InterMingle
 - c. Serve as a resource for New Member/Pledge Educators, evaluating the new member program and providing suggestions for improvement
 - d. Plan and implement a community-wide information session for new members
 - e. Coordinate programs and workshops to aid in the development of initiated members
- iv. VP of Intellectual Advancement
 - a. Oversee the application process and judging of the Frohmayer, Janney and Lee Scholarships
 - b. Assist in the application process for the Phi Kappa Sigma Scholarship
 - c. Collect, advertise, and distribute educational workshop grants

- d. Serve as a resource for chapters not meeting academic standards
- e. Develop, maintain and distribute a list of educational opportunities for chapters, including speakers and upcoming University events
- f. Coordinate one community-wide educational program each term
- g. Oversee the distribution of funding to chapters interested in hosting educational programs
- v. VP of Civic Engagement
 - a. Provide chapters with volunteer and service learning opportunities
 - b. Assist members of the fraternity and sorority community with Duck Corps registration
 - c. Monitor chapter's volunteer efforts and campus and community involvement
 - d. Coordinate community involvement in University Day
 - e. Plan community-wide service events each term
 - f. Serve as a liaison to Alpha Phi Omega, the Service Learning Program and other service groups on campus
 - g. Approve and coordinate the scheduling of all philanthropy events
 - h. Meet with chapters before and after philanthropy events to provide resources, suggestions and evaluation
- vi. VP of Community Relations
 - a. Serve as a liaison to student, campus and community organizations interested in partnering with the fraternity and sorority community
 - b. Develop and maintain partnerships with various organizations (i.e., Men's Center, Women's Center, ASUO, Athletics, etc.)
- vii. VP of Programming
 - a. Oversee Greek Week activities, including supervision of the Greek Week committee
 - b. Coordinate the annual Fraternity and Sorority Excellence Awards
 - c. Coordinate events to boost morale and spirit in the community (i.e., Dinner Exchanges)
 - d. Promote healthy fraternity interaction to develop relations
 - e. Plan and facilitate All Community Forums each term
- viii. VP of Internal Management (shared PHC position)
 - a. Oversee the fiscal management of IFC/PHC, including the development of a budget and evaluation of spending practices
 - b. Receive requests for purchase orders and collect required documentation
 - c. Invoice, collect, record and deposit membership dues from each member organization
 - d. Prepare bimonthly spending reports for distribution at each formal IFC and PHC Presidents' Council
 - e. Prepare ASUO Budget and special request forms for additional funding
 - f. Take minutes at all IFC/PHC Executive Board and Presidents' Council meetings
 - g. Distribute minutes and post to Fraternity and Sorority Life website each week
 - h. Reserve space for council activities
 - i. Update the community calendar

- j. Plan and oversee officer transitions
- F. Elections
 - i. Timeline
 - a. Applications for positions will be available by the third week of October.
 - b. Elections will take place during the month of November prior to the start of fall break.
 - ii. Procedure
 - a. The IFC President will serve as the Chair of the election.
 - b. Positions will be elected in order of succession.
 - c. Candidates for President will have five minutes for a speech; all other candidates will have three minutes.
 - d. Chapter presidents will have five minutes of questioning for the Presidential candidates and three minutes of questioning for all other candidates.
 - e. Chapter presidents will have a five-minute private discussion concluding with the casting of votes. If needed, discussion can be extended in five minute increments based on a majority vote.
- G. Appointments
 - i. Candidates for appointed IFC positions must meet the eligibility criteria as outlined in Article II, Section A of the IFC Bylaws.
 - ii. All IFC appointments will proceed as follows:
 - a. The names of all potential appointees will be brought before the Presidents' Council for consideration. The Presidents' Council will then discuss the candidates.
 - b. Quorum must be met for appointments.
 - c. All candidates must receive a majority approval by the Presidents' Council for appointment.
 - iii. Appointment of VP of Internal Management
 - a. Appointment will take place after the election of the Executive Board but prior to the start of winter term
 - b. The outgoing IFC and PHC Presidents, outgoing VP Internal Management and incoming IFC and PHC Presidents will serve as the voting delegates.
 - c. Appointment will be made with a majority vote.
- H. Stipends
 - i. The President receives a stipend of \$175 each month during the academic year from the Associated Students of the University of Oregon (ASUO).
- I. Removal
 - i. Actions warranting removal shall include:
 - a. Violations of the University Student Code of Conduct.
 - b. Violations of the IFC Constitution and Bylaws.
 - c. Failure to uphold the responsibilities of an IFC Officer and their officer description.
 - d. A blatant disregard for the purposes of IFC.
 - ii. The removal process shall be as follows:
 - a. The IFC President will speak to the officer in question and explain the concerns, provide suggestions for improvement and set a timeline for which improvements will be achieved.

- b. If improvements are not achieved within the designated timeline, the IFC President will speak with the officer in question and inform them that they are up for removal from office.
- c. The IFC President will present the concerns to the Presidents' Council and then hold a vote. A two-thirds vote by the Presidents' Council is required to remove any elected or appointed IFC Officer.

J. Vacancies

- i. If a vacancy occurs for any elected IFC office, the procedure shall be as follows:
 - a. A vacancy must be filled unless deemed unnecessary by a two-thirds vote.
 - b. All replacement officers must meet the eligibility criteria as outlined in Article II, Section A of the IFC Bylaws and must follow the appointment procedure as stated in Article II, Section F of the IFC Bylaws.
- ii. If a vacancy occurs in the position of the IFC President, the procedure will be as follows:
 - a. The VP of Accountability will become acting-President, and thereby assume all presidential duties until the next Presidents' Council meeting.
 - b. Members of the Executive Board and Presidents' Councils will nominate or solicit nominations for a new President.
 - c. The election for the President will occur at the next Presidents' Council meeting and will follow the guidelines for elections as outlined in Article II, Section E of the IFC Bylaws.

III. Presidents' Council

A. Meetings

- i. The Presidents' Council will meet formally once every two weeks and in the case of special circumstances.
- ii. The President will serve as the chair of all Presidents' Council meetings.
- iii. All member fraternities are to be represented at the Presidents' Council meetings, as well as all other meetings deemed mandatory by the Executive Board.
- iv. Attendance by two-thirds of the number of eligible voting chapters will constitute a quorum and votes will be divided as outlined in Article III, Section B of the IFC Bylaws.

B. Voting

- i. Each chapter will have one vote.
- ii. Quorum is two-thirds voting delegates present.
- iii. Motions need a simple majority to pass, unless otherwise stated in the IFC Bylaws.
- iv. In the case of a tie, the Chair will cast the deciding vote.

IV. Fiscal Management

A. Collection

- i. Dues will be in the amount of \$15.00 per member per term.
- ii. Dues will be collected fall term prior to the start of Week Six.
- iii. Payment plans are available upon request.

- iv. If a chapter does not pay its bills for a period of 60 days, it will be designated Inactive.

V. Amendments

A. Procedure

- i. The President and the VP of Accountability will recommend amendments of governing documents to the Presidents' Council on an annual basis.
- ii. Governing documents will become effective once passed by the Presidents' Council.

Last Amended: October 2010