

# **THE CONSTITUTION OF THE INTERFRATERNITY COUNCIL**

Rensselaer Polytechnic Institute

2 February, 2000

## **PREAMBLE**

The social fraternities of RPI, in order to provide an agency for fraternity self government, to provide a medium for democratically considering the needs, purposes, problems and conditions arising out of fraternity life on and off campus, to provide a medium for effecting worthy programs and activities consistent with the purposes of fraternity life, and to provide an organized vehicle for integrating the interests and affairs of fraternity life with the mission of Rensselaer Polytechnic Institute, do hereby establish and agree to abide by this Constitution.

## **ARTICLE I Name**

This organization shall be known as the Inter-Fraternity Council of Rensselaer Polytechnic Institute. It may be referred to in this Constitution, the Bylaws and any other documents as the IFC. The executive body of this organization shall be referred to as the Cabinet. Committees are also executive in nature, and they fall under the Cabinet. The legislative body of the IFC, which consists of a delegate from each member chapter and over which the Cabinet presides, shall be referred to as the Council. The judiciary body of the IFC shall be known as the Judicial Board, which the Judicial board chairman oversees.

## **ARTICLE II The Council**

### **Section I**

#### **Membership**

- A. Membership in the Council shall be of two classes: associate membership and full membership, as established in the Bylaws.
- B. Nothing stated herein, in the Bylaws, or in any other document of the IFC, as regards to the two classes of membership shall be construed as differentiating between a local petitioning chapter and a petitioning chapter of a national fraternity.
- C. This organization will not discriminate regarding race, creed, color, religion, national origin, sexual preference, or handicap
- D. Members of the Council can be either in good standing or not in good standing, as outlined in the Bylaws. Good standing members have all rights and privileges given to them in the Constitution, Bylaws, and all other IFC documents. Good standing statues can be revoked as outlined in the Bylaws.

### **Section II**

#### **Representation**

- A. Each member fraternity shall be required to have a Chapter Delegate at each and every meeting of the Council
- B. This delegate shall be either the chapter president or some other responsible person who has a place on the chapter's executive committee or similar body.
- C. Each chapter is encouraged to appoint Associate Delegates. Associate Delegates could be individuals who show interest in the IFC, but may benefit by getting more experience in both IFC and chapter operations.
- D. The Chapter Delegates shall be considered to have the elective power of their respective member chapters, and as such have the power to vote on all matters that arise without first reporting back to their houses except in matters concerning constitutional amendments or by the discretion of the IFC president

### **Section III**

#### Finances

- A. All members shall be required to pay dues as outlined in the Bylaws.
- B. All members shall be required to contribute equally toward any assessments except as stated in the Bylaws.

### **ARTICLE III** The Cabinet

#### Section I

The officers of the Cabinet shall be the President, Executive Vice President, Social Vice President, Rush Vice President, Risk Management Vice President, Philanthropy Vice President, Public Relations Vice President, Treasurer, and Secretary. The Greek Senator, a Panhellenic Association Member-At-Large, the IFC Judicial Board Chairman, the Former IFC President, and the Dean Of Students Office Greek Advisor shall be ex-officio members of the Cabinet.

#### Section II

Committees, both standing and ad hoc, act under the authority of the Cabinet. Their actions are guided by the Cabinet and are subject to council review, as outlined in Article V of this Constitution. Committees and their chairmen shall be appointed by the Vice Presidents and are subject to the approval of the Cabinet.

### **ARTICLE IV** The Judicial Board

#### Section I

The Judicial board consists of a chairman and a body of members selected by a selection committee as outlined in the Bylaws.

#### Section II

The Judicial Board is a joint IFC-Panhel body and, therefore, the members and Chairperson may be from either organization.

#### Section III

To maintain the supportive role of the IFC while allowing for a necessary but limited regulatory role, the Judicial Board shall operate as an entity separate from the Cabinet and the Council, acting collaterally only as outlined in the Bylaws. The Judicial Board, in addition to the IFC Bylaws, has separate Judicial Board Bylaws that both the IFC and Panhellenic Council must approve.

### **ARTICLE V** Powers, Jurisdiction, Authority, and Responsibility

#### Section I

The IFC shall have the authority and responsibility to act in ways that support the member chapters and also to regulate them when such regulation is necessary and appropriate. The fraternities are understood to be responsible for any violations of any provision set forth by Rensselaer of the IFC by their individual members or guests.

#### Section II

The Council shall legislate on matters that affect the welfare of the fraternity system by maintaining and amending this Constitution, the Bylaws, and any policies, guidelines, programs, and resolutions. Any formal action of the Council shall be binding on all members of the IFC. Except as outlined in the Constitution or Bylaws, the Council can approve or preclude any executive action that is not specifically authorized. Any of the above-mentioned legislative actions are termed Council review. Council review is enacted by voting procedures outlined in the Bylaws and Constitution.

#### Section III

The Cabinet shall have the responsibility of managing all operations of the IFC. This may include but is not limited to establishing committees, promoting workshops, and

organizing meetings. The Cabinet shall have the authority to award incentives and establish penalties to ensure the health of the IFC operations.

#### Section IV

The Judicial Board shall have the responsibility of interpreting this Constitution, the Bylaws, the Institute Grounds for disciplinary action, and all other rules and policies that may apply in the even of judicial proceedings as outlined in the Bylaws or the Rensselaer Handbook. The Board shall have the authority to inflict penalties as outlined in the above-mentioned documents. The Judicial Board shall only operate by Bylaws approved by the Council.

#### Section V

Each of the branches of the IFC, the executive, legislative, and judicial, are parts which constitute the whole IFC organization. The IFC aims to coordinate the activities of each through a system of checks and balances, striving to maintain an organization that operates smoothly, and fairly for all those concerned.

### **ARTICLE VII** Documents and Amendments

#### Section I

This Constitution is subject to amendment by a three-fourths vote of all full member fraternities in good standing.

#### Section II

The Bylaws shall be subject to amendment by a two-thirds vote of all full member fraternities in good standing.

#### Section III

Amendments shall, unless otherwise specified, be proposed in one meeting and shall be voted on no sooner than the next regular meeting; provided that at least one full week shall have elapsed between meetings.

#### Section IV

This Constitution shall supersede all previously existing constitutions of this Council

#### Section V

Policies shall be maintained by committees or officers to ensure smooth IFC operations as necessary. Policies are binding for all members. All policies and amendments to policies require approval by a majority of all member fraternities in good standing.

#### Section VI

All supportive programs and guidelines shall be documented and managed by the Cabinet or a designated committee. They are subject to Council review.

# **THE BYLAWS OF THE INTERFRATERNITY COUNCIL**

*Rensselaer Polytechnic Institute*

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## **BYLAW I Council Membership**

### **Section I**

#### **Recognition**

- A. Associate membership shall be assured a petitioning group upon two-thirds (2/3) vote of all full members of the Council that are in good standing, providing the following requirements have been met prior to the vote:
  - 1. The petitioning group shall obtain the written approval of the school administration.
  - 2. The Cabinet and the Dean of Students Office (DOSO) shall accept the petitioning group's constitution.
  - 3. The group shall operate their association of a sound financial basis.
  - 4. The group shall show a strong interest in fraternal and school ideals and shall promote participation in school and community activities.
  - 5. The petition shall contain a stated agreement to abide by the Constitution, Bylaws, plaices, rules, and regulations of the IFC; and the same shall have been signed by members of the group.
  - 6. Having satisfied the above requirements, the petition may be read at one meeting and may be voted on at the next meeting, provided at least one week shall have elapsed between the two meetings.
- B. Full membership shall be granted a petitioning associate member by three-fourths (3/4) vote of all full members of the Council that are in good standing, providing the following requirements have been met prior to the vote:
  - 1. The associate shall complete at least two years continuously as a member in good standing.
  - 2. The associate shall operate the Chapter on a sound financial basis.
  - 3. The associate shall have student members from each of the four undergraduate classes during the entire school year. The group must number at all times more than eleven (11) members.
  - 4. The group shall have continued to show true interest in fraternal, school, and community activities.
  - 5. This petition for full membership shall also contain a stated agreement to abide by the Constitution, Bylaws, policies, rules, and regulations of the IFC and shall have been signed by all members of the associate.
  - 6. Having satisfied the above provisions, the petition may be read at one meeting and may be voted on at the next meeting, provided that at least one week has elapsed between the meetings.

### **Section II**

#### **Representation**

- A. Each member chapter shall submit the names of all its officers and its official IFC Chapter Delegate to the Dean of Students Office immediately after they have assumed chapter office. Also, each must register the name of its official Chapter Delegate with the Secretary. This Chapter Delegate must attend all Council meetings to properly represent his chapter.
- B. A member's good standing status can be revoked by the Judicial Board or the Cabinet, as outlined in the Bylaws or other document. Good standing status allows a

member the full rights and responsibilities of associate or full membership. Members who lose good standing status may not conduct business at any meetings; business includes introducing, discussing, or voting on motions. They may still attend meetings and participate in ways not outlined above, and they still maintain all responsibilities to the IFC.

- C. Each member chapter shall have one vote unless such voting rights have been revoked as outlined in the Bylaws or other document.
- D. If a chapter cannot properly represent itself by sending its official chapter delegate to a meeting of the Council, a substitution may be arranged in writing with the President or Secretary prior to the meeting.
- E. Any chapter failing to provide proper representation at a meeting will be denied good standing status for that meeting, counted absent, and \$10.00.
- F. If a chapter has more than two absences in a semester, the Cabinet may refer the chapter to the Greek Judicial Board for its action.
- G. The Chapter Delegate must be a member of the chapter's Executive Board. Each chapter is encouraged to appoint assistant delegates, but they have no voting rights unless outlined in Section II, Part D.

### Section III

#### Participation

- A. Council meetings shall be open to all interested parties, except when declared otherwise by the President or majority Council vote.
- B. At open meetings, those interested parties may participate in the discussion, but they may not conduct business. Only members in good standing can conduct business.
- C. Attendance at closed meetings shall be limited to one representative from every member chapter, the members of the Cabinet, and anyone with the permission of the President or by a majority vote of the Council.
- D. Full and associate members shall be allowed full participation in all meetings except that 1) associate members shall not be allowed to introduce or vote on matters that concern the Constitution or Bylaws. And 2) members who lose good standing status may not conduct business.
- E. Quorum shall consist of a majority of the members eligible to conduct business before the Council. A majority is one-half plus one.
- F. Council Review consists of the Council's consideration by way of introduction, discussion and vote on any motion concerning any document, action, or activity that requires approval. Unless otherwise noted, approval consists of a majority vote of those members in good standing that are present.

### Section IV

#### Removal

- A. Associate membership may be removed from a group upon a two-thirds (2/3) vote of all full members of the Council that are in good standing for any of the following reasons:
  - 1. Failure of the Associate to comply with the requirements outlined in Bylaw I, Section I, Part A, Clauses 1-6.
  - 2. Failure to abide by the IFC Constitution, Bylaws, policies, rules and regulations of the IFC.
  - 3. Incurring two (2) consecutive unexcused absences from the IFC meetings or any other mandatory function which all members are required to attend or incurring three (3) such unexcused absences throughout a semester. Consideration of removal of full

membership of such a chapter may not occur until the first meeting after the threshold absence occurs.

4. Failure to pay IFC dues or any other IFC financial obligation within 6 weeks of formal notification of such financial obligation.
- B. Removed associate members become completely dissociated from the IFC and are not recognized by the IFC as fraternities at RPI
- C. Full membership may be removed from a group upon a three-quarters (3/4) vote of all full members of the Council that are in good standing for any of the following reasons:
  1. Failure of the House to operate the chapter on a sound financial basis.
  2. Failure to number more than zero (0) members.
  3. Failure to abide by the IFC constitution, Bylaws, policies, rules and regulations of the IFC
  4. Incurring 2 consecutive unexcused absences from the IFC meetings or any other mandatory function which all members are required to attend or incurring 3 such unexcused absences throughout a semester. Consideration of removal of full membership of such a chapter may not occur until the first meeting after the threshold absence occurs.
  5. Failure to pay IFC dues or any other IFC financial obligation within 6 weeks of formal notification of such financial obligation.
- D. Removed full members become recognized solely as associate members for the IFC and lose their privileges of full membership, unless they are removed for lack of membership as per Section C, Part 2 in which case they become completely dissociated from the IFC and are not recognized by the IFC as fraternities at RPI.

## BYLAW II The Cabinet

### Section I

#### The President

- A. Preside at all meetings of the Council and be fully responsible for the conduct of all Council business as well as carrying out the duties of the Constitution, the Bylaws, and any other IFC document
- B. Chair the Cabinet and delegate to its members any responsibilities deemed necessary or desirable for the smooth operation of IFC business.
- C. Appoint all committees, members, representatives and agents of the IFC approval of the Cabinet, except as stated in the Constitution and Bylaws
- D. Be an ex-officio member of all committees and boards and have the authority to convene any of their meetings.
- E. Call special meetings of the IFC body whenever necessary. Twenty-four hours notice (minimum) must be given for a meeting.
- F. Instruct and cause all delegates at any Council meeting or conference to submit a verbal or written report.
- G. Represent the Council before other bodies as the official representative of the fraternities at RPI.
- H. Meet regularly with the Panhellenic President and the Dean of Students Greek Advisor.

### Section II

#### The Executive Vice President

- A. Preside in the absence of the President
- B. Maintain record of all IFC position holders and committee chairs and members, elected as well as appointed.
- C. Serve as coordinator of all standing and special committees.

- D. Serve as ex-officio member of all standing and special committees.
- E. Serve activities of the all standing and special committees to the IFC and the Cabinet.
- F. Maintain a current list of all member chapters. Include on this list whether the member is full or associate, the member's good standing status, and if the member's good standing has been revoked, the reason(s) why.
- G. Act as parliamentarian; as such, know and understand the IFC Constitution and Bylaws, ensure continuity thereof, ensure the IFC is acting accordingly, propose changes to those documents when necessary, interpret any point not clearly defined in the Constitution, Bylaws or rules and regulations of the IFC and RPI as necessary of call for such interpretation by majority vote of the IC members present.
- H. Keep a current list of all regulations and rules affecting the IFC or its member chapters
- I. Should the President not properly execute his office, the Vice President Executive must call a IFC meeting for the purpose of the President's impeachment.
- J. Track performance of other IFC Cabinet members, and be prepared to temporarily execute any IFC Executive's office in the event he is unable to do so; if there is a vacancy in any Executive office (except for the President), the Executive Vice President will execute that office until a new Officer is elected and upon that election ensure a smooth transition of responsibilities.
- K. Assume the Presidency in the event of a Presidential vacancy and then within 2 academic weeks preside over the election of a new Executive Vice President.
- L. Carry out other duties and attend any meetings as assigned by the President.
- M. Aid in executing any IFC business.

### Section III

#### The Social Vice President

- A. Preside in the absence of the President.
- B. Be responsible for coordinating all committees related to social activities. These include, but are not limited to Social, Risk Management Committee, GNRC, and Greek Week Committees.
- C. Shall be an ex-Officio member of all the above stated committees.
- D. Be responsible for the instruction and coordination of all standing social committees except as noted otherwise in the Bylaws and maintain an overview of these committees at all times, assuring that these committees are striving in a zealous and efficient manner towards the goals of the IFC.
- E. Aid in the executing any IFC business.

### Section IV

#### The Risk Management Vice President

- A. Be responsible for coordinating and instructing all committees related to Risk Management. These include, but are not limited to Risk Management, Social, and Greek Week committees.
- B. Shall be an ex-officio member of all the above stated committees.
- C. Be responsible for the instruction and coordination of the Risk Management Committee, and all the subcommittees and activities therein. Ensure this committees is striving in a zealous and efficient manner towards the goals of the IFC.
- D. Aid in the executing of any IFC business

### Section V

#### The Rush Vice President

- A. Be responsible for coordinating and instructing all committees related to rush

- B. Aid in executing any IFC business.
- C. Because of the sensitivity of rush, the office of Rush Vice President shall not be held by anyone who holds the office of Rush Chairman or directly oversees the rush activities of his respective chapter.

## Section VI

### The Public Relations Vice President

- A. Shall be responsible for coordination and instruction of the Public Relations committee.
- B. Shall be an ex-officio member of all public relations and philanthropy committees.
- C. Aid in executing any IFC business.

## Section VII

### The Philanthropy Vice President

- A. Shall be responsible for coordination and instruction of all committees related to philanthropy. These include but are not restricted to Philanthropy and GNRC.
- B. Shall be an ex-officio member of all public relations and philanthropy committees.
- C. Aid in executing any IFC business.

## Section VIII

### The Secretary

#### A. Records Maintenance

1. Record detailed minutes of all Council and Cabinet meetings. Sign minutes and submit to the President for his signature. Keep a permanent record of all these minutes, and send a copy to the Dean of Students office promptly.
2. Maintain current copies of the Constitution, Bylaws, and policies, programs, guidelines and resolutions, assuring they are up to date and current. To facilitate quick and easy changes, to provide centralized handling, and to assure the continuity over time of these documents, work through the Dean of Students Office in maintaining them in permanent, computerized storage.
3. Keep all reports from committees, officers, boards, and all IFC internal and external correspondence on permanent record.
4. Maintain an accurate record of attendance fore all Council meetings, and a current register for all official chapter representatives according to Bylaw I, Section II
5. Maintain a current list of all member chapters. Include on this list whether the member is full or associate, the member's good standing status, and the reasons why good standing has been revoked if it has.
6. Procure a current list of each chapter's officers from the Dean of Students office from the Dean of Students Office. Also maintain a list of Panhel and IFC officers, committee chairmen, and committee members.
7. Store any of the above-mentioned documents, reports, minutes, etc., that are more than three years old and are desirable to keep on record in the Folsom Library archives.

#### B. Communications

1. Be responsible for the publication and announcement of the time, place, and date of all meetings, the agenda for these meetings, and any other pertinent information that needs distribution. Assure all member chapters, IFC officers, the Dean of Students Office Greek Advisor, and any other interested parties receive the above0mentioned



information in a timely fashion. Allow for a minimum of twenty-four hours notification time.

2. Maintain all IFC related mailboxes and other communication aides.
  3. Act as corresponding secretary of the IFC, drafting, typing, and sending documents as needed.
  4. Distribute minutes of all Council meetings, committee reports, and newly revised documents, and any other pertinent information to all members, officers, and the Greek advisor in a timely manner.
- C. Bring to the Cabinet's attention any member who is delinquent in attendance
- D. Call roll and announce quorum at all Council meetings.
- E. Aid in executing any IFC business

## Section IX

### The Treasurer

- A. Make the annual budget proposal to the Executive Board and the Cabinet at the beginning of the Spring term. Assure that it is approved by the beginning of the fiscal year, as detailed in Bylaw V.
- B. Make the Union budget proposal to the Union Executive Board. Attend all Union budget meetings and fulfill all Union funding requirements.
- C. Collect and disperse all IFC funds. This includes assigning and collecting dues and assessments, and levying and collecting fines when approved by the Cabinet.
- D. Maintain accurate accountings for all monies collected and dispersed and keep these records on file for two calendar years.
- E. Follow all procedures outlined in Bylaw V.
- F. Assure that all members' financial status is not delinquent, reporting to the Cabinet and Council if a member is delinquent. Levy fines for such delinquency as determined by the Cabinet.
- G. Make a financial report every month to the Cabinet and Council. Also, submit a written financial report at the end of the term. This report should be as detailed as possible.
- H. Aid member chapters in financial planning and management.
- I. Aid in executing IFC business.

## Section X

### The Judicial Board Chairman

- A. The Judicial Board Chairman shall:
  1. Be Chairman of the Greek Judicial Board and be responsible for the fulfillment of its duties.
  2. Keep a current list of all regulations and rules affecting the IFC or its member chapters.
- B. The Judicial Board Chairman is an ex-officio member of the Cabinet and of the Council.
- C. The Judicial Board Chairman assures that the Judicial Board acts in accordance with the Greek Judicial Board Bylaws.
- D. The chairman will vacate any meeting other than a Judicial Board meeting at which a matter of judicial proceedings is discussed.

## Section XI

### The Greek Senator

- A. The Greek Senator is an ex-officio member of the Cabinet. He is appointed jointly by the President and the Panhellenic President.
- B. The Greek Senator is to represent both the IFC and Panhel points of view in the Senate, and he should report to the Cabinet and Council any pertinent business in the Senate.

## Section XII

### Panhel Member-at-Large

- A. The Panhel Member-at-Large shall be appointed by the Panhel President to sit on the IFC Council and Cabinet meetings. She is an ex-officio member of both
- B. Her duty is to represent the Panhel and to present its points of view.

## Section XIII

### DOSO Greek Advisor

- A. The Institute representative to the IFC is the DOSO Greek Advisor. He or she is an ex-officio member of the Cabinet and Council.
- B. The advisor's duty is to aid the IFC in its operations and to give the Institute view regarding any issues.

## Section XIV

### Responsibilities of the Cabinet and its Members

- A. Manage all IFC operations including but not limited to:
  - 1. All committee and special projects.
  - 2. Finances
  - 3. Rush
  - 4. Communications
  - 5. Institute and community liaison
  - 6. NEIFC and NIC business
  - 7. Elections
  - 8. Panhel relations
  - 9. All meetings
  - 10. Any other matters that may need attention.
- B. Attend all Council and Cabinet meetings, and also any other important meetings as deemed by the President. No member of the Cabinet may represent his house at the IFC meeting; rather, he reports only as an officer of the IFC.
  - 1. If an officer of the Cabinet accumulates two (2) consecutive absences from IFC meetings, Cabinet meetings, or any other mandatory function which all Cabinet officers are required to attend, or incurs three (3) unexcused absences throughout the semester, he shall be brought up for impeachment by the IFC President at the IFC meeting following the threshold absence.
- C. Ensure that all documents are on record and up-to-date. When necessary, propose changes to those documents, or move to delete them from the record. These documents include but are not limited to:
  - 1. Constitution
  - 2. Bylaws
  - 3. Policies
  - 4. Programs
  - 5. Guidelines
  - 6. Resolutions
  - 7. Statements of position
  - 8. Minutes

#### 9. Correspondence

- D. Promote cooperation and collaboration between chapters.
- E. Ensure that the IFC is striving toward achievable goals while soliciting chapter support of these goals.

#### Section XV

The order of succession for Cabinet officers is as follows:

- 1. The President
- 2. The Executive Vice President
- 3. The Social Vice President
- 4. The Risk Management Vice President
- 5. The Rush Vice President
- 6. The Public Relations Vice President
- 7. The Philanthropy Vice President
- 8. The Secretary
- 9. The Treasurer

#### Section XVI

##### Final Duties

The final duty of all Cabinet members shall be to adequately prepare the incoming officer so that they may effectively perform the duties of their respective office.

### BYLAW III Committees

#### Section I

##### Committee Chairmanship

All committees and their chairmen shall be appointed by the President (for special committees), and the individual Vice President (all other committees). Committee chairmanship shall be for one full year (September to September), unless he is elected to an office of the Cabinet. In this case a new chairman shall be chosen. The Cabinet must approve all appointments, except as stated by the constitution or Bylaws.

#### Section II:

##### Membership

The President (for special committees) shall appoint committee members and the Vice President (all other committees) where the committee is not specifically staffed by specified chapter officers. Failure of any member to attend a committee meeting without prior permission from the committee chairman shall result in a \$10 fine to that member's chapter house.

#### Section II

##### Committee Reports

Every committee must submit a report to the council at any regular meeting or when directed to do so by the President or the individual Vice President. When directed by the President, a committee must submit a written report.

#### Section III

##### Power

All committees are directly responsible to the Cabinet. Committees have the power to make recommendations to the Cabinet, Council or Judicial Board. A committee may also take any actions for which the Cabinet gives the committee authorization. Any committee action is

subject to a review by Council. A vote by the Council that disapproves of any action overrides any Cabinet authorization for that action.

#### Section IV

##### Special Committees

Special committees shall be appointed by the President to manage any projects undertaken by the Council, which do not fall within the scope of any standing committees.

#### Section V

##### Standing Committees

###### A. Rush Committee

1. The Rush Vice President shall chair this committee.
2. This committee (through the use of subcommittees) shall be responsible for:
3. In the Spring:
  - a. Putting together the cover design, introductory pages, and collecting individual pages for the Greek Life Book.
  - b. Finding new ways the IFC can improve the overall rush for houses' advertising, programming, etc.)
  - c. Finding a way to help IFC member fraternities within IFC rush, and assist them.
  - d. Preparing and mailing a letter of introduction for the Greek community to incoming freshmen students over the summer.
4. In the Fall:
  - a. Distribute the Greek Life Book
  - b. Collect all rush calendars and put together a booklet containing all the houses' events; a copy of which will be provided to the Rush Vice President and IFC President.
  - c. Briefly monitor all rush events.
  - d. Meetings to assess the past rush and discuss rush infractions.
5. The rush rules must be set and approved by both the council and DOSO no less than two weeks before finals.
6. This committee shall consist of the Rush Chairman from each fraternity or his delegate when approved by the Rush Vice President.

###### B. Social Committee

1. The Social Vice President shall chair this committee.
2. This committee shall be responsible (through the use of subcommittees) for coordinating fraternity participation in Grand Marshall week and Greek Week.
3. This committee shall work to encourage participation in and organize any socially oriented inter-Greek events, including working to co-operatively plan parties.
4. This committee shall meet regularly to discuss the social scene on campus and find ways for the Greek system to continue to improve it.
5. This committee shall consist of the Social Chairman from each fraternity or his delegate when approved by the Social Vice President.

###### C. Risk Management Committee

1. The Risk Management Vice President shall chair this committee.

2. This committee shall work with DOSO to facilitate chapter safety inspections, fire safety meetings, house manager meetings, alcohol awareness, and other chapter-risk relevant activities as directed by the Cabinet.
3. This committee shall also monitor events sponsored by fraternities, observing the use and handling of alcohol. It must make recommendations to the Cabinet regarding the same.
4. The committee is responsible for maintaining a policy regarding alcohol and how fraternities may use it. The committee must also enforce that policy through a monitoring program.
5. This committee must submit a formal, written report as outlined in the Alcohol Review Committee Policy.
6. This committee shall consist of the Risk Management Chairman from each fraternity or his delegate who approved by the Risk Management Vice President.

#### D. Public Relations Committee

1. The Vice President of Public Relations shall chair this committee
2. This committee shall aid the IFC and its members in obtaining publicity and media coverage for its events as set forth, but not limited to, in the following:
  - a. The committee will maintain and update a guide to press relations, including contact info for local and national newspapers, radio, and television stations.
  - b. The committee will find ways to promote positive relations between Greeks and their three publics: the student body, the administrators, and the community.
  - c. The committee will maintain a database of Greek-friendly organizations for the purposes of sponsorship.
3. This committee shall work with DOSO to publish the Greek Gazetteer once per semester.
4. This committee (through the use of subcommittee) shall work with the IFC Secretary to maintain the IFC web site.
5. This committee shall (in the Spring) put together the cover design and introductory pages for the Freshman Record and distribute it in the Fall.
6. This committee shall consist of the Public Relations Chairman from each house or his appointed delegate when approved by the Public Relations Vice President.

#### E. Philanthropy Committee

1. The Philanthropy Vice President will chair this committee.
2. This committee will be notified of and aid (if possible) all fraternal and inter-fraternal service projects.
3. This committee will seek to encourage co-operation of member fraternities in each other's service projects.
4. This committee will refer service opportunities and other philanthropic endeavors to its members.
5. This committee will provide a record of all fraternity service involvement and gains each semester to the Public Relations Committee.
6. This committee shall consist of the Philanthropy Chairman from each house or his appointed delegate when approved by the Philanthropy Vice President.

#### F. Greek Neighborhood Relations Committee (GNRC)

1. This committee exists as a joint IFC/Panhel body. The IFC representative to the committee is responsible to the President, and his appointment is approved by the Cabinet.
2. The purpose of the GNRC is to monitor the neighborhood relations to the Greek chapters at RPI. By doing so, the GNRC strives to improve the Greek image in the eyes of the general public, specifically in the city of Troy and at RPI. Complimentary to improving the Greek image is enhancing communication between Greeks, those at RPI, residents of Troy, and the local government.
3. The committee consists of a chairman, an IFC representative, a Panhel representative, a representative from each geographical chapter group, a community representative, a faculty representative and the Dean of Students Office Greek Advisor. Also, interested persons may participate as nonvoting members of the committee with the approval of the chairman. In reference to the geographical chapter groups, the GNRC determines which chapters are in each group.
4. The GNRC must maintain a Greek Neighborhood Relations Policy (GNRP).
5. Selection and responsibility procedures are outlined in the GNRP.
6. Authority and duties of the GNRC:
  - A. Monitor and record all neighborhood interactions of the Greek chapters.
  - B. Enforce the GNRP
  - C. Make recommendations to the Dean of Students Office or the Greek Judicial Board when appropriate.
  - D. Meet weekly to discuss issues, process complaints, and deal with new problems.
  - E. Maintain all necessary and/or desirable communication channels.
  - F. Organize and maintain at all times a Neighborhood Interaction Program whose purpose is to constantly improve existing relations.
  - G. Ensure proper representation for each chapter, the IFC and Panhel, and all other constituencies needing representation of this committee.
  - H. Perform all other duties as necessary.

## BYLAW IV

### Greek Judicial Board

#### Section I

The IFC hereby establishes a Greek Judicial Board to enforce fraternity ideas and proper conduct among its members. The Greek Judicial Board is a joint IFC/Panhel body.

#### Section II

Any act committed by one or more chapters in the IFC as stated in the constitution or which may cause injury to, or public humiliation of, the fraternity system shall constitute a violation to be considered by the Board. Also, the Rensselaer Handbook empowers the judicial board of the IFC to enforce its own rules and the rules of the RPI community. The RPI Grounds for Disciplinary Action, the IFC Constitution, the IFC Bylaws, the Greek Judicial Board Bylaws and approved IFC rules, regulations or policies shall serve as standards for the Greek Judicial Board.

#### Section III

The Greek Judicial Board acts under separate Bylaws that may be amended by two-thirds (2/3) vote of the IFC and Panhel Councils and the Greek Judicial Board.

## BYLAW V                      Finances

### Section I

The IFC fiscal year begins February 1.

### Section II

The Cabinet proposes to the Council the annual budget. The budget will include the level of dues and other income plus expenditures for officer expenses; workshops; committee activity; travel; conferences; publications; social activities; etc. The Council must approve a budget by the beginning of the fiscal year. The budget must be balanced.

### Section III

All proposed expenditures need the prior approval of the Treasurer. Expenditures, in excess of \$100.00, need the prior approval of the Cabinet. Expenditures in excess of \$500.00 are subject to Council review prior to the expenditure.

### Section IV

No funds shall be paid for any committee or individual until a detailed statement of the disbursement is given to the Treasurer. No budget disbursements will be made unless it is in the approved budget or has special approval of the Cabinet as stated in Section III of Bylaw V. If it is, in any part, a purchase from, or hiring of, a business or performing group, an official bill shall accompany the statement which shall be signed by the person incurring the expense. Contracts for services shall be approved by the Treasurer, the Cabinet, or the Council depending on the amount of the expenditure incurred by the IFC as per Section II of Bylaw V.

### Section V

All disbursements shall be made by checks signed by the Treasurer or IFC President.

### Section VI

#### Dues and Assessments

- A. All dues, assessments, and fines shall be payable, unless otherwise specified in Constitution or Bylaws, within two weeks after formal notice. Failure to comply shall be sufficient reason for the Cabinet to suspend that chapter's good standing. Further delinquency may be cause for referral to the Judicial Board.
- B. Monetary assessments other than those covered by the budget shall be divided among the members equally. Assessments may be made for unbudgeted, unforeseen costs incurred by the IFC or by activities not covered by the but subject to Council review.

### Section VII

The Rensselaer Union may fund certain IFC programs that benefit the entire Union membership. These include, but are not limited to, alcohol awareness and publications. Because the Union fiscal year differs from the IFC fiscal year, the funding for these programs shall not be included in the IFC budget. Instead, the IFC programs will be in the Union budget and all Union budget requirements shall be fulfilled.

## BYLAW VI      Elections

## Section I

A candidate for office shall be a member of a full member chapter. He will be a student of RPI and shall meet all other requirements stated here in the Bylaws or in the Constitution, or any other IFC document.

## Section II

Officers shall hold office for one year from their installation, unless they are impeached or resign from office. This does not hold for the Member-At-Large, for his term is one semester. The election shall be held not less than one week before Thanksgiving break in the Fall term. The officers shall be installed by Thanksgiving break for the fall Member-at-Large. The election shall be not less than one week before finals in the spring semester.

## Section III

All elections for officers shall be held by secret ballot. Candidates shall be elected by a simple majority of votes cast. If none of the candidates win a majority of votes, the candidate with the least number of votes shall be dropped, and another vote will be taken. All vote totals shall be announced as soon as a winner is determined.

## Section IV

All vacancies shall be filled by election within two meetings after the vacancy is created.

## Section V

Any officer may be impeached for failure to carry out his duties. He can be impeached by a two-thirds (2/3) vote of the full members. An officer will be removed by a three-quarters (3/4) vote of the full members after an impeachment hearing.

## BYLAW VII

### Section I Executive Cabinet

#### A. Executive Power

1. The IFC President will chair the Cabinet in its executive role.
2. Each of the executives of the IFC receives one vote within the Cabinet.
3. A majority vote by the Cabinet constitutes an Executive Order of the IFC, which will thus be enforced within the IFC.
4. A two-thirds vote by the IFC will overrule or void any Executive Order.

#### B. Judicial Power

1. The IFC President will chair the Cabinet in its judicial role.
2. Each of the executives of the IFC receives one vote within the Cabinet.
3. A majority vote by the Cabinet constitutes a Judicial Discussion of the IFC, which will thus be enforced within the IFC.
4. The Cabinet in its judicial role is the final authority in adjudication of cases in breach of IFC Constitution, Bylaws, Policies or Rules.

#### C. Judicial Process

1. The Judicial Process begins when an Executive accuses a house in IFC or Cabinet meeting of breaching IFC Constitution, Bylaws, Policies, or Rules. The Executive at that time recommends a penalty and indicates that the case will be adjudicated at the next IFC Cabinet meeting.
2. At the Cabinet meeting, the first order of business is case adjudication. The accusing Executive presents his case and recommends a penalty.
3. The accused is then allowed to present its defense.
4. The Cabinet deliberates and comes to Judicial Decision by majority vote.



#### D. General Power

1. Executives of the IFC are charged with enforcing the IFC Constitution, Bylaws, Policies, and Rules.
2. Executives of the IFC and only Executives of the IFC have the power to accuse any house of violating IFC Constitution, Bylaws, Policies, or Rules.
3. An Executive may bring any business he feels necessary or pertinent to the IFC for deliberation.
4. The Executives are responsible for maintaining the integrity of their respective roles of responsibility within the IFC, continually evaluating the IFC Constitution, Bylaws, Policies, and Rules and proposing changes when necessary or proper.

#### Section II

The IFC member houses are responsible to maintain the integrity of their respected roles of responsibility within the IFC Constitution, Bylaws, Policies, and Rules. And proposing changes when necessary or proper.

#### BYLAW VIII Standing Rules

##### Section I

If not in violation of the Constitution, Bylaws, or other rules of the IFC, Roberts Rules of Order, newly revised, shall be followed in matters of parliamentary procedures.

##### Section II

The IFC may create policies, rules, and procedures to promote positive roles and images of member chapters and the Fraternity system. These documents may concern topics that include, but are not limited to, hazing, new member development, alcohol use, neighborhood standards, insurance, etc. These policies must pass by a majority vote of the Council. Recommendations and guidelines may also be created by a majority vote, but do not have the same weight as policies or standing rules, which are enforceable through the officers or Greek Judicial Board. Any policy, rule or procedure passed by the Council is binding on all members.