



# CONSTITUTION & BYLAWS

## INTERFRATERNITY COUNCIL AT KNOX COLLEGE

### CONSTITUTION

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## ARTICLE I – NAME, CREED, AND MISSION

### Section I. Name

This organization shall be known as the Interfraternity Council (IFC) at Knox College.

### Section II. IFC Creed

As members of the IFC, we, the member chapter fraternities, hereby agree to and adopt the following Creed:

We, the Interfraternity Council, exist to promote the shared interests and values of our member fraternities: leadership, service, brotherhood, and scholarship. We believe in Fraternity and that the shared values of Fraternity drive the IFC to create better communities, better chapters, and better members.

We work to advance the academic mission of Knox College, to enable fraternal organizations to grow and thrive through collaboration and teamwork, to provide an outlet for self-governance and accountability, and to model and teach ethical leadership. In a spirit of mutual support and betterment, we, the members of the Interfraternity Council, pledge to elevate the values of the member fraternities.

### Section III. Mission

IFC set forth this Constitution and Bylaws in order to create closer working relationships and coordination among our member chapters and Knox College, in accordance with the policies and standards established by the North American Interfraternity Conference (NIC).

IFC exists to advance conditions conducive to the success of its member chapters and to promote the progress of the fraternity experience. Our mission is to foster a healthy, safe, and vibrant fraternity community. With this aim, we actively encourage interfraternalism and collaboration with other fraternity/sorority governing councils and student governance bodies. Maintaining a positive working relationship and partnership with the campus administration, alumni, NIC and inter/national headquarters of member chapters is critical toward elevating the role of the IFC.

## ARTICLE II – BELIEFS, PURPOSE, AND STATEMENTS

### Section I. Beliefs

IFC believes in:

- A. Citizenship: Fraternity members must be responsible, respectful and inclusive citizens of their community.
- B. Accountability: Fraternity members have the responsibility to hold each other accountable to both their fraternal ideals and expectations and College policies and values.
- C. Choice: Fraternities have the responsibility and right to select members who align with their ideals and expectations.
- D. Opportunity: Every student has the right to seek membership in a fraternal experience on terms they determine best fit their needs and in accordance with each fraternity's membership procedures.
- E. Fairness: For justice to effectively be administered, fraternity members and organizations must provide and be afforded fundamental due process rights.

- F. Interfraternalism: Member chapters stand in solidarity with fellow chapters that meet NIC and IFC Standards.

## Section II. Purpose

The purpose of the IFC shall be to:

- A. Provide a sovereign peer governance structure for its member chapters;
- B. Enforce and hold member chapters accountable to the IFC Code of Conduct and other governing documents;
- C. Develop policies and procedures to provide safe and healthy membership and social experiences;
- D.
- E. Host and support positive membership, social, and educational programs;
- F. Provide expectations for fraternities around member education topics such as sexual misconduct prevention, bystander intervention, risk management, and event planning;
- G. Advocate for appropriate levels of university staffing support;
- H. Promote the interests of its member chapters;
- I. Promote the interests of fraternities in general;
- J. Discuss questions of mutual interest and present to its member chapters such recommendations as the IFC deems appropriate;
- K. Promote the interests of Knox College;
- L. Promote mutual cooperation between its member chapters;
- M. Promote mutual cooperation between the IFC, fellow governing councils, and student organizations at Knox College; and
- N. Promote mutual cooperation between the IFC and Knox College, its students, faculty, staff, and local community.

## Section III. Anti-Hazing Statement

The IFC takes a zero tolerance policy on hazing. This policy is considered an extension of Knox College's anti-hazing policies. Member chapters found in violation of this statement and policy will be sent to the IFC Judicial Board for review.

- A. Hazing is defined as any act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property, or which produces ridicule, embarrassment, harassment, intimidation or other similar result, for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in, a group or organization. Examples include but are not limited to:
  - a. Subtle hazing: behaviors that emphasize a power imbalance between new members/rookies and other members of the group or team. This includes, but is not limited to, physical or mental manipulation or any action which can cause mental duress.
  - b. Harassment hazing: behaviors that cause emotional anguish or physical discomfort in order to feel like a part of the group. Harassment hazing confuses, frustrates, and causes undue stress for new members/rookies.
  - c. Violent hazing: behaviors that have the potential to cause physical and/or emotional or psychological harm.
- B. The express or implied consent of the victim will not be a defense of hazing, and apathy or acquiescence in the presence of hazing is also seen as a violation of this policy.

- C. All member chapters are not permitted to haze in any format, capacity, or location on or off campus. They must not have any type of informal initiations that incorporate hazing, such as "Hell Week." All initiations must take place within the chapter houses and must not cause any kind of public nuisance or disturbance, and must take place during normal daytime hours (i.e. before midnight).
- D. Nothing may be done to a new or active member that may involve the possibility of physical injury. Students must not be asked to violate their personal or moral beliefs as a condition of initiation. The initiation program must not in any way interfere with a student's academic work and may not do any harm to the student in any way.

Other examples of hazing include:

- A. Participants endures ridicule, embarrassment, and must complete humiliating tasks in order to feel like a part of the group. Activities include but are not limited to:
  - a. Assigning demerits
  - b. Name calling
  - c. Line-ups and drills/tests
  - d. Expecting certain items to be in one's possession
  - e. Doing extra house chores or expected to run errands for members, alumni, or others affiliated with the members
- B. Participants endures frustration, confusion, stress, and physical discomfort in order to feel like part of the group. Activities include but are not limited to:
  - a. Verbal abuse
  - b. Degrading, crude, or humiliating acts
  - c. Sleep deprivation or expectations of extreme late night event attendance or other type of chapter participation at risk of losing a bid/membership
  - d. Perform personal service to initiated members or those affiliated with members
- C. Participants endures physical, emotional, and/or psychological harm in order to feel like part of the group. Activities include but are not limited to:
  - a. Forced or coerced consumption of any food or substance, including but not limited to drugs and alcohol
  - b. Beating, paddling, or other forms of assault
  - c. Forced or coerced ingestion of vile substances or conditions
  - d. Bondage/abductions/kidnapping

#### Section IV. Anti-Discrimination Statement

IFC and its member chapters do not discriminate, and will not tolerate discrimination or harassment, on the basis of sex, pregnancy, race, color, creed, national or ethnic origin, religion or religious affiliation, sexual orientation or preference, age, marital or family status, disability, veteran status, or other status protected by applicable federal, state, or local law. This policy is considered an extension of Knox College's anti-discrimination policy. Member chapters found in violation of this statement will be sent to the IFC Judicial Board for review.

IFC and its member chapters do not tolerate personal discrimination against individuals based on gender identity, expression, or presentation, however member chapters may follow their own membership selection process regarding gender identity when inviting individuals to join the organization.

## Section V. Statement and Policy Against Sexual Misconduct, Sexual Assault, and Sexually Abusive Behaviors

IFC and its member chapters will not tolerate nor condone any form of sexual misconduct, sexual assault, or sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are harmful to individuals, including but not limited to date rape, gang rape, verbal or printed harassment, and relationship abuse and/or violence.

- A. Anyone who comes forward with an allegation of sexual misconduct, assault, or abuse should be heard and given the support they require and seek. Support measures are best offered through the Title IX Coordinator, and IFC expects that all member chapters will share information regarding sexual misconduct, assault, and abuse with the Title IX Coordinator while respecting the wishes of the reporting party, such as anonymity or redaction of names.
- B. Any allegation of sexual misconduct shared with an IFC Executive Board member will be immediately reported to the Title IX Coordinator. This information may be reported confidentially, and the wishes of the student coming forward, such as not providing name(s) if requested, will be respected.
- C. There is no place for chapters that condone, cover-up, ignore, encourage, or act complacent about sexual misconduct, assault, or abuse. A chapter that does so will be held accountable as an organization by the IFC Judicial Board.
- D. IFC will not adjudicate specific sexual misconduct, assault, and abuse allegations. The Title IX Coordinator and/or local law enforcement are the proper authorities to handle the allegations.
- E. Member chapters should follow their inter/national organization's policies on interim and permanent disciplinary processes related to sexual misconduct, assault, and abuse. Students accused of sexual misconduct, assault, or abuse should be provided due process to respond to the allegation.
- F. IFC Executive Board members and member chapters should not come to conclusions based solely off of anonymous or incomplete information received.

## Section VI. Good Samaritan Statement

If a member assists another person in obtaining immediate and appropriate medical care related to the use or consumption of alcohol, drugs, or to another medical emergency, then that member, as well as those who are assisted, may receive lesser to no disciplinary action by the IFC Judicial Board with respect to the specific incident. An individual may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

A chapter that seeks immediate and appropriate medical assistance for a person in need related to the use or consumption of alcohol, drugs, or to another medical emergency, may be eligible to receive lesser to no disciplinary charges by the IFC Judicial Board related to violations of organizational policies in that specific incident. To be eligible for this potential mitigation, the chapter will be required to meet with the IFC Judicial Board and IFC Advisor. A chapter may benefit from this policy more than once, though repeated use of the policy may receive stricter scrutiny.

## Section VII. Statement on Membership

The IFC at Knox College recognizes the self-identity of each student and the right of each member chapter to institute their own member selection process based on their chapter values. IFC promotes and expects member chapters to foster an inclusive and safe member environment, to treat potential new members with respect and dignity, and to recruit new members using values-based and inclusive tactics.

## ARTICLE III – IFC MEMBERSHIP

### Section I. Membership Eligibility

Membership in the IFC is open to chapters and colonies of fraternities at Knox College, as follows:

- A. Any chapter or colony of a North American Interfraternity Conference (NIC) member organization shall hold membership in the IFC.
- B. Any chapter or colony of a local, state, regional, or inter/national fraternity, which is not a member of the NIC, may hold membership in the IFC.

The IFC will not recognize chapters that have been suspended or have had the charter revoked by the inter/national organization, or that have been deemed an unrecognized organization by the College.

### Section II. Membership Classification for Member Chapters

The membership classification of member chapters shall be as follows :

- A. Full Member: Any fraternity chapter (including non-NIC organizations) who has adopted all NIC Standards, is chartered with an Inter/national organization or an approved local chapter, and does not invite cis-women into the organization.
- B. Associate Member: Any fraternity may be granted this membership status if the organization does not meet the above criteria (i.e. a new colony that is not yet chartered).
- C. Only member chapters from Full Member organizations are permitted to serve as IFC officers, serve on the Judicial Board, or vote on Constitution and Bylaw amendments.

For the purpose of this Constitution and the IFC Bylaws, both Full Members and Associate Members are referred to as member chapters, chapters, or fraternities.

### Section III. Member Chapter Minimum Expectations

Each member chapter shall adhere to and abide by the following minimum expectations:

- A. Each member chapter shall comply with all policies set forth by:
  - a. The North American Interfraternity Conference (NIC).
  - b. The IFC Constitution, Bylaws, and other policies.
  - c. The rules and regulations of Knox College.
  - d. The general values-based conduct of fraternity members.
- B. Each member chapter shall maintain a minimum chapter annual cumulative GPA of 2.70 and a minimum new member class GPA of 2.70 or be at/or above the institution's all-non-fraternity grade point average if that grade point average is below a 2.70.
- C. Each member chapter shall be current on all IFC dues owed.
- D. Each member chapter shall submit required membership rosters to the IFC President and IFC Advisor. Chapters should utilize the [roster template](#). A new roster should be submitted within 48 hours of any roster change, including recruiting new members and initiating new members.
- E. Each member chapter shall comply with the attendance policies for the IFC General Body and the IFC Judicial Board, as outlined within this Constitution.

Each member chapter is also required to meet the following requirements in order to maintain IFC membership:

- A. Each member chapter shall communicate its values through its Ritual at least once annually;
- B. Each member chapter shall communicate to its Initiated Members and New Members the importance and benefits derived from continuous membership education throughout the undergraduate experience and encourage or require its Initiated Members and New Members to participate in educational programming, whether conducted by the chapter, the Interfraternity Council, Knox College, or independent organizations covering the following topics:
  - a. Academic Achievement and Student Success
  - b. Alcohol and Drug Use and Awareness
  - c. Career Preparation
  - d. Civic Engagement
  - e. Hazing Awareness
  - f. Leadership Development
  - g. Diversity and Inclusion
  - h. Sexual Violence Awareness
  - i. Values and Ethics
- C. Each member chapter and the IFC shall support student choice.
  - a. Any student who meets a chapter's membership requirements should be free to join a fraternity when they determine it is in their best interest to do so.
  - b. All fraternities should be free to determine when they wish to extend an invitation to join a student, except during formal recruitment during which all member chapters may be asked to submit their bids at the same time using the online platform Campus Director.
    - i. Knox College prohibits first term, first year students from joining a fraternity or sorority, and they may not attend any chapter recruitment events during that term.
  - c. Each member chapter shall only offer bids to join the fraternity to Potential New Members who meet the following academic requirement:
    - i. For a Potential New Member who has yet to establish a collegiate grade point average, a minimum high school grade point average of 2.50 is required.
    - ii. For a Potential New Member who has an established collegiate grade point average, a minimum collegiate grade point average of 2.50 is required.
- D. Each member chapter shall maintain an annual cumulative grade point average of a 2.70 or be at/or above the institution's all-non-fraternity grade point average if that grade point average is below a 2.70.
- E. Each member chapter shall prohibit women's auxiliary groups, such as "little sisters."
- F. Each member chapter shall have and follow risk management policies covering the following areas, and shall provide these policies to the IFC Executive Board at the start of each academic year:
  - a. Alcohol and Drugs
  - b. Hazing
  - c. Sexual Violence
  - d. Fire, Health, and Safety
- G. Each member chapter shall support open recruitment, which is defined as the ability of each member chapter to recruit for membership any student who meets the chapter's membership requirements.



- H. Each member chapter shall prohibit the use of alcohol and drugs by all Initiated Members, New Members and Potential New Members during all recruitment activities including, but not limited to bid day events, sibling or big/little events, and initiation-related activities.
- I. Each member chapter shall seek to reduce the availability and presence of alcohol in the chapter house and cap the number of events a chapter has with alcohol to one per term.
- J. Each member chapter shall prohibit the use of alcohol and drugs by all Initiated Members and New Members during all New Member educational programming/orientation activities.
- K. Each member chapter shall adopt a statement in support of environments that are free of hazing and sexual misconduct, as defined by their inter/national organization and Knox College, within all aspects of formal and informal chapter operations.
- L. The IFC and each of its member chapters must carry sufficient liability insurance coverage and provide documentation of this policy to the college each year upon insurance renewal.
  - a. Currently, IFC is covered by Knox College's liability insurance.
- M. Each member chapter and the IFC shall work with the campus to provide health and safety education for all chapters each term.
- N. Each member chapter and the IFC shall establish a strategic communication plan for the IFC and its member chapters that addresses protocol for crisis response, social media, marketing and media engagement.

A member chapter which has failed to meet the expectations outlined in this Section shall be referred to the IFC Executive Board and Vice President of Judicial Affairs for potential judicial review.

#### Section IV. Membership Status for Member Chapters

The membership status of member chapters shall be as follows:

- A. Good Standing: A member chapter shall be deemed to be in Good Standing if the member chapter is not currently operating under Non-Status Sanctions or Status Sanctions, as defined within the IFC Bylaws, and is currently meeting the expectations outlined in Section III of this Article.
  - a. Member chapters in good standing maintain the full rights and privileges in IFC afforded to them by the Constitution and Bylaws.
- B. Good Standing on Probation: A member chapter shall be deemed to be in Good Standing on Probation if the member chapter is currently operating under Non-Status Sanctions and currently meets the expectations outlined in Section III of this Article.
  - a. Member chapters on Probation may not attend social events hosted by IFC and may have other loss of privileges as deemed necessary by the IFC Executive Board.
  - b. Member chapters who are on Probation must meet/complete their Non-Status Sanctions, or requirements set forth by the IFC Executive Board, before returning to Good Standing.
- C. Poor Standing: A member chapter shall be deemed to be in Poor Standing if the member chapter has been placed under Suspension by the IFC, has currently failed to meet the minimum outlined in Section III of this Article, or has received Non-Status Sanctions more than one time over the course of two academic terms.
  - a. Member chapters in Poor Standing face all loss of privileges afforded to chapters on Probation.
  - b. Member chapters in Poor Standing lose their voting privileges until Poor Standing status is removed.

- c. Member chapters may move from Poor Standing to Good Standing on Probation if their sanctions or the requirements set forth by the IFC Executive Board are met.

### Section V. Individual Member Definitions

For the purpose of this Constitution and Bylaws, and with an understanding that each member chapter may have its own terminology for internal use, individuals will be defined as follows:

- A. Initiated Member: An Initiated Member shall be defined as any student who has been initiated into any IFC member chapter at Knox College.
- B. New Member: A New Member shall be defined as any student that has accepted a bid to join a IFC member chapter at Knox College, but has not yet been initiated into that fraternity.
- C. Potential New Member: A Potential New Member shall be defined as any student who has not accepted a bid from any IFC member chapter at Knox College and meets the membership selection requirements of a member chapter.

### ARTICLE IV - IFC AFFIRMATION AND ADOPTION OF NIC STANDARDS

The member fraternities of the NIC have passed minimum standards for all NIC member fraternities. These do not preclude the IFC or member chapters from adopting higher or additional standards. The IFC can amend its Constitution and Bylaws, adopt policies and pass resolutions, so long as those do not conflict with existing NIC Standards established to improve all facets of the fraternity experience. Further, the IFC and its member chapters will actively support and pass no policy that infringes on the associational rights of member chapters.

The IFC will pay annual dues to the NIC and affirms and adopts the NIC Standards, which are listed below.

### Section I. Academic Enrichment

- A. Each member organization shall maintain a policy of a 2.5 minimum cumulative high school or college, if established, GPA for joining an undergraduate chapter.
- B. Each member organization shall maintain a policy of a minimum chapter cumulative GPA of 2.7, or above the all-non-fraternity GPA for host institutions whose all-non-fraternity GPA is below a 2.7.
- C. Each member organization shall maintain a ratio of at least 50% of its undergraduate chapters attaining a chapter-average GPA at or above the respective campus' All-Men's Average.

### Section II. Diversity, Equity, and Inclusion

- A. Each member fraternity will have a public position or policy addressing its commitment to diversity, equity, and inclusion.
- B. Each member fraternity will establish and maintain a system for reporting of and acting on bias-related allegations/incidents.

### Section III. GPA Requirements

- A. In order to join an undergraduate chapter, a potential new member who has yet to establish a collegiate GPA shall have a minimum high school GPA of 2.50. A member organization, at its discretion, may establish a policy on minimum GPA requirements for joining that is higher than a 2.50.
- B. In order to join an undergraduate chapter, a potential new member who has established a collegiate GPA shall have at least a 2.50 collegiate GPA. A member organization or the campus IFC, at its discretion, may establish a policy on minimum GPA requirements for joining that is higher than a 2.50.

- C. Provide ongoing education to its undergraduate chapters on its policy establishing minimum GPA requirements for joining.
- D. Each member organization shall have and enforce a policy establishing a minimum annual cumulative GPA requirement for its undergraduate chapters by requiring either a cumulative GPA:
  - a. Of 2.70 or higher; or
  - b. That is at or above the all-non-fraternity GPA for the host institution where an undergraduate chapter exists, if the all-non-fraternity GPA for the host institution is below a 2.70.
- E. Provide ongoing education to its undergraduate chapters on its chosen policy establishing minimum annual cumulative GPA requirements.

#### Section IV. Supporting Growth Opportunities

- A. Each member organization shall:
  - a. Have and enforce a policy that supports the opportunity for all NIC member fraternities to flourish through responsible access to open expansion. "Responsible access" requires that the CEO of the Conference has confirmed that
    - i. The member organization has openly and in a timely manner communicated its expansion intention and timeline to the host institution, the IFC, and the Conference;
    - ii. The member organization has made reasonable efforts to partner with the host institution, IFC and fraternity/sorority community in its expansion efforts;
    - iii. There are no significant documented risk concerns with any existing interest group of The member organization on such host institution campus; and
    - iv. The member organization has assessed and taken into consideration any campus readiness assessment developed by the Conference regarding such institutions.
  - b. Commit to responsibly colonizing chapters that enhance the campus community by working collaboratively with other member organizations and the host institution and adhering to responsible access expectations.

#### Section V. Supporting Student Choice

Each member organization shall maintain and enforce a policy supporting student choice as to the ability of any student to freely choose when they can join an undergraduate chapter of any member organization without restrictions on the date, time and place of membership invitation, extension, and acceptance; or which would violate IFC SOPs [within the chapter's membership selection requirements].

#### Section VI. Health and Safety

- A. Each member organization shall have health and safety policies which mirror the NIC guidelines and address the following.
  - a. Alcohol and Drug policies consistent with those adopted by the NIC
  - b. HazingSexual Abuse and Harassment
  - c. Fire, Health, and Safety
  - d. Carry Commercial General Liability Insurance.
  - e. Have and enforce a policy prohibiting women's auxiliary groups (i.e. "little sisters") associated with their undergraduate chapters.
  - f. Adopt and implement a medical Good Samaritan policy.
  - g. Provide ongoing education on member organization Health & Safety Guidelines.

## Section VII. Inter/national support for chapters

Each member organization will strive to work collaboratively with host institutions while supporting its respective chapters to maximize student enrichment.

## Section VIII. Interfraternalism

- A. Each member fraternity shall adhere to all provisions of the Constitution and Bylaws of the Conference.
- B. Each member fraternity shall have and enforce a policy that all of its eligible undergraduate chapters and colonies shall maintain membership in an Interfraternity Council, where applicable, that is in alignment with NIC Standards and IFC SOPs.

## Section IX. Education and Prevention

- A. Provide information about all sexual assault prevention training completed by the chapter, whether through local, regional, or headquarters resources (name and/or format of program/s, date/s, written record of participation and completion information, etc.) to the Title IX Coordinator in May of each academic year.
- B. Each chapter must meet with their Knox faculty/staff advisor at least twice a term. Campus Life may assist in finding an advisor and with advisor training.
  - a. Advisor meetings should consist of chapter goals, issues, progress reports, etc.
- C. Each chapter will work with Dare to Care to complete one interactive dialogue-based healthy relationships workshop each year.
- D. Each chapter will participate in at least one educational session with the Title IX Coordinator each year.
- E. Chapters will attend at least one educational workshop hosted by IFC each year.
  - a. Topics of workshops could include: risk management and event planning, active bystander intervention, consent, healthy masculinity, and understanding local and campus resources.
- F. Co-host at least one registered social event per year with a non-FSL organization.
  - a. A philanthropy event will not meet this requirement.
- G. Each chapter must host at least one on-campus social event in a location that is not affiliated with the FSL community.
  - a. Campus Life will support efforts to help identify available spaces.
- H. Each chapter must place the Knox College Anonymous Report Form QR code poster by each entrance and in each restroom.
  - a. IFC will supply these posters for all chapters.
- I. If chapter members are in attendance at an unregistered event (on or off campus) it may be considered to be affiliated with that chapter upon further IFC Judicial Board review.

## ARTICLE V - IFC CODE OF CONDUCT

IFC member chapters and their members are expected to follow the IFC Code of Conduct at all times:

- A. We will know and understand the ideals expressed in our fraternity values and will strive to incorporate them in our daily lives.
- B. We will strive for academic achievement and practice academic integrity.
- C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically or sexually abuse or harm any human being.
- D. We will protect the health and safety of all human beings.

- E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
- F. We will meet our financial obligations in a timely manner.
- G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
- H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
- I. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

## ARTICLE VI – IFC GENERAL BODY

### Section I. IFC General Body

The powers of the IFC shall be vested in the IFC General Body. The IFC General Body shall be the governing legislative body responsible for the general policies of the IFC, for electing its Executive Board, and for instructing its Executive Board as to the activities and operations of the IFC. All such activities shall respect the individual sovereignty and associational rights of each member chapter and shall not relinquish any governance authority to any other governing body.

### Section II. IFC General Body Composition

The IFC General Body shall be composed of voting IFC Representatives and each member chapter president. Each member chapter receives one vote on matters for which there is a voting process, and it is the IFC Representative who casts the member chapter's vote.

### Section III. IFC Representatives

Each member chapter must have one IFC Representative who serves on the IFC General Body. In the case that the IFC representative is unable to attend an IFC General Body meeting, a chapter should send an alternative representative in their place.

### Section IV. IFC Representative Eligibility

In order to serve as the IFC Representative, individuals must meet the following requirements:

- A. Be an Initiated Member or New Member, in good standing, of a member chapter.
- B. Maintain good academic and judicial standing with Knox College.
- C. Be devoted to the general ideals and principles of fraternity life and conduct oneself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, Knox College policies, NIC Standards, and NIC Alcohol & Drug Guidelines.
- E. Not be a current member of the IFC Executive Board or currently serve as their member chapter's IFC Judicial Board Justice.

### Section V. Term of Office of IFC Representatives

The term of office for IFC Representatives shall be until their graduation, resignation, or replacement under the procedures determined by each member chapter; or upon their election to serve on the IFC Executive Board or as their member chapter's IFC Justice for the IFC Judicial Board.

### Section VI. IFC General Body Meeting Policies

The IFC General Body shall conduct its meetings according to the following requirements:

- A. The most recent edition of Robert's Rules of Order may be used to run all meetings.
- B. A majority of member chapter IFC representatives must be present to meet quorum and conduct IFC General Body business.
- C. The IFC General Body shall conduct regularly scheduled business meetings at least twice a month during the academic year.
- D. Special meetings may be called by the IFC President at any time or at the request of two member chapters, with notice of the time, location, and purpose of the special meeting provided to all member chapters at least 72 hours in advance.
- E. Each member chapter's IFC Representative is required to attend all meetings of the IFC. More than two absences per academic year may result in the member chapter being referred to the Vice President of Judicial Affairs for potential judicial review.
- F. IFC General Body meetings are open to all members of the community, but only fraternity members may speak during the business sections of the meeting unless public comment is asked for by those who are not members of a member chapter.

### Section VII. IFC General Body Voting Policies

The IFC General Body shall operate utilizing the following voting policies:

- A. A majority of voting members shall constitute a quorum in order to vote on IFC General Body business.
- B. Each member chapter, in good standing, shall have one vote submitted by the IFC Representative. If the IFC Representative is not in attendance for a chapter, but their President is in attendance, the President may cast the vote on the behalf of the IFC Representative.
- C. Individuals holding IFC Executive Board positions are not entitled to a vote.
- D. In the event of a tie, the IFC President shall cast the deciding vote.
- E. With the exception of the election of IFC Executive Board positions, there shall be no secret ballot votes.

## ARTICLE VII – IFC EXECUTIVE BOARD

### Section I. IFC Executive Board

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

### Section II. IFC Executive Board Composition

The IFC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the IFC Bylaws. In the event that a large number of qualified members are interested in being on the IFC Executive Board, the Vice President of Recruitment and Community Relations may be split into two

positions (Vice President of Recruitment and Vice President of Community Relations), and the Vice President of Member Development could be split into Vice President of Member Development and Vice President of Scholarship. Or, two people may be elected as co-Vice Presidents for the positions.

- A. President
- B. Vice President of Judicial Affairs
- C. Vice President of Recruitment and Community Relations
- D. Vice President of Finance
- E. Vice President of Member Development
- F. Vice President of Diversity, Equity, and Inclusion

### Section III. IFC Executive Board Eligibility

In order to be elected and serve as a member of the IFC Executive Board, individuals must meet the following requirements:

- A. Be an Initiated Member or New Member, in good standing, of a member chapter.
- B. Maintain good academic and judicial standing with Knox College.
- C. Maintain a minimum 2.70 cumulative GPA.
- D. Be devoted to the general ideals and principles of fraternity life and conduct oneself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- E. Have a working knowledge of the IFC Constitution and Bylaws, Knox College policies, NIC Standards, and NIC Alcohol & Drug Guidelines.
- F. Does not currently serve as their member chapter's IFC Representative, IFC Judicial Board Justice, or their chapter's President.
- G. Must complete formal judicial policies and procedures training.
- H. Be available to attend meetings of the IFC Executive Board and IFC General Body for the entire academic year during the duration of the appointment.
- I. Be committed to being an engaged member of the Executive Board and work on behalf of all fraternities, not only one's own chapter.

### Section IV. IFC Executive Board Meeting Policies

The IFC Executive Board shall conduct its meetings according to the following requirements:

- A. The most recent edition of Robert's Rules of Order may be used to run all meetings.
- B. A majority of IFC Executive Board members present shall constitute a quorum in order to conduct IFC Executive Board business.
- C. The IFC Executive Board shall conduct regularly scheduled meetings on a weekly basis.
- D. Special meetings may be called by the IFC President with notice of the time, location, and purpose of the special meeting provided to each IFC Executive Board member at least 48 hours in advance.
- E. Each IFC Executive Board member is required to attend all meetings of the IFC Executive Board and all meetings of the IFC General Body. Absences may result in removal from office.

### Section V. IFC Executive Board Voting Policies

The IFC Executive Board shall operate utilizing the following voting policies during IFC Executive Board meetings:

- A. Each IFC Executive Board member shall have one vote.

- B. The IFC President should refrain from casting their vote except in the event of a tie. In such instances, the IFC President shall cast the deciding vote.
- C. There shall be no secret ballot votes.

#### Section VI. IFC Executive Board Election Policies

The following policies and procedures shall be utilized for the election and removal of IFC Executive Board officers:

- A. Nominations for IFC Executive Board positions shall open in Week 2 of the Spring term.
- B. Presentation of the ballot to the IFC General Body will take place in Week 4 of Spring term.
- C. Elections of IFC Executive Board officers shall take place during the IFC General Body meeting in Week 5 of Spring term.
- D. Current IFC Executive Board members will transition the newly elected officers into their roles during Weeks 5-7.
- E. The new executive board will officially begin their term in Week 8.
- F. Each IFC Executive Board officer shall be elected by a majority of the votes cast by the IFC General Body.
- G. Any individual serving in an IFC Executive Board position may be removed from their position by a two-thirds ( $\frac{2}{3}$ ) affirmative vote of the IFC General Body after the IFC Executive Board or other IFC General Body members propose the case for officer removal to the IFC General Body.
- H. In the event of a vacancy in any IFC Executive Board position, the IFC President shall appoint a successor to complete the officer term under the advice and consent of the remaining members of the IFC Executive Board.
- I. Should a vacancy occur in the office of the IFC President, a special election shall be held within two meetings after the vacancy was created. A two-thirds ( $\frac{2}{3}$ ) affirmative vote of the IFC General Body shall be required for the special election.

#### Section VII. Report of IFC Officers

Any newly elected or appointed IFC Executive Board officers shall be updated in FS Central, and thus reported to the NIC, within two weeks of the election or appointment. The IFC President is responsible for making these updates.

#### Section VIII. Crisis Management

In the event the IFC is in need of crisis management support, the IFC should contact the NIC communications team directly for consultation. IFC should consult the NIC before making any statements to the media, so the NIC can assist in coordination efforts with each inter/national organization and the campus. IFC should also utilize the IFC Advisor and other campus administrators for assistance in managing crisis response and management.

### ARTICLE VIII – IFC JUDICIAL BOARD

#### Section I. IFC Judicial Board Jurisdiction

To address issues and solve problems before others must intervene, the IFC must have a robust peer governance process that addresses violations of IFC policies and NIC Standards. The IFC shall be a self-governing organization with an independent Judicial Board that is separate from the conduct process of



the college which shall have jurisdiction over cases involving alleged member chapter violations, including but not limited to:

- A. The authority of the IFC to hold member chapters accountable to the IFC Constitution, Bylaws, and other policies is separate and independent from any college expectations, policies, or process related to the Student Code of Conduct.
- B. The IFC adopted a Code of Conduct for full and associate IFC member chapters, found within the Constitution. This shall reflect the responsibilities and rights of fraternity membership, NIC Standards and recommended practices.
- C. The IFC will adopt a Constitution and Bylaws that reflects NIC Standards and recommended practices.
- D. The IFC will establish a Judicial Board with representation from each chapter member. The IFC will work with the campus to provide annual training to the Judicial Board on due process, standard of proof, and progressive, educational sanctioning.
- E. The Judicial Board shall respect the authority of the college to adjudicate the Student Code of Conduct and major alleged policy violations (such as hazing and sexual misconduct); and will not host overlapping processes about a major allegation if the college is investigating it.
  - a. The IFC shall develop an agreement with the college that identifies the role of each body in adjudicating allegations of chapter-level misconduct.
  - b. The IFC Judicial Board shall defer to the college to investigate and adjudicate major hazing allegations and sexual misconduct, assault, and abuse allegations.
- F. In all other instances outside of major hazing and any sexual misconduct allegations, the IFC Judicial Board has the autonomy and responsibility to adjudicate chapter-level violations of the IFC Constitution, Bylaws, and other policies and establish educational sanctions, provided:
  - a. Basic due process protections have been provided for the accused chapter.
  - b. Sanctions are punitive and/or educational (but not solely punitive or financial), progressive, and do not restrict associational rights or student choice.
  - c. An appeal process is available.
- G. The Judicial Board shall inform the inter/national organization of any charges in advance of a hearing and work collaboratively with the inter/national organization and college when adjudicating a potential violation that may result in suspension/loss of recognition from the IFC for the member chapter.
- H. The IFC will not issue blanket sanctions for chapters that have not been found responsible for policy violations (i.e. system-wide ban on activities). An exception may be made for health and safety concerns with restrictions limited to events with alcohol and large events, such as parties, provided the exception is for a defined period of no more than 30 days, with a specific plan to lift the restriction while working in conjunction with the College, and in accordance with powers enumerated in the IFC Constitution and Bylaws.
- I. The IFC will honor and follow all organizational return agreements negotiated as part of a College or IFC conduct process. As the return has already been negotiated and agreed to, any organization returning to campus based on such agreement shall not be required to participate in any IFC/campus expansion process.
- J. The IFC Judicial Board shall seek to uphold member chapters and their members to the general values-based conduct of fraternity members.

## Section II. IFC Judicial Board Composition

The IFC Judicial Board shall be composed of one IFC Justice from each member chapter, chosen by that member chapter, and shall be chaired by the Vice President of Judicial Affairs.

## Section III. IFC Justice Eligibility

In order to serve as the IFC Justice for a member chapter on the IFC Judicial Board, an individual must meet the following requirements:

- A. Be an Initiated Member or New Member, in good standing, of an IFC member chapter.
- B. Maintain good academic and judicial standing with the institution.
- C. Be devoted to the general ideals and principles of fraternity life and conduct themselves in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, Knox College policies, NIC Standards, and NIC Alcohol & Drug Guidelines.
- E. Not be a current member of the IFC Executive Board or serve as their member chapter's IFC Representative or Alternate Representative for the IFC General Body.
- F. Not be the president of their chapter.
- G. Must complete formal judicial policies and procedures training prior to serving on an IFC Judicial Board hearing.

## Section IV. Term of Office of IFC Justices

The term of office for IFC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each member chapter; or upon their election to serve on the IFC Executive Board or as their member chapter's IFC Representative, Alternate Representative for the IFC General Body, or chapter president.

## Section V. IFC Judicial Policy

The Judicial Board shall perform all duties and be subject to all regulations contained within the IFC Judicial Policy in the Bylaws.

## Section VI. IFC Judicial Board Hearing Justice Selection

The Vice President of Judicial Affairs will call to order the Judicial Board justices to hear a case. The IFC Justice whose member chapter is involved in the alleged violation will be relieved of their duties for that hearing.

## Section VII. IFC Judicial Board Hearing Attendance

All IFC Judicial Board hearings shall be conducted in accordance with the following requirements:

- A. All IFC Justices assigned to an IFC Judicial Board hearing shall be present in order to conduct business on behalf of the IFC Judicial Board.
- B. Each IFC Justice assigned to an IFC Judicial Board hearing is required to attend the hearing. Failure of an IFC Justice to attend an IFC Judicial Board hearing for which they were assigned shall result in their member chapter being referred to the Vice President of Judicial Affairs for potential judicial review.

### Section VIII. IFC Judicial Board Hearing Voting Policies

All IFC Judicial Board hearings shall operate utilizing the following voting policies:

- A. Each IFC Justice serving on an IFC Judicial Board hearing shall have one vote.
- B. A majority vote shall govern all actions of an IFC Judicial Board.

### Section IX. Removal of IFC Justices

An IFC Justice may be removed from their office in the circumstances of under-performance or failure to meet expectations of the position. This includes, but is not limited to:

- A. Failure to meet expectations outlined in the IFC Constitution and Bylaws and other policies;
- B. Violation of rules and regulations pertaining to Knox College;
- C. By breaking federal, state, or local laws; or
- D. Inability to maintain confidentiality in all judicial hearings, matters, and deliberations.

The removal of an IFC Justice from office must be initiated by the Vice President of Judicial Affairs upon consultation with the IFC Advisor. Following consultation of the violation(s), and having received consent to move forward from the IFC Advisor, the Vice President of Judicial Affairs must meet with the IFC Justice's member chapter President and delegate. At this time, the IFC Justice will be suspended from their duties. If a resolution cannot be met, the Vice President of Judicial Affairs will present at the next, regular meeting time of the IFC General Body the violation(s) of the IFC Justice. After the presentation, an open discussion will be held to determine the future of the IFC Justice on the Judicial Committee.

If taken to a vote, the IFC Justice may be removed from their office with a two-thirds ( $\frac{2}{3}$ ) affirmative vote. If the IFC Justice is not removed from their office, the violation(s) they have committed will not be held against them in the event they are brought to the IFC General Body in future Removal Hearings.

## ARTICLE IX – IFC COMMITTEES

### Section I. Standing Committees

The IFC may have the following standing committees chaired by its respective corresponding member of the IFC Executive Board:

- A. Judicial Committee
- B. Recruitment Committee
- C. Finance Committee
- D. Scholarship Committee
- E. Member Development Committee
- F. Community Relations Committee
- G. Diversity, Equity, and Inclusion Committee

With the exception of the Judicial Committee, Standing Committees are open to chapter Presidents, IFC Representatives, and individual members who are not serving as the IFC Justice of their member chapter.

## Section II. Ad Hoc Committees

The IFC Executive Board or the IFC President may form ad hoc committees as deemed necessary to perform the work of the IFC. The IFC President shall appoint the ad hoc committee chairman and committee members with the concurrence of the IFC Executive Board.

## Section III. IFC Committee Meeting Policies

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

- A. The most recent edition of Robert's Rules of Order may be used to run all meetings.
- B. A majority of committee members present shall constitute a quorum in order to conduct committee business.
- C. Each committee shall meet as called by its committee chair.
- D. Committees must follow all policies and procedures of IFC, NIC, and Knox College.

# ARTICLE X – CONSTITUTIONAL AMENDMENTS

## Section I. Constitutional Amendments

This Constitution may be amended by a three-fourths (3/4) affirmative vote of the IFC General Body provided notice of the proposed amendments has been provided to member chapters at the preceding regularly scheduled business meeting of the IFC General Body.

## Section II. Adoption

This Constitution shall become effective and shall supersede all previous Constitutions of the IFC when adopted by a three-fourths (3/4) affirmative vote of the IFC General Body.

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## **ARTICLE I – ROLE OF THE IFC REPRESENTATIVE**

### Section I. IFC Representative

The duties and responsibilities of all IFC Representatives are as follows:

- A. Serve as a representative and voice for their member chapter's concerns regarding the fraternity community.
- B. Represent the larger fraternity community's interests.
- C. Inform their member chapter of the actions, discussions, and workings of the IFC General Body.
- D. Serve as a liaison between the IFC General Body and their respective member chapter.
- E. Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary.
- F. Represent the highest ideals of fraternity life to the greater campus community.

## **ARTICLE II – ROLE OF THE IFC EXECUTIVE BOARD OFFICERS**

### Section I. President

The duties and responsibilities of the President are as follows:

- A. Provide guidance and focus to the efforts of the General Body and Executive Board.
- B. Preside over all meetings of the General Body and Executive Committee.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and member chapter leaders.
- E. Serve as the official spokesperson for the fraternity community
- F. Establish positive working relationships with campus and local law enforcement agencies.
- G. Regularly interact with the leaders of other governing councils and campus organizations.
- H. Establish a working relationship with key college administrators.
- I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC via reports in FS Central.
- J. Maintain current information for accurate member chapter rosters in collaboration with the IFC Advisor.
- K. Organize and coordinate Academic Success Banquets/Fraternity and Sorority Week for the IFC member chapters as deemed appropriate by the IFC General Body. Coordinate with other Executive Board members and the Panhellenic Council Executive Board on these tasks.
- L. Maintain the IFC Google Team Drive and ensure documents are up to date.
- M. Keep FS Central up to date with updates to bylaws, constitution, and Executive Board members.
- N. Maintain contact with the IFC regional NIC advisor.
- O. Support Executive Board members in their responsibilities as needed, and hold them accountable to completing those responsibilities.

### Section II. Vice President of Judicial Affairs

The duties and responsibilities of the Vice President of Judicial Affairs are as follows:

- A. Serve as chair of the IFC Judicial Board and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
  - a. The IFC Constitution, Bylaws, and policies;
  - b. Federal, state, and local laws;
  - c. The rules and regulations of Knox College; and
  - d. The general values-based conduct of fraternity members.
- C. Ensure proper filing and preparation for all judicial actions.
- D. Ensure compliance with all IFC judicial action imposed upon a member chapter.
- E. Educate member chapters on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- F. Conduct judicial policy and procedures training for new IFC Judicial Board justices.
- G. Hold weekly meetings with the Judicial Committee for business including, but not limited to:
  - a. the formulation of exemplary case studies;
  - b. the holding of mock trials to practice the judicial process;
  - c. the writing of exemplary restorative and educational sanctions;
  - d. the collaboration with Knox College administration in promoting IFC's self-governance and self-adjudication.
- H. Assist in conflict mediation between member chapters.
- I. Review all IFC governance documents annually.

### Section III. Vice President of Recruitment and Community Relations

The duties and responsibilities of the Vice President of Recruitment and Community Relations are as follows:

- A. Work with member chapters to establish a recruitment process that meets the needs of chapters and Potential New Members, as well as provides opportunities for interested students to learn about the fraternity experience.
- B. Will focus on fostering interest in joining fraternities and marketing the fraternity experience to incoming students and Potential New Members (note that first term, first year students are not eligible to participate in any recruitment activities).
- C. Serve as chair of the IFC Recruitment Committee.
- D. Utilize technology (social media, CampusDirector, etc.) in recruitment and general fraternity marketing efforts.
- E. Develop recruitment workshops and programs for member chapters.
- F. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment, and ensure the ability of chapters to distribute bids outside of any designated recruitment period is not restricted.
- G. Maintain an interest list of Potential New Members.
- H. Provide advice and support to member chapter recruitment officers.
- I. Develop and execute a public relations and social media strategy.
- J. Establish a positive working relationship with external constituents.
- K. Serve as secretary of the IFC General Body.
- L. Record minutes during all IFC General Body and Executive Board meetings.
- M. Upload minutes to FS Central and share them with IFC representatives and presidents.



#### Section IV. Vice President of Finance

The duties and responsibilities of the Vice President of Finance are as follows:

- A. Serve as chair of the IFC Finance Committee.
- B. Supervise the annual budget process.
- C. Maintain a budget spreadsheet that is kept in the IFC Google Team Drive.
- D. Collect IFC member chapter dues or other assessments as needed.
- E. Maintain accurate records throughout the year through invoicing and receipts. Keep copies of invoices and receipts in the IFC Google Team Drive.
- F. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- G. Make all disbursements with a cosigner.
- H. Prepare financial statements monthly and at the end of each term for distribution to all member chapters.
- I. Provide advice and support to member chapter financial officers.
- J. Allocate funds as deemed appropriate by the IFC General Body and the Vice President of Member Development for scholarship(s) for individuals within member fraternities for outstanding academic performance.
- K. Allocate funds and coordinate Academic Success Banquets for member fraternities as deemed appropriate by the IFC General Body.

#### Section V. Vice President of Member Development

The duties and responsibilities of the Vice President of Member Development are as follows:

- A. Focus on three main areas: education, service, and social/interpersonal development.
- B. Develop best practices for new member and member education programs for member chapters.
- C. Collect and report new member retention, academic, and involvement statistics.
- D. Organize, develop, and implement a new member orientation program if asked by the IFC Advisor or member chapters. Develop opportunities for continuing member education by collaborating with alumni, Knox College offices and departments, and student organizations to offer educational programming covering topics such as: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, healthy masculinity, relationships, and values and ethics.
- E. Provide advice and support to chapter member development officers.
- F. Develop service projects and philanthropic events for member chapters.
- G. Provide advice and support to member chapter community service/philanthropy officers.
- H. Assist in coordinating Fraternity and Sorority Week with the President, Executive Board, the Panhellenic Council, and IFC/Panhellenic Advisor.
- I. Coordinate a scholarship chair orientation program for member chapters.
- J. Collect and distribute academic performance rankings.
- K. Publish important academic dates and deadlines.
- L. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- M. Work individually with member chapter scholarship chairs below the all-men's grade point average.
- N. Provide advice and support to member chapter scholarship officers.

## Section VI. Vice President of Diversity, Equity, and Inclusion

The Diversity, Equity and Inclusion (DEI) Vice President is a community leader with a collaborative spirit who connects the council and chapters with campus and community resources in order to provide programs and partnerships addressing dimensions of diversity and equity. Fostering an inclusive environment for all members to feel a sense of belonging as their authentic self, the DEI VP will remain committed to creating a learning and growth-focused environment where all have an opportunity to succeed. The duties and responsibilities of the Vice President of Diversity, Equity and Inclusion are as follows:

- A. Promote a culture of inclusion where all individuals are welcome, able to thrive and be fully engaged in the fraternity/sorority experience.
- B. Review the Constitution and Bylaws and ensure it contains language and policies that help create an inclusive and equitable fraternal community and Council.
- C. Collaborate with campus/community offices and content experts to provide resources and in-depth discussions.
- D. Collaborate with other fraternal councils to provide a community-wide effort of DEI.
- E. Conduct annual needs assessments and analyze results to ensure the educational focus aligns with membership needs.
- F. Work alongside the inclusion committee to develop comprehensive and innovative strategies to be embedded in the chapter/council culture and ongoing operations.
- G. Accelerate the creation of an equitable chapter/council experience by engaging in conversation an awareness of DEI focuses as it relates all areas of chapter and council operations:
  - a. Recruitment
  - b. Educational/Programming
  - c. Academic Development
  - d. Finances
  - e. Communication, Marketing, Branding
  - f. Health and Safety
  - g. Wellness
  - h. Civic Engagement
- H. Effectively communicate and present DEI strategy and initiatives to executive leadership.
- I. Proposes and/or develops programming related to diversity and inclusion, including areas such as cultural competencies, implicit bias and intention vs impact.
- J. Convening community dialogue in response to campus, national and global events related to diversity and inclusion.
- K. Build and sustain community partnerships to support diversity and inclusion initiatives and projects.
- L. Serve on the FSL DEI Committee if active.

## ARTICLE III – ROLE OF THE IFC JUSTICE

### Section I. IFC Justice

The duties and responsibilities of an IFC Justice are as follows:

- A. Serve as an impartial justice, as assigned, on IFC Judicial Board hearings.
- B. Uphold:
  - a. the IFC Constitution, Bylaws, Code of Conduct, and policies;

- b. the rules and regulations of Knox College; and
  - c. the general values-based conduct of fraternity members.
- C. Maintain confidentiality in all judicial hearings, matters, and deliberations.
- D. Hold weekly meetings with the Vice President of Judicial Affairs for business including, but not limited to:
- a. the formulation of exemplary case studies;
  - b. the holding of mock trials to practice the judicial process;
  - c. the writing of exemplary restorative and educational sanctions;
  - d. the collaboration with Knox College administration in promoting IFC's self-governance and self-adjudication.

## ARTICLE IV – ROLE OF IFC STANDING COMMITTEES

IFC will have standing committees, as needed, to complete various functions of IFC. Additional, ad-hoc committees may be formed depending on the needs of the IFC Executive Board and IFC General Body.

### Section I. Recruitment Committee

The IFC Recruitment Committee shall assist the Vice President of Recruitment and Community Relations in the development and implementation of activities, programs, and resources that foster its member chapters' ability to implement a successful and quality recruitment effort while ensuring no restrictive policies are imposed on new member recruitment and will not restrict the ability of chapters to distribute bids outside of any designated recruitment period. The IFC Recruitment Committee shall work with the Vice President of Recruitment and Community Relations and member chapters to establish a recruitment process that meets the needs of chapters and Potential New Members, as well as provides opportunities for interested students to learn about the fraternity experience. They will focus on fostering interest in joining fraternities and marketing the fraternity experience to incoming students and Potential New Members.

### Section II. Finance Committee

The IFC Finance Committee shall assist the Vice President of Finance in the development of IFC fiscal policies, annual budgets, and programs that assist member chapters' financial officers. The Committee shall also review and/or propose changes to the IFC dues structure.

### Section III. Scholarship Committee

The IFC Scholarship Committee shall assist the Vice President of Scholarship in the development and implementation of activities, programs, and resources that promote academic achievement within its member chapters.

### Section IV. Member Development Committee

The IFC Member Development Committee shall assist the Vice President of Member Development in the development and implementation of activities, programs, and resources for continuing and new member development covering topics such as alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics. In addition, the committee will aid in the implementation of activities, programs, and resources that promote academic achievement within its

member chapters. Lastly, the committee will work with the Vice President of Member Development to host community service opportunities and record chapter service hours.

#### Section V. Public Relations Committee

The IFC Community Relations Committee shall assist the Vice President of Community Relations in the development and implementation of activities, programs, and resources that promote the fraternity community and the encouragement of member chapter involvement in service and philanthropic endeavors that enhance the reputation of the fraternity community at Knox College.

#### Section VI. Judicial Affairs Committee

The IFC Judicial Affairs Committee shall assist the Vice President of Judicial Affairs in the development and implementation of activities, programs, and resources that uphold the values, the ethics, the duties and the obligations of the member chapter community and put in place restorative and educational sanctions for member fraternities and their involvement in the Fraternity and Sorority Life (FSL) and campus communities at Knox College, as well as the endeavors of accountability and self-governance that seek to enhance the reputation of the fraternity community at Knox College.

### ARTICLE V – ROLE OF THE IFC ADVISOR

#### Section I. IFC Advisor

The IFC Advisor should work to support all NIC Standards, policies and practices. In addition, in accordance with the Standards and Guidelines for Fraternity and Sorority Advising Programs of the Council for the Advancement of Standards in Higher Education (CAS), the duties and responsibilities of the IFC Advisor are as follows:

- A. Advise the IFC and its member chapters.
- B. Advise and consult with the IFC Judicial Board on all conduct cases.
- C. Advise financial processes.
- D. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies, campus resources, and the IFC Executive Board.
- E. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following:
  - a. Multicultural Competence
  - b. Leadership Development
  - c. Recruitment and Intake
  - d. Risk Management
- F. Monitor membership and academic retention by member chapters and the entire community for purposes of improving academic support and recommending intervention strategies.
- G. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
- H. Provide assistance and advice in planning and assessing IFC and member chapter programs.
- I. Organize and facilitate leadership programs, retreats, and workshops.
- J. Connect the members and new members of member chapters to leadership opportunities across campus, in the local community, and within their inter/national organizations.

- K. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
- L. Provide for the recording and archiving of information about the fraternal community and encourage member chapter leaders to do the same within their organizations.

The IFC Advisor will also serve as the Judicial Board Advisor. In accordance with the Standards and Guidelines for Fraternity and Sorority Advising Programs of the Council for the Advancement of Standards in Higher Education (CAS), the duties and responsibilities of the IFC Judicial Advisor(s) are as follows:

- A. Advise the IFC Judicial Committee and its member chapter IFC Justices.
- B. Advise judicial processes.
- C. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics for the IFC Judicial Committee, including the following:
  - i. Judicial Processes
  - ii. Restorative/Educational Sanctions
  - iii. Leadership Development
- D. Gather and disseminate information via meetings of the IFC Judicial Committee to the various entities in fraternity life.
- E. Provide assistance and advice in planning and conducting IFC Judicial Committee programs.
- F. Organize and facilitate leadership programs and workshops for the IFC Judicial Committee.
- G. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life and Restorative/Educational Justice.
- H. Provide for the recording and archiving of information about the fraternal community and its involvement in Restorative and Educational Sanctions and encourage member chapter leaders and IFC Justices to do the same within their organizations.

## Section II. Annual Data Reporting to the NIC

In accordance with the NIC Standards, the IFC Advisor shall assist the IFC in providing the following data to the NIC each term:

- A. The all-college, all-fraternity, all-non-fraternity, and individual member chapter grade point averages, reported each term.
- B. The total number of students who joined all member chapters during each academic year.
- C. The total number of students who were initiated in all member chapters during each academic year.
- D. The percentage of fraternity members compared to the total number of all eligible students enrolled at Knox College during each academic year.
- E. The total number of chapters and colonies opened and closed during each academic year.
- F. The total number of full-time professionals employed by Knox College who work directly within fraternity and sorority life, during each academic year.

## ARTICLE VI – FINANCIAL MANAGEMENT POLICY

### Section I. Fiscal Year

The IFC Fiscal Year shall be from September 1st to June 31st.

## Section II. Annual Budget

The Vice President of Finance and the IFC Finance Committee shall propose an annual budget to the IFC Executive Board no later than the third Executive Board meeting in the Fall academic term. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification.

## Section III. Contingency Account

The IFC Budget shall include a contingency account that equals 10-15% of the overall expenses. The contingency account shall be utilized for cost overruns in budgeted areas and/or unanticipated, unbudgeted items, such as new IFC programs developed after the budget was finalized. At the end of the fiscal year, any amount remaining in the IFC Contingency Account shall be carried over to the next fiscal year.

## Section IV. Appropriate Use of IFC Funds

IFC funds are under the jurisdiction of the IFC member chapters and shall only be used in a manner that benefits the fraternity community and that is congruent with the values of fraternity life. IFC funds may not be used to purchase alcoholic beverages.

## Section V. Expenditure Approval

The President and the Vice President of Finance shall approve all budgetary expenditures. Requests for budgetary expenditures shall be made utilizing the [IFC Expenditure Request Form](#). All expenditure requests shall be submitted at least two weeks prior to the date of the requested disbursement.

## Section VI. Requests for Reimbursement

Individuals or member chapters conducting business on behalf of the IFC may request a reimbursement for their expenses utilizing the [IFC Reimbursement Request Form](#). All reimbursement requests shall be submitted within two weeks of the purchase and are subject to the approval of the President and Vice President of Finance.

## Section VII. Signature Requirements for Financial Accounts and Transactions

The signature of both the President and Vice President of Finance shall be required on all IFC financial accounts and transactions, in addition to the signature of the required campus administrator.

## Section VIII. Financial Reporting

The Vice President of Finance shall provide a financial report to the IFC General Body on a monthly basis including all income and expenses during the given period of time and in relation to the overall budget for each line item.

## Section IX. Financial Record Keeping

The Vice President of Finance shall maintain accurate and organized financial records consisting of all receipts and invoices, copies of all monetary disbursements and deposits, IFC financial forms and reports, actual dues levied, canceled checks, ledgers, and journals.

## Section X. NIC Dues

IFC will pay dues each year to the NIC based on the number of member chapters. Dues must be paid by September 30th of each year. This mirrors the dues programs of other councils, funds NIC support and resources for the FIC, and creates a connection to the broader fraternity community.

Dues are invoiced by the NIC and calculated using set rates. This is a cost-sharing measure, since NIC inter/national organizations subsidize industry-wide support and advocacy efforts at a far greater per-chapter rate. The IFC may purchase a Campus Support Package, which includes IFC dues and provides additional support resources and educational opportunities for the council and fraternity/sorority community, at an additional cost.

## Section XI. IRS

The IFC will file an annual [IRS Form 990](#) with the help of the IFC Advisor.

# ARTICLE VII – MEMBER CHAPTER FINANCIAL OBLIGATIONS

## Section I. IFC Initiated Member Chapter Dues

The aggregate total of dues assessed shall be based upon each member chapter's term Initiated Member Roster that is filed with the President and IFC Advisor in accordance with the requirements outlined in this Constitution. The Vice President of Finance shall invoice each member chapter by Week two of each term.

The term dues for each member chapter shall be fixed at \$5 per initiated member plus \$50 for the member chapter. Member chapters must pay dues by the end of week 5 of each term.

## Section II. Delinquent Payments

Any amount unpaid by the due date shall result in a 10% penalty and loss of representation in the IFC General Body until payment has been made. Any amount unpaid within one month of the due date shall result in the member chapter being referred to the Vice President of Judicial Affairs for possible judicial action.

## Section III. Establishment of IFC Member Chapter Dues

Any proposed amendment to the established per initiated member dues in Section I of this Article shall be initiated utilizing the following protocol:

- A. If the IFC Executive Board determines a need to amend the established per initiated member dues amount, it shall charge the IFC Finance Committee/Vice President of Finance and Scholarship with assessing the current dues amount and providing a recommendation for possible amendments.
- B. The IFC Executive Board shall consider any recommendations made by the IFC Finance Committee/Vice President of Finance and Scholarship and propose an amendment to the dues amount to the IFC General Body.
- C. A 2/3 vote of the IFC General Body is required to amend the IFC member chapter dues amount.

## ARTICLE IX - IFC JUDICIAL PROCEDURES

### Section I. IFC Judicial Powers and Responsibilities

The IFC shall be a peer-governing organization with an independent Judicial Board (IFJ) that shall have jurisdiction over cases involving alleged member chapter violations of IFC policy (IFC Constitution, Bylaws, Code of Conduct, and policies) and general values-based conduct of member chapters. IFJ should not be used for fraternity member or chapter behavior that directly violates Knox College policies or federal/state laws, instead leaving those matters to the College processes, but it may operate in parallel with the College processes to investigate additional and related violations of specific IFC policy in the incident. Any information received relating to violation of College policies or state/federal laws will also be reported to the Chief Conduct Officer of the College (Dean of Students Debbie Southern).

### Section II. Due Process

In appearing before the Judicial Board, each member chapter shall be granted certain rights termed "due process." Those rights are:

- A. Right to be notified, in writing, of all charges, as outlined in the Bylaws;
- B. Right to present a defense, including the calling of witnesses;
- C. Right to question witnesses;
- D. Right to be accompanied by an advisor for advisory purposes only, but not for representation;
- E. Right to be notified, in writing, of all findings and sanctions imposed, as outlined in the Bylaws;
- F. Right to appeal the decision, as outlined in the Bylaws.
- G. Right to be free from double jeopardy.

### Section III. Filing of Complaints

Any individual or group may file a complaint against a member chapter, specifying in writing the particular alleged acts of the accused. This may be done by submitting the [IFC Policy Violation Form](#), reviewed by the Vice President of Judicial Affairs and IFC Advisor, or emailing information about the complaint to the Vice President of Judicial Affairs and IFC Advisor. The Vice President of Judicial Affairs shall promptly review and investigate the allegation. Upon determination that an allegation contains information sufficient to warrant further adjudication, the Vice President of Judicial Affairs may charge a member chapter with a violation. If the complaint relates to hazing or sexual misconduct, the Vice President of Judicial Affairs will pass the information on to the college so it can be put through the Student Conduct process.

### Section IV. Notification of Charges

Once the Vice President of Judicial Affairs has determined the filed complaint has merit, the member chapter and its inter/national organization is to be provided written notification of the charges at least one week in advance of the hearing. The IFC/IFJ Advisor should be included in this communication. This written notification shall include the following:

- A. Date, time and location of their Informal Resolution Hearing;
- B. Description of the alleged violation; and
- C. Due process rights.

### Section V. Investigatory Evidence

All evidence related to a complaint shall be compiled and presented to all parties at least one week prior to any informal Resolution Hearing or formal Judicial Board hearing. All evidence shall be directly related to the



complaint(s) alleged against the member chapter and shall be approved by the Vice President of Judicial Affairs prior to circulation.

The evidence shall be compiled through methods including, but not limited to:

- A. interviews of involved parties; or
- B. provided by the complainant; or
- C. provided by the accused; or
- D. witness testimony; or
- E. social media posts; or
- F. reports from Campus Safety.

#### Section VI. Informal Resolution Hearing

Upon a finding of the Vice President of Judicial Affairs that a filed complaint contains information sufficient to warrant further adjudication, they may offer the charged member chapter the opportunity to participate in an Informal Resolution Hearing unless they feel that potential sanctions could include suspension or loss of IFC recognition.

In cases in which the charged member chapter accepts an Informal Resolution Hearing, the Vice President of Judicial Affairs and IFC/IFJ Advisor shall meet with a representative of the charged member chapter to discuss the allegations of the complaint. Within three (3) business days of the Informal Resolution Hearing, the Vice President of Judicial Affairs may dismiss the complaint with a finding of no violations, provide the charged member chapter with their finding of violations and recommendation for a resolution through disciplinary or corrective sanctions. The charged member chapter has three (3) business days to accept or reject the terms of resolution. If the charged member chapter accepts the resolution, the charged member chapter waives all rights of appeal and the outcome is final.

If the charged member chapter rejects the offer of an Informal Resolution Hearing or the resolution, a Formal IFC Judicial Board Hearing will be convened to hear the case.

#### Section VII. Prohibited Sanctions for Informal Resolution Hearing

The Vice President of Judicial Affairs shall not recommend suspension or loss of IFC recognition through an Informal Resolution Hearing. Should the Vice President of Judicial Affairs or Advisor believe suspension or loss of IFC recognition is warranted, the case shall automatically be referred to a Formal IFC Judicial Board Hearing.

#### Section VIII. Formal IFC Judicial Board Hearing

If:

- A. The charged member chapter rejects having an Informal Resolution Hearing;
- B. The charged member chapter rejects the findings and/or sanctions of the Informal Resolution Hearing
- C. The Vice President of Judicial Affairs determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition; or
- D. The Vice President of Judicial Affairs chose not to offer an Informal Resolution Hearing;

Then the Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing.

The Vice President of Judicial Affairs will select four (4) Judicial Board justices, as predetermined by an alphabetical rotation of the member chapters, to hear the case. In the event the IFC Judicial Board rotation for service in a hearing falls upon an IFC Justice whose member chapter is involved in the alleged violation, the rotation will skip to the next member chapter in the alphabetical rotation.

The Vice President of Judicial Affairs shall serve as a non-voting Chief Justice and preside over all formal Judicial Board hearings. The IFC/IFJ Advisor will also be present at all formal hearings.

#### Section IX. Formal IFC Judicial Board Hearing Proceedings

For all IFC Judicial Board hearings, the following procedures shall be followed:

- A. Participants: Attendance at all IFC Judicial Board hearings shall be limited to the member chapters involved, any witnesses, the IFC Justices assigned to serve on the Judicial Board for the hearing, the Vice President of Judicial Affairs, the IFC/IFJ Advisor, and any member of Knox College Administration by the discretion of the Vice President of Judicial Affairs. At the discretion of the Vice President of Judicial Affairs, witnesses may be excluded from the hearing room until it is their turn to testify. Additionally, the charged member chapter may be accompanied by its chapter advisor during any Judicial Board hearing. The chapter advisor must be registered as the official chapter advisor of the member chapter. The chapter advisor shall only act in an advisory capacity and is not allowed to conduct any portion of the chapter's presentation.
- B. Confidentiality: All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:
  - a. Any individuals, member chapters, or IFC Justices involved.
  - b. Details of the proceedings.
  - c. Witness testimony.
- C. Hearing Process:
  - a. Initiation of the Hearing: The Vice President of Judicial Affairs shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, they shall advise the charged member chapter of the formality of the hearing and the necessity of all parties to be truthful.
  - b. Overview of Judicial Hearing Process: The Vice President of Judicial Affairs shall outline the process for the remainder of the hearing as follows:
    - i. Presentation of alleged charges, violations, and investigatory evidence against the charged member chapter shall be presented by the Vice President of Judicial Affairs:
      1. Charged member chapter may ask questions;
      2. IFC Justices may ask questions;
    - ii. Presentation of charged member chapter:
      1. IFC Justices may ask questions;
    - iii. Calling of Witnesses
      1. Charged member chapter may ask questions;
      2. IFC Justices may ask questions;
    - iv. Charged member chapter may give final statement;
    - v. IFC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

### Section X. Conflicts of Interest

In the event the Vice President of Judicial Affairs' member chapter is involved in the alleged violation, the highest ranking IFC Executive Board officer, starting with the IFC President, that is not involved in the allegation or a member of the accused chapter shall serve in their stead.

### Section XI. Prohibition on Recruitment Restrictions as a Sanction

The IFC Judicial Board may impose educational and punitive sanctions, as prescribed in the IFC Bylaws, but under no circumstances may it prohibit a member chapter's ability to recruit.

### Section XII. Non-Status Sanctions

The IFC Judicial Board may impose sanctions that are punitive and/or educational, but not solely financial and do not restrict recruitment. The following are sanctions that may be imposed by the IFC Judicial Board and/or Vice President of Judicial Affairs (including, but not limited to):

- A. Letter of apology
- B. Fines
- C. Restitution
- D. Educational programming
- E. Public service to the campus or community
- F. Meetings with campus office/departments
- G. Loss of social event and/or campus event privileges
- H. Loss of eligibility for IFC Awards
- I. Censure

### Section XIII. Status Sanctions

In the event of an egregious violation, the following are sanctions that may be imposed by the IFC Judicial Board for a specified period of time:

- A. Suspension: Loss of IFC voting rights and removal from good standing status, and any additional Non-Status Sanctions.
- B. Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.

When adjudicating a potential violation that may result in suspension/loss of recognition from the IFC for the member chapter, the Judicial Board shall work collaboratively with the inter/national organization and campus.

### Section XIV. Duration of Sanctions

Judicial action shall specify the duration and deadlines of any sanctions imposed. After such specified time, if the member chapter has fulfilled the requirements of the sanctions imposed, the member chapter shall return to good standing. In the event the member chapter does not fulfill all of the requirements of the sanctions imposed, the Vice President of Judicial Affairs shall convene a Formal IFC Judicial Board Hearing to determine future course of action.

### Section XV. Notification of Findings

Within three (3) business days of any Informal Resolution Hearing or Formal Judicial Hearing, the Vice President of Judicial Affairs shall communicate in writing about the alleged violation, the findings of the

hearing, and any sanction(s) imposed to the charged member chapter, its inter/national organization, and its chapter advisor, as well as the IFC Advisor and any relevant Knox College administrators.

The Vice President of Judicial Affairs shall notify the IFC General Body of any sanctions imposed upon a member chapter through any Informal or Formal Judicial Hearing.

#### Section XVI. Appeals

The IFC Judicial Board's decision is subject to appeal by a member chapter within two weeks of receiving written notification of the decision. Appeals shall be made in writing to the IFC President and IFC Advisor and shall be made solely on the following grounds or be dismissed:

- A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
- B. The severity of the sanction did not match the severity of the violation.
- C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence.

Sanctions imposed through the Judicial Process shall stand until an appeal is heard

#### Section XVII. Non-Status Sanctions Appeals

The IFC Executive Board shall hear appeals for Non-Status Sanctions. The Vice President of Judicial Affairs shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the IFC Judicial Board's actions. The appealing chapter must be given at least one week's notice of the time, place, and procedure of the appeal hearing. Any individual from the appealing member chapter serving on the IFC Executive Board shall not participate in the appeal proceedings. The IFC Executive Board may either dismiss the charge(s) with no sanctions or alter the sanctions imposed by the Formal IFC Judicial Board Hearing. Any alterations must be approved by at least two thirds ( $\frac{2}{3}$ ) of the IFC Executive Board.

The decision of the IFC Executive Board shall be final for Non-Status Sanctions with no further appeal rights.

#### Section XIX. Status Sanctions Appeals

The IFC General Body shall hear appeals for Status Sanctions. The Vice President of Judicial Affairs shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing member chapter shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the decision. The appealing chapter must be given at least one week's notice of the time, place, and procedure of the appeal hearing. Upon completion of the member chapter appeal presentation, all representatives of the member chapter shall be dismissed from the meeting, including the member chapter's IFC Representative and Alternate Representative.

The IFC General Body shall first vote on whether to discuss dismissal or alteration of the status sanction, which shall require a two-thirds ( $\frac{2}{3}$ ) vote. In the event the IFC General Body votes to discuss dismissal or alteration, the IFC General Body shall determine by a two-thirds ( $\frac{2}{3}$ ) vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed. If a two thirds ( $\frac{2}{3}$ ) majority cannot be achieved for dismissal or alteration of the sanctions, the initial sanctions will remain in place.

The decision of the IFC General Body shall be final with no further appeal rights.

## ARTICLE X – EXPANSION POLICY

### Section I. Expansion Philosophy

In accordance with the North-American Interfraternity Conference's Position on Open Expansion, the IFC at Knox College believes the best interests of higher education and of the fraternity movement are served through the establishment of new chapters that provide a fraternal experience for an increasing number of college students. Expansion gives students more choices; it brings new influence and direction to a campus fraternal community; it provides new leadership and renewed motivation. To that end, the member chapters of the IFC:

- A. Will not prohibit an inter/national organization from selecting undergraduates for the purpose of establishing a chapter on the campus;
- B. Will not deter expansion by withholding membership in the IFC for any inter/national member organization; and
- C. Will work with the College and IFC Advisor to follow all required College expansion policies.

Each member chapter shall support responsible growth and open expansion of new colonies and chapters. Accordingly, all IFC member chapters shall support the responsible growth of new-to-campus fraternities provided that each organization:

- A. Proactively communicates with the campus administration and IFC in good faith prior to any expansion activity.
- B. Considers any available readiness assessment, utilizing metrics determined in conjunction with the NIC before formally requesting the opportunity to join the IFC.
- C. The group does not have any outstanding, documented campus health and safety violations.

Upon completion of these above mentioned responsible growth expectations:

- A. Any NIC member chapter, upon expressing interest to establish a chapter, must be given a timeline by the IFC for the expansion to occur. The IFC can determine the best academic term for the expansion, but the expansion must occur within a four-year period from when the IFC is first notified of interest by the NIC member chapter. IFC must work within the College policies for the timeline and expansion process.
- B. NIC member chapter with an interest group already formed will be granted IFC recognition if recognized by the College, though the IFC may elect to have an associate member status provided reasonable written expectations and metrics are established to move from associate member status to full member status.
- C. The IFC will request NIC member fraternities to present an expansion proposal to the IFC and IFC Advisor to determine how to best fit the request into the campus culture and College expansion policies.
- D. To be in compliance with antitrust law as it relates to associations, IFCs cannot restrict any group from joining the IFC that meets the membership criteria (whether an NIC fraternity or not).

### Section II. Expansion Processes

There are several routes for an expansion to occur, including:

- A. Open Invitation to Colonize: In the event the IFC wishes to seek expansion opportunities, a formal invitation shall be sent to inter/national organizations requesting Letters of Intent. The President shall contact the North-American Interfraternity Conference (NIC) for assistance with communicating with inter/national organizations. If multiple inter/national organizations submit Letters of Intent, the President will coordinate with the inter/national organizations and the NIC to establish an agreeable timeline for expansion. The President will also work with the IFC Advisor and College to follow all College expansion requirements and timelines.
- B. Inter/national Fraternity Colonization: If an inter/national fraternity petitions to join the IFC, a Letter of Intent shall be sent to the IFC President and IFC Advisor.
- C. Student Interest Group Colonization: A group of enrolled students at Knox College may choose to form a local chapter that is not affiliated with an inter/national organization and may seek membership in the IFC. The local chapter shall submit a Letter of Intent that includes documentation verifying approval to operate as a local chapter from both the Student Senate and the Faculty Senate.
- D. Local Chapter Colonization: A local chapter may choose to affiliate with an inter/national organization and may seek membership in the IFC as a result of that affiliation. The local chapter shall submit a Letter of Intent that includes a Letter of Endorsement from the inter/national organization, and must follow all College expansion and affiliation policies.

### Section III. Letter of Intent

A Letter of Intent shall consist of information pertinent to educating the fraternity community on the inter/national organization, including:

- A. Overview of the Fraternity's History, Mission, and Values;
- B. Summary of the Colonization Plan, including: outline of the colonization timeline, inter/national and/or local support, and contact information; and
- C. Statement of agreement with the chapter expectations as stated in Article III, Section III and the NIC Standards.

Upon receipt of the Letter of Intent, the IFC President and IFC Advisor shall notify the IFC General Body of the inter/national fraternity's intent and the process by which the inter/national organization intends to colonize. They will also notify the appropriate campus administrators to ensure College expansion and affiliation processes are followed.

## ARTICLE XI – RECRUITMENT POLICY

### Section I. Recruitment Philosophy

The IFC supports open recruitment and believes a person shall be free to join a member chapter at a time that is mutually beneficial to both themselves and the member chapter. To this end, the IFC shall not establish policies that inhibit students from participating in recruitment activities and joining member chapters.

- A. First-term, first year students may not participate in any recruitment activities as per the Faculty Regulations of Knox College.

## Section II. IFC Sponsored Recruitment

The Vice President of Recruitment and Community Relations shall solicit and maintain a Potential New Member Roster, which shall be a roster of men interested in fraternity recruitment, and shall make that list available to each member chapter.

Sponsored formal recruitment will be held for no more than five days prior to day of silence and preference night (same day). Recruitment events will be no longer than one hour with each chapter having no more than two events. Recruitment events should start on a Sunday or Monday, and all bids are to be submitted at the designated time in the registration platform.

## Section III. Year-Round Recruitment

Member fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and time-lines as determined to best serve that chapter.

## Section IV. member chapter Recruitment

Each member chapter shall develop recruitment events, materials, and activities that are:

- A. Values-based;
- B. Alcohol-free and illegal substance-free;
- C. Generally in good taste;
- D. Free of "dirty-rushing";
- E. Not derogatory, degrading, or slanderous; and
- F. In support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic members in IFC member chapter recruitment, not involving women in recruitment activities.

## Section V. Bro Chis

Bro Chis will be trained in advance of recruitment by the Vice President of Recruitment and Community Relations by reviewing bylaws surrounding what is an acceptable recruitment event and acceptable behavior of fraternity members and Potential New Members during recruitment. Bro Chis are also responsible for making sure the recruitment event ends within the allotted window of time and should report any violations of recruitment values and guidelines to the President and Vice President of Recruitment and Community Relations.

## Section VI. Bidding

Each member chapter shall reserve the right to extend a bid on the designated bid day of recruitment week, agreed upon by the Council, using a process outlined by their (Inter)National Fraternity. Once a bid is extended, a member chapter may retract the bid prior to the time that Potential New Members indicate their preferences/bid acceptance on the registration platform.

- A. When extending bids, chapters should not enter other residential spaces to give out bids. They may send one person up to bring the person outside and extend the bid to the person outside.
- B. Bids should only be given out during a specific timeframe on the designated day, decided on by the Council, after which the period of silence begins until Potential New Members accept their bids.

Each Potential New Member shall reserve the right to accept or decline any bid at any time without any penalty or pressure placed upon the Potential New Member.

Potential New Members will upload their final bid decision in the registration platform, and member chapters will also submit their bid list on the same recruitment registration platform by the designated submission deadline. The IFC Advisor will complete bid-matching and share the new member lists with chapter leadership.

#### Section VII. New Member Disassociation/De-pledging

A new member shall reserve the right to disassociate/de-pledge from the new member process of any member chapter at any time and may accept a bid from another member chapter at any time following that disassociation/de-pledging. Each member chapter shall submit an updated New Member Roster to the Vice President of Recruitment and Community Relations and IFC Advisor within 48 hours of any new member disassociating/de-pledging.

#### Section VIII. Comity

No member chapter shall initiate communication with a new member or initiated member of another member chapter about disassociation/de-pledging in order to become a new member or initiated member of their own member chapter.

### ARTICLE XII - ALCOHOL AND DRUGS

In any activity or event sponsored or endorsed by a member chapter or IFC, including those that occur on or off chapter premises, the following rules, requirements, and policies apply:

- A. The organization, members, and guests must comply with all federal, state, provincial and local laws. No person under the legal drinking age may possess, consume, provide or be provided alcoholic beverages.
- B. The organization, members, and guests must follow the federal law regarding illegal drugs and controlled substances. No person may possess, use, provide, distribute, sell, and/or manufacture illegal drugs or other controlled substances while on chapter premises or at any activity or event sponsored or endorsed by the organization, even off campus/chapter premises.
- C. Alcoholic beverages must either be:
  - a. Provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or
  - b. Brought by individual members and guests through a bring your own beverage ("BYOB") system, if allowed by the College's Events with Alcohol Policy.
- D. The presence of alcohol products above 15% alcohol by volume ("ABV") is prohibited on any chapter premises or at any organization event, except when served by a licensed and insured third-party vendor.
- E. Common sources of alcohol, including bulk quantities are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
- F. Alcoholic beverages must not be purchased with chapter or IFC funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).



- G. An organization must not co-host or co-sponsor, or in any way participate in, an activity or event with another group or entity that purchases or provides alcohol.
- H. An organization must not co-host or co-sponsor an event with a bar, event promoter, or alcohol distributor; however, an organization may rent a bar, restaurant, or other licensed and insured third-party vendor to host an organization event.
- I. Attendance by non-members at any event where alcohol is present must be by invitation only, and the organization must utilize a guest list system. Attendance at events with alcohol is limited to a 3:1 maximum guest-to-member ratio, and must not exceed local fire or building code capacity of the organizational premises or host venue.
- J. Any event or activity related to the new member joining process (e.g., recruitment, intake, rush, etc.) must be substance free. No alcohol or drugs may be present if the event or activity is related to new member activities, meetings, or initiation into an organization, including but not limited to “bid night,” “big/little” events or activities, “family” events or activities, and any ritual or ceremony.
- K. The organization, members or guests must not permit, encourage, coerce, glorify or participate in any activities involving the rapid consumption or misuse of alcohol, such as drinking games.
- L. If an organization or its members host an event involving alcohol, registered or unregistered, there must be at least 4 sober monitors available to assist with any attendee needs and emergencies at all times. All entrances and exits must be observed at all times, and all personal member rooms should be inaccessible to any person who does not live in the space during the duration of the event.
- M. The IFC and member chapters are expected to follow all College policies around alcohol, drugs, and events with alcohol.

### ARTICLE XIII - REPORTING TO NIC

The IFC Executive Board will work with the IFC Advisor to submit an End of Term (EOT) report for each academic term on FS Central to report academic and membership data. The IFC should maintain an accurate listing of member fraternity chapters and new groups/colonies. The Chapter Listing should be updated in FS Central when any changes occur—when a chapter joins or leaves the campus/IFC.

- A. Fall EOT should be submitted by February 1st.
- B. Winter EOT should be submitted by June 1st.
- C. Spring EOT should be submitted by August 1st.
- D. Chapter listings and institution contacts should be updated as soon as changes occur.

The IFC Advisor should maintain an accurate listing of full-time employees working with the community and IFC officers. This listing of institutional Contacts should be updated in FS Central when any changes occur.

### ARTICLE XIV – PUBLICATION AND DISTRIBUTION OF CONSTITUTION AND BYLAWS

#### Section I. Publication and Distribution of Constitution and Bylaws

The IFC’s current Constitution and Bylaws shall be published on the Knox College website. An updated copy of the IFC Constitution and Bylaws will be electronically distributed to each member chapter and the NIC, through FS Central, after any amendment is adopted.

## ARTICLE XV – AMENDMENTS

### Section I. Amendments

These Bylaws may be amended by a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the IFC General Body provided notice of the proposed amendment has been provided to member fraternities at the preceding regularly scheduled business meeting.

### Section II. Adoption

These Bylaws shall become effective and shall supersede all previous Bylaws of the IFC when adopted by a three-fourths ( $\frac{3}{4}$ ) affirmative vote of the IFC General Body.