Constitution and By-laws

The Pennsylvania State University

Interfraternity Council

Updated April 2023

We, the members of the Interfraternity Council's fraternity community of

The Pennsylvania State University, in order to promote the intellectual, philanthropic, fraternal, and social values of recognized fraternities, do hereby establish this Constitution and By-Laws to maintain cooperation among all social fraternities, their respective National or International headquarters, alumni, the Borough of State College, and the University.

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Article I – Composition

Section 1: The Governing Entities

The Interfraternity Council (IFC) shall be composed of the Executive Board, the Permanent Committees, and the Presidents' Council.

Section 2: The Chapters

The IFC shall govern all North-American Interfraternity Conference (NIC) Chapters at The Pennsylvania State University (the University) that have gained recognition in accordance with the expansion policy established in the By-Laws and by the Office of Fraternity & Sorority Life.

Article II – Legislative Authority

Section 1: Legislative Authority

All legislative authority granted herein shall be vested in the IFC by this Constitution and the Bylaws.

Section 2: Legislative Representation

A. Two-thirds of the membership of the Presidents' Council shall constitute a quorum.

B. Each member Chapter, in good standing, shall be entitled to one vote at all proceedings.

1. If the Chapter President cannot attend a meeting and sends a representative in his place the representative has the right to vote in place of the President except for Executive Board Elections.

C. During all proceedings, a roll call vote of all Chapters shall be called.

D. A simple majority vote of the membership shall be sufficient for election of officers. Only the President may vote.

E. Attendance at all regularly scheduled meetings is mandatory.

1. After the first absence of a semester, a warning will be given. At the second absence Chapters will be administered a fine of $100 for every regularly scheduled meeting in which the Chapter does not have a representative present for the remainder of that semester.

a. A Chapter may be excused from sending a representative to a meeting if the Chapter receives a pardon from

the IFC President or Vice President for Communications prior to the start of the meeting.

b. A Chapter may not be penalized if a representative was not informed of the meeting at least one (1) week in advance of the meeting date.

Article III – Officers

Section 1: Composition of the Executive Board and Student Government Representatives

A. The elected officers of the Executive Board shall consist of a President, Executive Vice President, and Administrative Vice President.

B. The appointed officers of the Executive Board shall consist of the Vice President for Communications, Vice President for Standards, Vice President for Accreditation, Vice President for Recruitment, Vice President for Community Development, Vice President for Health and Safety, Vice President for Community Relations, and the Vice President for Diversity, Equity, and Inclusion

C. The elected representative to the University Park Undergraduate Association ("UPUA") shall be the IFC UPUA Assembly Representative.

D. The Executive Board positions and the IFC UPUA Assembly Representative shall serve an entire calendar year, starting at the beginning of the spring semester.

E. Only full-time, officially registered active students on the University Park campus are eligible to serve as appointed or elected officers.

Section 2: Qualifications for Officer Eligibility

A. All candidates for the office of President must:

1. Be a current or past Chapter president or have served as an IFC Executive Board member.

2. Be a member in good standing with the University and with his respective fraternity.

3. Hold a cumulative grade point average ("GPA") of at least 2.50.

B. All candidates for the office of Executive Vice President and Administrative Vice President must:

1. Be an undergraduate member in good standing with the University and with his respective fraternity.

2. Have held an elected executive office within his respective Chapter.

3. Hold a cumulative GPA of at least 2.50.

C. All candidates for the position of Vice President for Communications, Vice President for Standards, Vice President for Recruitment, Vice President for Accreditation, Vice President for Community Development, Vice President for Health and Safety, Vice President for Community Relations, Vice President of Diversity, Equity, and Inclusion, and IFC UPUA Assembly Representative must:

1. Be an undergraduate member in good standing with the University and with his respective fraternity.

2. Hold a cumulative average of at least 2.50.

D. No fraternity member shall be permitted to hold both a position on the IFC Executive Board and any Special Events Overall Committee simultaneously.

E. Any elected or appointed official of the IFC Executive Board who is a Chapter President shall relinquish his position as Chapter President to avoid any conflicts of interest.

F. Any elected or appointed official of the IFC Executive Board may not hold an Executive Board position within his fraternity, unless approved by a unanimous vote by the other members of the IFC Executive Board.

G. No more than two (2) members of any single Chapter may hold positions on the Executive Board.

H. In the event that a current IFC Executive Board member be a brother of an organization that loses recognition, the member may attempt to continue to be an IFC Executive Board member if, and only if, the IFC Executive Member is approved by a 9/10th majority of the IFC Executive Board and a 2/3rd majority of the IFC Chapter Presidents.

Section 3: Election Guidelines

A. The Executive Vice President or his designee shall serve as parliamentarian for the IFC elections process.

1. Failure to follow election procedure may result in being deemed ineligible for running for any office, and will be determined by the Judicial Board.

B. Elections for the offices of President, Executive Vice President, Administrative Vice President shall take place prior to Thanksgiving break.

1. Applications shall open two weeks prior to elections. After the application has closed, an interview will be scheduled with each applicant and the Slating/Nominating Committee within one week of the application closing.
2. The Slating/Nominating Committee shall consist of the IFC executive board and each member has one vote. The IFC Advisor(s) will serve on the Committee as a non-voting member(s).
3. A candidate can be defined as a member of an IFC organization who has submitted an application and completed an interview with the Slating/Nominating Committee prior to the slate being released.
4. Each candidate for office must be approved individually by a majority vote of the Slating/Nominating Committee.
    a. The Slating/Nominating Committee must slate a minimum of two candidates for each position.

b. Candidates can be slated for more than one position.
c. When creating the slate, the Committee must ensure there are enough unique candidates so that when the election is complete, all positions are filled and no individuals run unopposed.

5. Once the slate is announced publicly, nominees for each office have the right to declare and express freely the policies and principles, which he represents. Nominees may also distribute literature.
6. A candidate may run from the floor if they are not slated by the Slating/Nominating Committee. They must have submitted an application and completed an interview with the Committee prior to the slate being released.
7. The Slating/Nominating Committee will formally present the slate to the IFC presidents council during a council meeting which will be followed by speeches of all candidates starting with the office of President and following the chain of command.

C. The Executive Vice President will determine the order of the candidates and act as timekeeper.

D. In the event of a tie for any of the elections, votes shall be given to the current President, Executive Vice President, and Administrative Vice President.

D. Uniform Elections Guideline

1. President

a. Six minute maximum speech length.

b. Four minute maximum question and answer.

c. The candidate may have two people speak on their behalf and will have two minutes.

2. Executive Vice President, Administrative Vice President, and UPUA Assembly Representative

a. Five minute speech maximum.

b. Three minute maximum question and answer.

c. The candidate may have one person speak on their behalf and will have two minutes.

E. The offices of President, Executive Vice President, Administrative Vice President, and IFC UPUA Assembly Representative shall be filled by an election by a majority vote of the Chapter Presidents by secret ballot.

1. The Chapter president serving during the majority of the fall semester, must attend the elections and vote in the elections for President, Executive Vice President, and Administrative Vice President.

Section 4: Appointed Positions

A. Appointments for the office of Vice President for Communications, Vice President for Standards, Vice President for Accreditation, Vice President for Recruitment, Vice President for Community Development, Vice President for Health and Safety, Vice President for Community Relations, and Vice President of Diversity, Equity, and Inclusion

shall be made by the President, Executive Vice President, and Administrative Vice President

B. The President shall present the executive appointments to the Executive Board at the first Presidents' Council meeting following the decisions.

1. Each executive appointment shall be ratified by a simple majority vote by the Chapter Presidents.

C. In the event an appointed position is vacated due to resignation or permanent disqualification, the President shall have the authority to appoint a temporary replacement until a permanent appointment is made and ratified by the Presidents' Council.

Section 5: Resignation, Disqualification, or Removal

A. In the event of the resignation or permanent disqualification of the President, the Executive Vice President shall succeed in office until a President is elected during the Presidents' Council according to the method set forth in this Article. In the event of the resignation or disqualification of the Administrative Vice President or the Executive Vice President, the President shall appoint a temporary replacement until an election is held by the methods outlined in this Article III, Section 3. In the event that an appointed Vice President must resign, the process for filling the vacated spot will follow the appointed position guidelines outlined in Article III, Section 4. This must be completed within a two-week period.

B. Nominations for any elected office left vacant due to resignation or disqualification shall be made at the first regular or special Presidents' Council meeting after the action has been taken by the officer. Voting will not take place earlier than the next regular or special Presidents' Council.

C. Any officer who leaves his position due to resignation or disqualification will be required to return any and all stipends received for the portion of the term not filled.

D. Any member of the Executive Board may be impeached by a 4/5ths vote of the entire Presidents' Council or an 8/10ths vote of the remaining Executive Board.

E. Impeachment and trial of officers of the Executive Board by the Presidents' Council shall be conducted in accordance with the procedure prescribed in Robert's Rules of Order, Newly Revised.

Article IV – Advisor

Section 1: Appointment and Tenure

The IFC Advisor shall be the designated staff member of the Office of Fraternity and Sorority Life, and shall serve until the University has appointed a successor.

Section 2: Duties

A. The IFC Advisor shall:

1. Advise the Executive Board and the Presidents' Council on matters of legitimate interest and concern to the IFC.

2. With the advice of the President and the Vice Presidents for Standards, initiate and undertake any investigation deemed in the interest of the IFC.

3. Cooperate with the Administrative Vice President and the Associated Student Activities in the receipt and disbursement of funds, and in preparation of the annual budget.

4. Assist the President in the supervision of the operation of the IFC

5. Be, along with the President, the University representative at all IFC reviews.

6. Work with alumni, advisors, and inter/national headquarters staff as warranted.

Article VI – Amendments 8

Section 1: Amendment Proposal

An Amendment to the Constitution and By-Laws of the IFC may only be proposed by the Chapter President or member of the Executive Board at any regular or special meeting of the Presidents' Council. Per Robert's Rules of Order, all amendments must be presented 1 week prior to conducting a vote.

Section 2: Amendment Approval

Any Amendment to the Constitution and By-Laws must be approved by a 3/4s affirmative vote of the Presidents' Council. Approved amendments are to take place immediately following an approval of the Presidents' Council.

Section 3: Voting

All amendments or approvals that require voting shall pass on a 3/4s majority of the Presidents' Council at the scheduled meeting. Votes will be tallied by the Executive Board.

Section 4: Parliamentary Authority

Robert's Rules of Order, Newly Revised,by Sarah Corbin Roberts shall be used in all cases not covered by this constitution.

Article VII - Meetings

Meetings

The Penn State IFC will meet regularly bi-weekly. Adequate advance notice must be given to all active members.

The President with the consent of the Executive Vice President may change meeting frequency. Chapter Presidents shall be notified of all meetings by email. The President may call special meetings should he see fit.

THE BYLAWS OF THE INTERFRATERNITY COUNCIL

Article I – Authority of the By-Laws

The authority for these By-Laws is the Constitution of The Pennsylvania State University Interfraternity Council.

Article II – Principal Office

The office of the IFC shall be at The Pennsylvania State University (the University), in University Park, Pennsylvania, in the designated office space in the HUB-Robeson Center on the University Park campus.

Article III – The Executive Board

Section 1: Composition of the Executive Board

The Executive Board shall be composed of the President, Executive Vice President, Administrative Vice President, Vice President for Communications, Vice President for Standards, Vice President for Accreditation, Vice President for Recruitment, Vice President for Community Development, Vice President for Health and Safety, Vice President for Community Relations, and Vice President for Diversity, Equity, and Inclusion

Section 2: Responsibilities of the Executive Board

The Executive Board shall advise and aid the President in administrative matters, authorize all non-budgeted expenditures under one hundred ($100.00) dollars, and in general, coordinate the activities of the Interfraternity Council, support the mission of and uphold the items set forth by the Constitution of the IFC. IFC maintains an officer structure that includes the following focus areas: President, Judicial, Health & Safety, Recruitment, PR, Philanthropy & Community Service, Scholarship, Finances, Diversity & Inclusion

Section 3: Executive Duties

A. **President**

Responsibilities

1. He shall be the principal representative of the IFC in all students, University, and local affairs.

2. He shall preside over all meetings of the Presidents' Council and the Executive Board and shall be an ex-officio member of all IFC Committees.

3. Oversees all external coordination with other organizations and stakeholders. Including but not limited to Penn State Administration, the Borough of State College, Registered Student Organizations, and the

IFC Chapter Presidents.

4. Scope of work should be focused on (but not restricted to) big-picture work, long-term projects, creating a vision for the present and future of the IFC.

5. He shall regularly check in with the Executive Vice President to ensure the coordination and execution of the jobs of the Appointed Vice Presidents.

Authorities

1. He shall have the authority to convene or cancel any regular or special meetings of the Presidents' Council.

2. He shall have the authority to create and dissolve any ad hoc Committee deemed necessary, and to appoint and remove members of any IFC Committee.

3. He shall have the authority to veto any legislation passed by the Presidents' Council, with a three-quarters (3/4) vote of Presidents' Council being necessary to override the veto.

4. He shall have the authority to break any tie in a vote by the Presidents' Council or Executive Board.

5. He shall have the authority to withhold any compensation for Executive Board members based on lack of performance with the approval of the IFC Adviser.

Executive Vice President **11**

Responsibilities

1. He shall train social chairs, risk managers, and Chapter Presidents in the risk management policies and practices of the IFC.

2. He shall serve as the Chairman of the Committee for Risk Management

3. He shall serve as the IFC liaison to the State College Police Department in coordinating special events and will meet with the Police Department's Greek liaison as needed.

4. He shall update and maintain both the IFC Constitution, Bylaws, and other IFC documents.

5. He shall perform the duties of the President in his absence.

6. As the President deals with external matters, it is the Executive Vice President's responsibility to manage the internal operations and finer details of the IFC. This includes supporting and ensuring the progress of projects carried out by the Appointed Vice Presidents.

7. He shall oversee the IFC Permanent Committees and shall be an ex-officio member of all IFC Permanent Committees.

8. He shall act as the Standards Secondary of the Judicial Board and perform all the designated duties defined in the Conduct and Judicial Process of the Interfraternity Council, as well as help conduct the standards board elections.

9. He shall coordinate and oversee the IFC election process.

10. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

Administrative Vice President

1. He shall formulate a budget for each semester.

a. This budget shall be subject to the approval of the Executive Board and the IFC Advisor.

2. He shall cooperate with the Associated Student Activities in the receipt and expenditure of funds as authorized by the Presidents' Council and the Constitution.

3. He shall serve on the Nittany Cooperative Board of Directors as the IFC representative.

4. He shall act as office manager.

5. He shall be responsible for maintaining and affecting the Finance Policy as outlined in Article V of the IFC By-laws.

6. He shall perform such other duties as may be delegated to him by the President or the Executive Board. 7.

He shall be responsible for keeping the most current and accurate By-Laws readily available for the public.

8. He shall work with the Office of Fraternity and Sorority Life to monitor and aid Chapters through the University accreditation process.

9. He shall serve as chairman of the Committee for Finance and Accreditation

10. He shall take attendance at Presidents' Council meetings and have the authority to levy fines for unexcused absences in accordance with the By-Laws.

D. **Vice President for Communications**

1. The Vice President for Communications shall record the proceedings of all meetings of the Presidents' Council and the Executive Board.

   a. Following the completion of all Presidents' Council and Executive Board meetings, he shall be responsible for making a record of the proceedings available to all attendees and to those members that were unable to attend the meeting.

2. He shall draft IFC press releases and distribute them to the appropriate entities.
3. He shall prepare an events calendar and update it regularly.

4. He shall maintain all IFC-related email lists.

5. He shall maintain the IFC website.

6. He shall maintain all IFC social media accounts.

7. He shall serve as the communications liaison between the IFC and all other University-related organizations and event coordination groups.

    a. If necessary, he shall assist in contacting Chapter Presidents to facilitate communication between the IFC Chapters and the interested organization or group.

8. He shall serve as the Chairman of the Committee for Community and University Relations.

9. He shall advertise and market all IFC-wide events.

10. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

E. **Vice President for Standards**

1. They shall enforce the Constitution and By-Laws through the investigative and judicial powers of the IFC.

2. They shall act as the Standards Primary of the Judicial Board and perform all of the designated duties defined in Article IV of The Conduct and Judicial Process of the Interfraternity Council.

3. They shall enforce all decisions of the Judicial Board.

4. They shall perform such other duties as may be delegated to him by the President or the Executive Board.

F. **Vice President for New Membership**

1. He shall coordinate all activities concerning recruitment.

    a. He shall oversee the planning, coordination, and execution of a semester marketing and advertising campaign.

    b. He shall coordinate all recruitment-related programming.

2. He shall consult with the President, the Executive Vice President, and the IFC Advisor to develop recruitment policy, procedures, and logistics.

3. He shall present the formal recruitment dates for the upcoming semester, including bid extension, at the last Presidents' Council meeting of each semester.

4. He shall develop and maintain all recruitment-related content on the IFC website.

5. He shall collect, analyze, and report on all recruitment-related data.

6. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

7. He shall assist chapters in ensuring a safe and smooth first semester of the new membership process.

G. **Vice President for Community Development**

1. He shall be responsible for all IFC community service and philanthropic events.

2. He shall, in coordination with the Vice President for Communications, market events sponsored by the IFC and any IFC Chapter.

3. He shall be responsible for coordinating all IFC Community Events including, but not limited to; Spring Egg Hunt, Spring Carnival, Greek or Treat, Holiday Lights.

4. He shall be responsible for managing the recycling efforts and other waste reduction practices of the IFC chapters this includes, but not limited to Greek Sweep and Recycling Challenges

5. He shall be responsible for coordinating IFC sponsored donation drives

H. Vice President for Chapter Development

1. Assist the IFC Chapters in achieving and submitting their Standards of Excellence (SOE) to the Office of Fraternity and Sorority Life (OFSL).
2. Review chapters' standing within the IFC and communicate SOE requirements.
3. Provide resources including dates, events, and opportunities to provide accrediting needs toward SOE.
4. Monitor and adapt new strategies and incentives based on semester scorecard and accreditation standards.
5. Supports the in-house development of all IFC Chapters in relation to maintaining and increasing their environmental sustainability.
6. Provides opportunities for all IFC Chapters to engage in local volunteering projects and initiatives around the State College community.

I. **Vice President for Health and Safety**

1. He shall coordinate all IFC-wide educational programming events, this includes, but not limited to; sexual assault awareness, alcohol/substance abuse education, and hazing awareness.

2. He shall help the Office of Fraternity and Sorority Life to plan, promote and execute the New Member Orientation Programs.

3. He shall serve as the liaison between the Interfraternity Council and other student wellness organizations

4. He shall be responsible for promoting leadership among fraternity men through educational programming

events

5. He shall perform such other duties as may be delegated to him by the President or the Executive Board.

J. **Vice President for Community Relations**

1. He shall plan, coordinate, and execute community involvement events including, but not limited to: Neighbor to Neighbor, First Responder's Dinner, and Community brunches.

2. He shall be responsible for promoting the image of the IFC chapters and managing the external workings of all IFC chapters.

3. He shall work with the Vice President for Philanthropy Community Engagement to plan events that are relevant to the community as well as the IFC chapters.

4. He shall perform such other duties as may be delegated to him by the President or the Executive Board. K.

Vice President for Diversity, Equity, and Inclusion

1. He shall be responsible for the creation and execution of educational materials relating to diversity, equity, and inclusion for all active and prospective students affiliated with Interfraternity Council chapters.

2. He shall be responsible for the planning and execution of events to celebrate the various identities present in the Greek community at the Pennsylvania State University.

3. He shall serve as the main point of contact between the Pennsylvania State University Interfraternity Council, Multicultural Greek Council, Panhellenic Council, and National Pan-Hellenic Council.

4. He shall coordinate with the various offices at the Pennsylvania State University who contribute to the development of a diverse community at the University. These offices include (but are not limited to): Multicultural Resource Center, Disability Services, Center for Gender and Sexual Diversity, Gender Equity Center, and Paul-Robeson Cultural Center.

5. He shall work with the Vice President of Accreditation to incorporate diversity, equity, and inclusion into the Standards of Excellence.

6. He shall work with the Vice President of Standards to hold general members accountable to the standards of diversity, equity, and inclusion as prescribed by the Office of Fraternity and Sorority Life, The Pennsylvania State University, National Interfraternity Council, and the Pennsylvania State University Interfraternity Council.

Article IV – Permanent Committees

Section 1: Committee Descriptions

Activities specifically assigned to address programs and practices which are the normal functions of the Council and

the fraternity community shall be grouped into four (4) committees. Each committee shall have a Committee Chairman who shall report directly to the Executive Vice President. No committee shall have more than seven (7) members, including the Chairman.

Each committee will include a Head Committee Member. The Head Committee Member will be appointed by the Head Chairman of the Committee. If the Head Committee Member is from the same fraternity chapter as the Head Chairman of the Committee, the Executive Board must appoint the Head Committee Member by a majority vote. The Head Chairman of the Committee does not need to point any Head Committee Members. Head Committee Members will attend select Executive Board Meetings and every President's Council. This position is to provide vital experience for future leaders in the IFC community.

The committees and their specific areas of responsibility shall be as follows:

A. **Committee for Internal Audit:**

Responsible for all duties prescribed by the IFC President, EVP and AVP including, but not limited to: performing consistent audits on the organizational structure of the IFC; acting as a "Member at Large" consultant to IFC executive council members; examining and forecasting threats and opportunities to the IFC; and providing insight to the IFC executive council members about the implementation of policies.

1. The Chapter Presidents shall elect a Committee Chairman

2. The Committee for Internal Audit shall consist of two (2) Seniors, two (2) Juniors , two (2) Sophomores. Each chapter will nominate a member for consideration. The IFC Executive board will select the members of the committee. The Committee shall serve a one (1) semester term

B. **Committee for Philanthropic, Community Service, and Educational Programming Affairs:**

Responsible for all duties prescribed by the Vice President for Development, Health and Safety, and DEI including, but not limited to: coordinating all Philanthropies and acting as a resource for all Philanthropy Chairmen; coordinating and advertising any Council and individual Chapter Community Service initiatives; and promoting all Educational Programming efforts by Chapters, the Council, or other organizations.

1. The Vice President for Development shall serve as the Committee Chairman.

2. The Committee for Philanthropic, Community Service, and Educational Programming Affairs shall consist of one (1) Administrative Assistant, one (1) Director of Philanthropic Affairs, one (1) Director of Community Service, and one (1) Director of Educational Programming.

C. **Committee for Recruitment and Membership**:

Responsible for all duties prescribed by the Vice President for Recruitment and the Vice President for Chapter Development including, but not limited to: coordinating all activities related to recruitment and new member

education; developing anti-hazing practices for Chapter members and anti-hazing policies for Presidents' Council; developing new member education initiatives with a focus on leadership development; collecting, analyzing, and presenting current and past recruitment data; and coordinating with the Vice President for Development, Health and Safety, and DEI and the Vice President for Communications to create effective recruitment strategies and new member education programs.

1. The Vice President for VP of New Membership shall serve as Committee Chairman.

2. The Committee for Recruitment and Membership shall consist of one (1) Administrative Assistant, one (1) Director of Development, one (1) Director of New Member Education, one (1) Director of Leadership, and two (2) Directors of Recruitment.

D. **Committee for Risk Management**:

Responsible for all duties prescribed by the Executive Vice President and VP of New Membership including, but not limited to: coordinating with the University and the State College community in order to gather information to improve fraternity risk management practices and address the concerns of these groups; researching ways to improve current IFC risk management policies; developing new initiatives to improve fraternity risk management practices; and assisting in the education of new members, IFC chapter members, and Panhellenic chapter members.

1. The Executive Vice President shall serve as the Committee Chairman.

B. **Committee for Community and University Relations**

Responsible for all duties prescribed by the Vice President for Communications including, but not limited to: promoting effective communication between the four fraternity and sorority governing councils and facilitating communication between the IFC and the State College Borough and other non-University entities.

1. The Vice President for Communications shall serve as the Committee Chairman.

F. **Committee for Standards**

Responsible for all duties as prescribed by the Vice President for Standards and The Executive Vice President including to but limited to: all obligations under Article VII Section C & Article VIII and Section A of the Interfraternity Council Conduct and Judicial Process

1. The Fraternal Standards Board shall consist of the following officials:
   The Vice President of Standards for the Interfraternity Council serving as the Chief Justice. The Executive Vice President of the Interfraternity Council serving as the Associate Chief Justice (in place of the Chief Justice or serving as a stand-in justice). 5 of the 10 Justices (per hearing for quorum). A representative from the Office of Fraternity and Sorority Life (who may sit in during hearings).

Section 2: Selection of Committee Members

The selection of all committee members shall be made by the Executive Vice President, the respective

Committee Chairman, and one (1) other members of the Executive Board.

A. All applicants must meet the following requirements:

1. Be a member in good standing with the University and with his respective fraternity.

2. Hold a cumulative GPA of at least 2.5.

B. Applicants must submit their applications to the Executive Vice President by the date prescribed on the application.

C. Applicants deemed qualified will be selected for interview. Interviews shall take place within one week of the application deadline. Interviews shall be conducted by the Executive Vice President, the respective Committee Chairman, and one (1) other members of the Executive Board.

Article V – Finance Policy

Section 1: Regular IFC Dues

A. Chapter Member Dues

1. Chapter Member Dues shall be collected each semester and shall be computed by multiplying the number of members listed on the membership report as of the last day of the previous semester by $35.00.

B. Chapter Member Dues Billings

1. The total sum of the Chapter Member Dues shall be billed in writing by the Administrative Vice President to the Chapter President and Chapter Treasurer by the third Tuesday of each spring and fall academic semester or upon notice of the Administrative Vice President.

C. Chapter Member Dues Collection

1. The total sum of the Chapter Member Dues shall be due to the Administrative Vice President ten (10) business days after issue.

2. If a Chapter fails to submit the total sum of the Chapter Member Dues 5:00 PM on the tenth (10) day after issue, the Chapter shall be placed on immediate Probation by the Vice Presidents for Standards and will be assessed a late fee of $50.00 per business day late.

D. Account Information

1. The financial account will be run solely through the Associated Student Activities office. The IFC will not have an off-campus account.

Section 2: Executive Board Member Compensation

A. Executive Board Member Stipends

1. The President of the Executive Board shall be awarded a stipend in the amount of $1200.00 per spring and fall academic semester.

    a. The President shall be awarded $600.00 at the end of the third week of each spring and fall academic semester.

    b. The President shall be awarded $600.00 at the end of the thirteenth week of each spring and fall academic semester.

B. The Executive Vice President and Administrative Vice President shall be awarded a stipend in the amount of $1000.00 per spring and fall academic semester.

1. The Executive Vice President and Administrative Vice President shall be awarded $500.00 at the end of the third week of each spring and fall academic semester.

2. The Executive Vice President and Administrative Vice President shall be awarded $500.00 at the end of the thirteenth week of each spring and fall academic semester.

C. The non-elected Vice President members of the Executive Board shall be awarded a stipend in the amount of $800.00 per spring and fall academic semester.

1. The non-elected Vice President members of the Executive Board shall be awarded $400.00 at the end of the third week of each spring and fall academic semester.

2. The non-elected Vice President members of the Executive Board shall be awarded $400.00 at the end of the thirteenth week of each spring and fall academic semester.

D. Parking Expenses:

1. Executive Board members shall be reimbursed for the expense of a student parking pass.

Section 3: Unlawful Acts

It shall be unlawful for any officers, agents, or employees of the IFC to receive or retain any funds of the Council as compensation or otherwise, except such as is authorized by the By-Laws or the Executive Board.

Section 4: Expenditures

A. Unappropriated Expenditures

1. Any expense concerning the appropriation of unbudgeted monies, of $100 or more must be approved by the Executive Board and the IFC Advisor.

B. Special Events

1. The IFC will pay supply costs of any Special Event at the discretion of the Special Event Overall Chairperson, IFC President, respective Associate Vice President, and the Administrative Vice

President.

Section 5: Funding Chapter Philanthropy Events

A. The IFC shall provide funding support for the costs incurred by individual chapters hosting a philanthropy event.

B. Requests for funding will be subject to the approval of the Administrative Vice President and Vice President for Community Development, with the advice and consent of the Executive Board and IFC Advisor.

C. In order to be eligible for funding, the chapter must submit the following documentation to the Administrative Vice President:

1. A Funding Application, which can be found on the IFC Website or in the IFC Office.
2. Original, itemized receipts for expenses associated with the event.

3. Proof of donation to the philanthropic organization indicated on the Funding Application.

D. No chapter shall be granted funding for more than two (2) events in one semester.

E. The IFC will provide funding for costs up to four hundred dollars ($400) for an individual event that is co-hosted by 2 or more IFC recognized fraternities.

F. Any event not approved by the Office of Fraternity and Sorority Life shall not be funded by the IFC.

G. Any philanthropy event found to be in violation of any IFC policy will not be eligible for funding.

H. Any event involving alcohol will not be eligible for funding.

Section 6: Financial Assistance for Chapter Development

A. At the beginning of each calendar year, the Administrative Vice President shall allocate a certain portion of the annual budget to assisting chapters in severe financial need fund programs including, but not limited to: professional recruitment consultation; recruitment events; leadership training; member development. This allocation, as with the entire annual budget, is subject to the approval of the Executive Board.

B. In order to be eligible for funding, the chapter must submit the following documentation to the Administrative Vice President:

1. A written request outlining the chapter's financial standing, the program to be held, the importance of this program to the chapter's future success, and any other information indicating the need for financial assistance with the program.

2. A letter from the third party being hired outlining the services to be provided and the costs associated with those services if the requested funding is to be used for professional consultation or other services. C. This initial application is subject to the approval of the Administrative Vice President and the Vice President for Chapter

Development.

C. The Administrative Vice President upon approving the initial application, will arrange a meeting with the Executive Board of the Chapter to verify all information submitted in the application.

1. The chapter should bring all relevant financial records and/or documentation to this meeting for review. The contents of these records will remain strictly confidential.

D. If the Administrative Vice President and Vice President for Chapter Development feel that the chapter is genuinely in need of assistance, they will bring their findings to the Executive Board and IFC Advisor for final approval.

1. Any member of the Executive Board, who is a member of the chapter in question, may not participate in the discussion.

2. An officer of the IFC Executive Board who is a member of the chapter in question may participate in the initial meeting between the chapter's Executive Board, the Administrative Vice President, and the Vice President for Chapter Development.

E. Once final approval has been granted, the chapter must adhere to the following conditions:

1. A member of the Executive Board must be permitted to attend the program or event, if they so desire.

2. A minimum of seventy percent (70%) of the chapter's membership must be present at the program or event. This condition may be superseded if otherwise specified in the terms and agreements between the chapter's Executive Board, the Administrative Vice President, and the Vice President for Chapter Development.

3. The chapter must arrange a meeting with the Administrative Vice President and Vice President for Chapter Development to review the event and discuss how the chapter improved as a result of the event.

4. Any chapter failing to follow this procedure will be responsible for returning a minimum of fifty percent (50%) of the funds provided, and may be responsible for returning all of the funds. This determination will be made by the Executive Board and IFC Advisor.

F. The chapter will be responsible for contributing a minimum of twenty-five percent (10%) of the total cost of the program or event, and may be responsible for a higher percentage of the cost at the discretion of the Executive Board and IFC Advisor.

G. Any program or event found to be in violation of any IFC policy will not be eligible for funding.

H. Any program or event involving alcohol will not be eligible for funding.

I. No chapter may receive funding more than twice in a calendar year.

J. Once the IFC's allocation for funding chapter events is expended, the IFC is not responsible for reviewing

additional applications, but may choose to do so if the budget permits and the Executive Board approves of doing so.

K. Chapters may receive funding for out-of-house recruitment events that are approved by the IFC and OFSL.

1. A chapter that chooses to host an out of house recruitment event may receive up to two hundred dollars ($200) for any approved event if they fill out a reimbursement form prior to the event.
2. Any chapter that is sanctioned where they may not host recruitment events in their house will not be eligible for this funding.

Article VI – Public Relations Policy

Section 1: Consultation Services for Chapters

A. The Executive Board may provide consultation to any Chapter or individual regarding any information (including T-shirts, radio addresses, and public actions) that will be printed or published for official IFC events. This consultation may be obtained from the Vice President for Communications, Executive Board, or the IFC Advisor.

B. Active Chapters may consult the IFC regarding any information that will be printed in The Daily Collegian or any publication, especially for controversial issues. Consultation is available for events including, but not limited to, philanthropy and community service, educational programming, advertising for recruitment, and other IFC related issues and policies.

C. The Executive Board will provide details to any Chapter or individual regarding information about IFC participation in Greek Week, Greek Sing, Homecoming, and/or the IFC-Panhellenic Dance Marathon (THON).

Section 2: Social Event Marketing Restrictions

A. Chapters may not reference or display images of alcohol beverages, alcohol beverage containers (glasses, cups, kegs, etc.), alcohol brand labels, alcohol consumption, etc. when marketing an event.

1. This restriction applies to both before, during, and after the event has occurred.

Section 3: Social Event Documentation Restrictions

A. No documentation of a Social Event sponsored by an IFC Chapter may be made public by a member or an agent of an IFC Chapter without the approval of the Executive Board.

B. Chapters may not permit a third party to document a Social Event that the Chapter is sponsoring without the approval of the Executive Board.

Article VII – Chapter Membership Policy

Section 1: Expansion Guidelines

After a group makes initial contact with the Office of Fraternity and Sorority Life and the application has been referred to the IFC, an exploratory meeting shall be convened with the IFC Advisor and the Executive Vice President and/or the President. This meeting explores the goals and purposes of the fraternity, and why it seeks membership

into The Pennsylvania State University IFC. The IFC Advisor, the Executive Vice President and/or President, and the Executive Board will reach a decision as to whether or not to pursue expansion.

A. If an inter/national fraternity wishes to colonize:

1. IFC member chapters actively support the responsible growth of other NIC fraternities and follows the responsible growth protocols outlined in the NIC Responsible Growth Standard Operating Procedures. 1. Before the ~~colonization~~ process can begin, all requirements under Article VII, must be completed before the process can continue.

2. A formal presentation is to be made to the IFC Advisor and the Executive Vice President and/or President, demonstrating strong inter/national support.

3. Submission of the national fraternity constitution and by-laws.

4. A statement for the plans for coordination between the Chapter, the IFC and the inter/national officers must be presented.

5. A statement from the local alumni (if any) of the national fraternity in support of the establishment of a Chapter at the University must be submitted.

a. A local alumnus of the fraternity must be designated to work with the group as their alumni advisor.

b. If the proposal is inadequate and not repairable, the Executive Board can terminate the process at this point.

c. If the proposal is approved by the President the following will occur:

1. The proposal is reviewed by the Executive Board and distributed to the IFC Caucuses.

2. The fraternity will appear before the Presidents' Council and make a brief presentation about their proposal.

a. The Executive Vice President and/or President can give their recommendations to the Presidents' Council.

b. If moved and seconded, the group is brought up for a vote. This vote will be tabled for a time not exceeding two weeks, as per Robert's Rules of Order.

3. If the group receives a two-thirds (2/3) vote of the Presidents' Council, they are granted a one-year probationary status. During this probationary status, the group is allowed to participate in all IFC sponsored activities, but not allowed the privilege of voting during Presidents' Council.

4. If, during the course of their probationary status, the Judicial Board finds the group in violation of any IFC or University policy, the Executive Board and the IFC Advisor will consider immediate separation of the

Chapter from IFC. This will result in all the privileges of a recognized student organization being terminated.

5. After one year, the group will submit a proposal for full recognition to the President and the Executive Vice President. This should document the accomplishments of the group over the probationary period. The Executive Vice President reviews the proposal and makes a recommendation on full membership.

Section 2: IFC Chapter Recognition

The following standards are in addition to the minimum expectations for expansion identified by the Office of Fraternity and Sorority Life:

A. The organization will abide by all University, IFC, and inter/national policies and regulations.

B. Organizations with restrictive membership clauses regarding race, religion, or creed shall not obtain or maintain IFC recognition, unless said restrictions are recognized by their national headquarters.

C. A member of an IFC recognized organization cannot be a member of a second or multiple other IFC organizations.

D. A faculty member, staff member or fraternity alumnus may act as an advisor to these groups.

E. Recruitment activities of fraternities are conducted according to the regulations established respectively by the IFC and all recruitment events will be substance free.

F. **Statement of Position on Hazing and Pre-Initiation Activities** of the Fraternity Executives Association: a. Special emphasis is placed on the definition of hazing, which includes any action or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule, any activities which are not consistent with fraternal laws, rituals, or policy or the regulations and policies of the University. This statement pertains to all affiliated members of a fraternity, which includes new members, brothers, and alumni.

G. IFC does not restrict any group meeting the membership criteria of the IFC from joining the IFC.

H. All chapters must maintain a GPA at or above the all-men's average.

a. IFC has established policies with remediation plans for non-compliance regarding chapter achievement of a minimum new member class and chapter GPA

J. Requirements of an IFC Chapter to maintain recognition status:

1. The group must include a minimum of ten (10) members for initial recognition, and maintain a minimum of ten (10) initiated members at all times.

2. The group must adhere to all risk management policies as outlined by this Constitution and By-Laws.

3. The group must complete Chapter Accreditation and be a Chapter in Good Standing. IFC recognition may be removed for failure to achieve Chapter in Good Standing.

Section 3: Formal New Member Recruitment Standards

Formal recruitment standards shall be maintained from semester to semester. Specific details such as the calendar of events, logistics, and procedures not outlined herein for each formal recruitment period shall be proposed by the Vice President for Recruitment no later than the last Presidents' Council meeting of the preceding semester. These policies must be voted on by the Interfraternity Council and will be made available to chapters as a resource on the IFC website.

A. **Potential New Member Eligibility:** An individual must meet the basic criteria listed below in order to be eligible to participate in Interfraternity Council recruitment activities:

1. Earned 14 credit hours at Penn State OR 27 transfer credits OR be an Adult Learner (AP & Dual Enrollment will not apply)

2. Hold a 2.50 cumulative Penn State GPA.

3. MUST be enrolled full-time at University Park campus (12 credits or more)

4. Not to be subject to any pending or active conduct violations or sanctions (this includes student conduct probations)

5. Attend an educational information session hosted by the Office of Fraternity & Sorority Life)

B. **Dry Recruitment Policy:** Alcohol shall be strictly forbidden from the formal recruitment process.

1. Chapters and their members shall not be permitted to have alcohol present at a recruitment event.

2. Potential New Members shall not be permitted to attend any function where alcohol is present.

3. When IFC Recruitment aligns with Panhellenic recruitment, chapters are prohibited from registering and hosting Social events will alcohol for the duration of the recruitment period.

C. **Bid Extension:** All Chapters must abide by the Bid Extension policies listed below.

1. IFC will not restrict the ability of chapters to distribute bids outside of any designated recruitment period.

2. A Chapter may not extend a bid to any person that is ineligible to participate in fraternity recruitment.

a. Chapters shall be responsible for confirming that all Potential New Members whom they extend bids to are eligible to participate in fraternity recruitment.

D. **Bid Extension Reporting:** Chapters must submit a Bid Extension Report each semester according to the guidelines listed below.

1. The Bid Extension Report shall include all requested information for the Potential New Members that the Chapter is extending bids to.

2. The Report shall be submitted in advance of bid extension by the date and time agreed upon by the Presidents' Council.

E. **Bid Acceptance Reporting:** Chapters must submit a Bid Acceptance Report each semester according to the guidelines listed below.

1. The Bid Acceptance Report shall include all requested information for the Potential New Members that the Chapter extended bids to, as well as a clear indication of which of the Potential New Members accepted their bids to the Chapter.

2. The Report shall be submitted following the conclusion of the formal bid acceptance period by the date and time agreed upon by the Presidents' Council.

E. **Policy Enforcement Procedures:** The Executive Board shall reserve the rights listed below in order to enforce any and all policies described above or agreed upon by the Presidents' Council.

1. The Executive Board shall reserve the right to remove any Potential New Member from the formal recruitment process for any violation of federal, state, or local law, as well as any violation of IFC or University policy.

2. The Executive Board shall reserve the right to implement enforcement programs without the expressed approval of the Presidents' Council in order to ensure that all IFC Chapters are behaving in accordance with the agreed-upon formal recruitment policies.

3. The Executive Board shall reserve the right to levy sanctions on Chapters that violate formal recruitment policies.

Section 4: New Member Regulations

The position of this IFC is in support of constructive educational and inspirational programs, and has asserted unequivocally its opposition to hazing and inspirational initiation activities which do not contribute to the positive development and welfare of new members and members. Furthermore, the IFC believes that one of the most damaging instruments to the fraternity community is the employment of a program of education which includes hazing, and that this unproductive, ridiculous and hazardous custom has no rightful place in the fraternity system.

A. Potential new members shall not be recognized as new members until receipt of an official membership report by the IFC. The official membership report must be returned to the Office of Fraternity and Sorority Life twenty-four (24) hours following the acceptance of the invitation to join unless arrangements have been made with the Office of Fraternity and Sorority Life.

B. If a new member chooses to disassociate from the chapter, the Chapter recruitment chair or new member educator shall notify the Vice President for Recruitment and the Office of Fraternity and Sorority Life within twenty-four (24) hours of formal notification of the individual's disassociation.

C. Any request made to the IFC for individual recognition of disaffiliation by either the inter/national office or the Chapter at this University will be considered permanent. Once the IFC and Office of Fraternity and Sorority Life approves such or from that point on, he shall not be permitted to return to the Chapter membership rosters, nor will he be permitted to any rights, privileges, or responsibilities normally made available to and expected of an official registered and recognized fraternity member. 27

D. To be initiated, new members must have a 2.50 cumulative GPA if s/he holds a cumulative grade point average from The Pennsylvania State University.

1. To be initiated, new members of IFC fraternities must have a cumulative GPA that is stated in the Chapter's Constitution and By-Laws and approved by their inter/national organization and IFC.

E. New Member activities are held at the discretion of the member fraternity provided it does not violate the Statement of Position on Hazing and Pre-Initiation Activities. The Vice Presidents for Standards will view any violations as serious transgressions of the IFC Constitution and Bylaws.

F. It is required that each new member educator submits a New Member Education Program to the Office of Fraternity and Sorority Life according to the policies and procedures outlined by OFSL for creating such a program. That program must be approved by both the OFSL and the IFC Executive Vice President before the chapter may begin the new member education program. Such activities will not surpass the initiation deadline set by the OFSL, unless a shorter or longer period has been designated by the Chapter's national headquarters and/or the IFC Executive Board.

1. Any additional activities added during the new member training period must first be reviewed and then approved by the PSU IFC EVP and the PSU OFSL
2. The IFC will not recognize any New Member Education programs that are longer than 4 weeks through Spring 2022, this is in compliance with OFSL and OFSC

G. The new member period starts on the date designated by the IFC, which is approved by a majority of the Presidents' Council.

H. New member activities, with the exception of initiation, shall not take place between 10:00 pm and 7:00 am.

I. Alcohol shall not be present at any new member program, activity or ritual of the Chapter, or programs for the development in members of leadership responsibility, and the appreciation of moral, spiritual and intellectual values, consistent with their ideals and teachings.

J. -All new members must be registered with Campus Director and complete OFSL eligibility requirements prior to accepting a bid.

K. 100% of new members must be trained in alcohol education through an IFC & OFSL approved program.

L. All new members must complete a bystander intervention program within the semester of accepting a bid.

Section 5: Membership Reports

A. Chapters recognized by the IFC are required to maintain their chapter rosters on OrgCentral at all times.

B. For each day a chapter fails to maintain their chapter roster on ICS, a $50 per day fine will be assessed and the chapter in violation will be placed on immediate social suspension by the Vice Presidents for Standards until the chapter's membership roster is updated on ICS and the fine is paid in full.

C. Chapters are required to provide the following information on ICS for each member: First Name, Last Name, Penn State email address, and the student's nine-digit student ID number.

Section 6: Chapters of Excellence

The IFC shall support its own incentive system for those Chapters that achieve the "Chapter of Excellence" requirements set forth by the Office of Fraternity and Sorority Life.

A. Chapters of Excellence shall be explicitly recognized on the IFC Council website and/or literature distributed to fraternity recruits.

B. Chapters of Excellence shall receive a 30% discount on their IFC Council dues for the academic semester in which they are recognized and the following academic semester.

1. This reward shall be limited to the top five (5) scoring Chapters.

    a. In the case of a tie, Educational Programming categories completed shall serve as the first tiebreaker.

    b. If Educational Programming does not break the tie, Community Service Hours shall serve as the second tiebreaker.

C. The President shall collaborate with the Director of the Office of Fraternity and Sorority Life to draft a customized letter to the alumni and inter/national headquarters of each Chapter of Excellence that highlights the Chapter's accomplishments and explains the significance of the "Chapter of Excellence" distinction.

Article VIII – Health & Safety Policy

A. IFC has Health and Safety policies consistent with NIC Guidelines and Alcohol & Drugs
B. IFC will establish a medical Good Samaritan policy.

Article IX – Conduct Policy

The Conduct Policy governing the recognized fraternities within the Interfraternity Council is found and referenced in a separate document called The Conduct and Judicial Process of the Interfraternity Council. IFC will not issue blanket sanction for chapters that have not been found responsible for violations. IFC maintains an IFC Code of Conduct consistent with NIC Standards
IFC maintains an IFC Judicial Code consistent with NIC Standards

Article X – Amendments

Section 1: Amendment Proposal An Amendment to the Constitution and By-Laws of the IFC may only be proposed by the Chapter President or member of the IFC Executive Board at any regular or special meeting of the Presidents' Council.

Section 2: Amendment Approval

Any Amendment to the Constitution and By-Laws must be approved by a 3/4th affirmative vote of the Presidents' Council, which constitutes the IFC