

Interfraternity Council Constitution & Bylaws
Colorado State University
Last Update: April 13th, 2016

North-American Inter-fraternity Conference- Nine Basic Expectations:

The NIC serves to advocate the needs of its member fraternities through enrichment of the fraternity experience; advancement and growth of the fraternity community; and enhancement of the educational mission of the host institutions.

1. I will know and understand the ideals expressed in my fraternity ritual and will strive to incorporate them in my daily life.
2. I will strive for academic achievement and practice academic integrity.
3. I will respect the dignity of all persons; therefore I will not physically, mentally, psychologically or sexually abuse or harm any human being.
4. I will protect the health and safety of all human beings.
5. I will respect my property and the property of others; therefore, I will neither abuse nor tolerate the abuse of property.
6. I will meet my financial obligations in a timely manner.
7. I will neither use nor support the use of illegal drugs; I will neither misuse nor support the misuse of alcohol.
8. I acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, I will do all in my power to see that the chapter property is properly cleaned and maintained.
9. I will challenge all my fraternity members to abide by these fraternal expectations and will confront those who violate them.

Fraternity and Sorority Life Mission Statement

The Office of Fraternity and Sorority Life (FSL) creates experiences to challenge and encourage one's journey toward growth and the achievement of unique potential.

The Office of Fraternity and Sorority Life believes in the process of helping students reach their true potential. We believe the mission and vision will be achieved through infusing the following non-negotiables throughout our programs, services, and conversations with students. We give you the CLIMB:

Change Agents: The OFSL will impart socially responsible leadership on fraternity and sorority members, focusing on doing good in the community, identifying root causes of social and systemic issues, recognizing and challenging inequities in society, and participating in an ever-growing and changing global society with the knowledge that individual actions matter.

Lifelong Learning & Critical Thinking: The OFSL will create experiences that encourage students to engage in lifelong learning, sound decision-making rooted in critical thought, and reflection on one's interests and passions.

Inclusivity & Social Justice: The OFSL will engage in the process and goal of change in the fraternal movement and the CSU fraternity and sorority community through integration of diverse perspectives, the elimination of oppression, and the personal investigation of identities and systems of injustice.

Meaning-Making & Purpose: The OFSL will create opportunities for fraternity and sorority members to intentionally seek meaning from failures and successes to grow and develop as well as discover individual and organizational purpose to pursue a more authentic and congruent student experience.

Building Coalitions and Connections: The OFSL will assist students in looking inward to one's identity and wellbeing as a prelude to connection with others and provide experiences to ensure that friendship and fraternal bonds are filled with care, concern, and challenge to elevate the status quo. The OFSL will assist fraternity and sorority members as they seek a healthy and diverse fellowship with members across chapters and councils, alumni/ae, Colorado State University, and the global community.

Fraternities and Sororities exist to:

1. Support the academic mission of the host institution by providing a positive learning experience outside the classroom;
2. Develop values-centered leaders and citizens;
3. Offer undergraduates an opportunity for personal development, organizational management and self-governance;
4. Foster involvement in and allegiance to the host institution and surrounding community; and
5. Forward students' experience and diversity through inclusive programming.

Code of Ethics

We, the undergraduate members of the men's fraternities at Colorado State University, agree to promote honesty, respect, and brotherhood through the adherence to the Colorado State University Inter-fraternity Council Constitution. Recognizing that we represent the Fraternity and Sorority Life community, we strive through thought, word, and action to uphold the traditions, fine standards, and values long held by Colorado State University men. As members of the Inter-fraternity Council, we stand for academic excellence, social responsibility, leadership and service to our college campus and community. In accordance with the dignity and character of fraternity men, we pledge to treat all collegians both affiliated and non-affiliated, with the utmost respect and honor. We believe the highest level of trust should exist between individual chapters and their members, fostering a spirit of friendship and harmony. These are the ideals which will establish a positive legacy for future generations of Colorado State men.

**Interfraternity Council Constitution
Colorado State University
Constitution**

Preamble:

We, the representative members of the fraternity system of Colorado State University, believing that fraternity is an inherently positive part of the University community, do establish this constitution. Realizing the need to strengthen the fraternity community, and in order to secure a greater unity in our aims and objectives and to establish an effective regulation of Inter-fraternity affairs, we declare this Constitution and Bylaws as the last and final law of the Inter-fraternity Council.

Article I. Name

The name of this organization shall be The Interfraternity Council of Colorado State University and shall hereafter be known as the IFC.

Section 1.01 The purpose of IFC shall be:

- (a) To act in the administrative, legislative, judicial, and advisory capacities, which seem necessary for the uniform practice and benefit of Colorado State University's fraternal organizations and their members.
- (b) Judicial capacities will be conducted through the Interfraternity Council Judicial Board established by the General Assembly. Cases involving IFC fraternities will be heard and resolved internally unless otherwise deemed necessary by the council and advisors. Then, cases will be heard through the All University Hearing Board & Associated Students of Colorado State University, in which IFC shall have a voting representative to actively participate with the Associated Students of Colorado State University.
- (c) To promote relationships that are conducive to the general preservation of the fraternal community at Colorado State University.
- (d) To promote and foster an environment that will work toward a devotion to service, scholarship, leadership, and brotherhood.
- (e) To provide programs and activities, both developmental and social, for all member organizations, to help improve their functioning and to provide common experiences that encourage cooperation and unity among organizations.
- (f) To be of assistance to any fraternity in the accomplishment of its goals or activities when such assistance is considered appropriate and/or necessary.
- (g) To serve as a forum for the considerations of issues of mutual interest to the member organizations. Initiate resolutions and recommendations that will further the purpose and ideals of the member organizations.
- (h) To promote Fraternity affiliation without discrimination on the basis of age, race, ethnicity, gender, ability, marital status, national origin, political persuasion, or sexual orientation.
- (i) To act as a coordinating body for all Inter/national fraternities.

Article II. Scope of Authority

Section 2.01 The scope of authority for the IFC shall be legislative, administrative, judicial, and advisory. By virtue of the authority vested in it by this constitution, the IFC shall have the power to regulate all matters of Interfraternity interest.

Section 2.02 Legislative Powers

- (a) IFC shall have the authority to establish and enforce standards for its members.
- (b) IFC shall have the authority to approve all policies and procedures applicable to all its members.

Section 2.03 Administrative Powers

- (a) IFC shall have the authority to represent its member's interests in all matters involving the University and/or community.

Section 2.04 Judicial Powers

- (a) IFC will have the Interfraternity Council Judicial Board
- (b) The Judicial Board will work in accordance with the Student Organization Judicial code to promote and enforce the standards established by the IFC and by Colorado State University.

Section 2.05 Advisory

- (a) The FSL Office of Colorado State University shall provide an advisor whose responsibility is to oversee and aid in the assistance of all matters of Inter-fraternity interest.

Article III. Membership

Section 3.01 The fraternities to be represented shall be restricted to those men's chartered Inter/national social fraternities (including colonies) recognized by Colorado State University.

Article IV. Membership Revocation

Section 4.01 Membership in the Council is a privilege which may be withdrawn from any fraternity for just cause as determined by the All University Hearing Board. The fraternity in question is entitled to an appeals hearing in accordance with the All University Hearing Board appeals process. The fraternity in question is entitled to due process, as defined by the University standard and/or Roberts Rules of Order.

Section 4.02 Any fraternity which has been removed from membership in the Inter-fraternity Council may regain full membership no sooner than one full year after removal by an affirmative 3/4 vote of the membership of the General Assembly. After a fraternity's membership is removed that fraternity will be added to a wait list.

Article V. Membership Additions

Section 5.01 Every calendar year a maximum of one fraternity will have the option to openly colonize or re-colonize at Colorado State University. Invitations will be given to the organizations that have been on the wait list the longest. If the council deems it necessary to have more chapters recognized it may do so with a 3/4 vote of the General Assembly.

Section 5.02 A men's social fraternity applying for membership in the Inter-fraternity Council must have a colony or charter status as required by its Inter/national organization. Organizations which apply for membership (while on a colony status) shall be admitted by a 3/4 affirmative vote to an "associate membership" in the council. Once an organization is voted into the Council they will have full voting and office holding privileges. These Chapters will be eligible to win FSL awards and will also be subject to the requirements in the Elevation Program. Associate membership shall continue for one semester, after which the associate member chapter will be given recognition with membership status in the Council given that the chapter complies all IFC, CSU and Inter/national policies.

Section 5.03 Dues will be assessed to associate member chapters at 100% of regular members' dues.

Section 5.04 Any chapter desiring to join the IFC, upon meeting the University organization registration requirements, shall provide to the Council copies of the chapters constitution, their chapters financial statements, officer roster, and membership list.

Section 5.05 An associate member chapter, after one associate semester, may receive full membership by an affirmative 3/4 vote of the Council. If an associate member chapter doesn't meet these requirements the chapter will remain an associate member chapter until all of the preceding requirements are met.

Article VI. Member Policy

Section 6.01 A member chapter must be in good standing with all Colorado State University Student Organization policies including but not limited to: all members must be full time students with Colorado State University unless fewer hours are required for graduation.

Section 6.02 Membership in IFC also requires acceptance of the FIPG/IFC Risk Management Policy, IFC Recruitment Policy, and FSL Elevation Program Policy.

Section 6.03 Membership in the IFC will not be denied on the basis of race, age, color, religion, national origin, ability, sexual orientation, or veteran status.

Section 6.04 Membership in the IFC also will include a chapter review. The chapter review will occur each year, and will be conducted by the FSL Office of Colorado State University. Each chapter must meet the basic requirements set forth by the FSL Office, which includes the Elevation program. If these basic requirements are not met within the specified timelines, the FSL Office will meet with the individual chapter to review chapter membership with IFC. If any chapter or colony recognized by IFC does not meet the Elevation for two consecutive years, they will be recommended to the IFC Judicial Board for suspension.

Article VII. Colonization Guidelines

Section 7.01 Newly recognized groups will be granted Associate Member Status. As associate member organizations, they will be required to complete the following requirements to achieve Full Member Status within the Interfraternity Council. Groups that complete the requirements will be moved to full member status, meaning that the group will receive full voting rights and the ability to run for elected positions. The following are designed to be completed within one academic semester.

Section 7.02 New Member Group Requirements

- (a) Completion of Fraternity and Sorority Life Recognition Policy Requirements
- (b) Meet with respective IFC Officers to understand financial obligations, academic standards, recruitment guidelines, and risk management policies
- (c) Participate in at least one campus-wide community service event within one year of the start of colonization.
- (d) The colony must not incur any risk management infractions/violations throughout the colonization period.
- (e) The colony must not incur any recruitment infractions/violations throughout the colonization period.
- (f) Inter/national Headquarters representative must be "on the ground" for four consecutive weeks during the first semester the colony is on campus to help with recruitment, establish roles and responsibilities within the colony, train members, and set the colony/chapter up for success.
 - 1) The executive officers and delegation of the Inter-fraternity Council encourage the National/International Headquarters to survey the campus and prepare the semester before colonization begins.
 - 2) National/International Headquarters representative must visit the colony at least three consecutive days each semester until the colony charters.

Section 7.03 Violation of any of these aforementioned expansion guidelines, or failure to complete all of the aforementioned requirements will result in the chapter remaining on Associate Member Status and a potential hearing with the IFC Judicial Board.

Article VIII. Composition

The IFC shall be composed of the Executive Council (hereafter known as the EC), the Cabinet and the General Assembly (hereafter known as the GA).

Section 8.01 Executive Council

- (a) Composition: The EC shall be composed of the following members in this order of precedence:
 - 1) President
 - 2) Executive Vice-President
 - 3) Vice-President of Judicial Affairs
 - 4) Vice-President of Risk Management
 - 5) Vice-President of Recruitment
 - 6) Vice-President of Scholarship
 - 7) Vice-President of Membership Development
 - 8) Vice-President of Community Service and Philanthropy
 - 9) Vice-President of Public Relations
- (b) Elections
 - 1) Elections shall be held in accordance with the Bylaws.
- (c) Term of Office
 - 1) The term of office shall be one calendar year from the start of the calendar year.
- (d) Duties
 - 1) The EC shall be entrusted with the authority to write policies and guidelines provided they do not conflict with the Constitution or any University regulations.
 - 2) Amendments to or enactments of the policies of IFC require a majority vote of the entire GA.
 - 3) The duties of each officer shall be detailed in the Bylaws.
- (e) Eligibility
 - 1) Rules concerning eligibility shall be outlined in the Bylaws.
- (f) Vacancy
 - 1) Rules concerning vacancy shall be followed as outlined in the Bylaws.
 - 2) In any situation, the election process shall commence in a timely manner.
- (g) Advisors: A representative of the Office of FSL shall be an advisor to the Inter-fraternity Council Executive Officers. The advisor must be a CSU faculty/staff member. The advisor may not vote.

Section 8.02 General Assembly

- (a) Composition
- (b) Delegates
- (c) Composition
 - 1) Every member of the IFC shall have one Delegate who can be entrusted to speak on behalf of his chapter at the GA during the IFC meetings.
 - 2) This does not include members of the EC
- (d) Term of Office
 - 1) The term of office for each representative shall be as desired by their respective chapter.
- (e) Eligibility
 - 1) The eligibility requirements of each Representative shall be detailed in the Bylaws
- (f) Duties
 - 1) The duties shall be indicated in the Bylaws.
 - 2) Is the responsibility of the GA to write, review and vote on amendments to the Constitution and Bylaws of the IFC at Colorado State University.

- 3) The GA shall also be responsible for all orders of business regarding fraternities and IFC funds.
- (g) Voting
- 1) Each member fraternity in good standing will have a number of votes as specified in the Bylaws.
 - 2) The individual fraternity will decide how their vote is to be cast. However, it is the assumption that the delegate will have the authority to vote on behalf of their Chapter.
 - 3) In a Delegate's absence, no Executive Council member shall act as a voting member for his chapter.

Article IX. Meetings & Procedures

Section 9.01 Meetings

- (a) The IFC shall meet weekly at a regularly scheduled time.
- (b) The IFC meetings shall consist of the EC and GA.

Section 9.02 Procedures

- (a) General Assembly
 - 1) The president shall preside over GA meetings.
- (b) Executive Council
 - 1) The president shall preside over EC meetings.

Section 9.03 Minutes

- (a) The current meeting must be recorded by the Executive Vice-President or by another officer in his absence. All minutes must be kept on file for future references.

Article X. Bylaws

Section 10.01 The governing document for all specific details regarding the running of IFC shall be the IFC Bylaws. The Bylaws shall become effective upon a 2/3 vote of the GA.

Article XI. Amendments to the Constitution and Passage of Policies

Section 11.01 Constitutional Amendments

- (a) Must be distributed to all the chapters present one-week before they can be voted on at the GA, in writing.
- (b) Must be approved by a 2/3 vote of the GA.

Section 11.02 Policies

- (a) All amendments to the policies of the IFC shall be submitted to the EC and approved by the EC before being presented to the GA.
- (b) The policy shall be distributed to the GA one week before the vote shall take place.
- (c) A policy must be approved by a 2/3 vote of the GA.
- (d) All enacted policies must be distributed annually to the GA.
- (e) All policies of the IFC are considered enforceable rules and each chapter must comply with these policies.

Article XII. Resolutions

Section 12.01 All resolutions to the policies of the IFC shall be submitted to the EC and be approved by the EC before being presented to the GA.

- (a) The resolution shall be distributed to the GA one week before the vote shall take place.
- (b) A resolution must be approved by a 2/3 vote of the GA.
- (c) All enacted resolutions must be distributed annually to the GA.

- (d) All resolutions of the IFC are not enforceable rules but are guidelines for the constituent chapters to follow.

Article XIII. Ratification

Section 13.01 This constitution must be presented at least 3 weeks before the last formal meeting of the calendar year and passed by no later than the last formal meeting of the calendar year by a 2/3 vote of the GA at Colorado State University. When passed this Constitution will become effective and supersede any previous constitutions of the IFC.

Interfraternity Council Constitution
Colorado State University
Bylaws

Article I. Membership

Section 1.01 Eligibility

- (a) The IFC consists of all recognized Inter/national fraternities and colonies on campus.
- (b) In order to be recognized members of the IFC, local chapters must be affiliated with a viable inter/national fraternity who meets eligibility requirements for the membership in the North-American Interfraternity Conference (NIC).
- (c) Associate chapters who have received colony status, and who have been recognized by Colorado State University.

Section 1.02 Voting Rights

- (a) Chapters who have paid their IFC dues within fourteen days after they have been distributed by the Council each semester shall have voting rights as follows.
- (b) All members shall have one vote each.
- (c) Chapters not in good standing shall have their voting rights suspended on IFC.
- (d) Chapters not in good standing shall be placed on social probation until the chapter becomes good standing.
- (e) Not in good standing shall be defined as:
 - 1) Having late outstanding dues
 - 2) Not registering with the university as a student organization

Section 1.03 Membership Review

- (a) Chapters shall have their membership reviewed at the end of the calendar to ensure there are in good standing with the FSL Office and Colorado State University

Section 1.04 New Member Registration

- (a) All new members that accept a bid must complete the New Member Registration Form on the OFSL website within seven (7) days of accepting their bid from a chapter or colony. Failure to do so within the required time will result in a weekly fine of \$25.

Section 1.05 Community Wide Apparel

- (a) Move-in shirts are required for chapters/colonies participating in the 1st year move-in to purchase and to wear at the event.
- (b) Apparel (i.e. shirts, glasses, etc.) for the community through the IFC, Programming Board, and OFSL shall not exceed \$8.00 per piece of apparel unless agreed upon by the majority of the GA.

Article II. Meetings

Section 2.01 The Rules contained in Robert's Rules of Order shall govern the council in all cases to which they are applicable, and in which they are not inconsistent with the rules of order (or bylaws) of this council.

- (a) In order for the IFC to execute any orders of business a quorum of the body must be present. A quorum consists of 2/3 of the voting members.

Article III. Finances

Section 3.01 Dues

- (a) Dues will be assessed equally to active member chapters and associate member chapters during each semester according to the chapter's membership.
- (b) Dues may be altered based on the need of the council, but only with a 2/3 vote by the General Assembly.

- (c) Scholarship dues of five dollars (\$5) per person shall be paid by all active and new members of each chapter/colony at the beginning of every spring semester to be contributed to either the IFC Merit Scholarship.

Section 3.02 Fine Schedule

- (a) Dues must be paid within 14 days after bills have been distributed by the Council each semester.
- (b) Failure to pay dues by this time will result in the loss of voting privileges, a weekly fine of \$50, and the chapter will go on bad standing from that day on until such time as the amount is paid in full.

Section 3.03 Financial Expenditures

- (a) All expenditures must be approved by the Council.
- (b) The financial transactions of the council will be monitored by the Office of FSL. If the council deems that further guidance is necessary the financial status will be monitored by a sub-committee made up of the President, the Vice President of Administration, and 2 members of the General Assembly.

Section 3.04 Budget

- (a) The budget will be approved by the majority of the General Assembly each spring semester

Section 3.05 Use of Unspent Funds

- (a) All funds left unspent from the General Budget passed by the GA shall remain within Interfraternity Council accounts to serve as funds for future expenditures. Excess funds may be used to discount future member dues or may be allocated towards future events as approved by the Executive Council. Purchases and expenditures shall have 2/3 vote approval by GA.
- (b) At the conclusion of every fall semester the Executive Vice-President shall present an itemized list of all spending to the GA. He shall conclude this presentation by giving the exact amount of budgeted funds left unspent and options for ways in that the additional funds can be allocated for the following term.

Article IV. Selection of Executive Council

Section 4.01 Elections Schedule

- (a) The election of the Executive Council Officers shall be completed prior to Fall Recess each academic year.
- (b) Applications and job descriptions will be made available at least four weeks prior to the date of election and announced to the General Assembly Meeting.
- (c) The Executive Council will announce the Selections Committee at least three weeks prior to the date of election.
 - 1) Members at large must be selected by this time.
- (d) Applications will be due at least two weeks prior to the date of election applications must be turned into the FSL Office.
- (e) Interviews of all the applicants must be completed at least one week prior to the date of election.
- (f) The Selections Committee will present the slate one week prior to the date of election.

Section 4.02 Selections Committee

- (a) The Selections Committee shall consist of:
 - 1) Interfraternity Council Advisor
 - 2) Executive Council President
 - 3) Executive Council officer of the position being interviewed
 - 4) Two Members at Large
- (b) Two representatives from a pool of selected members from the Interfraternity Council to be named by the Executive Council; they will be known as the Members at Large.
- (c) The Executive Council President will be the chair of the committee.
- (d) The Selections Committee will interview all candidates and vote by consensus for the best candidate(s) for each position. This will be known as the slate.

Section 4.03 Slating

- (a) The slate announced to the Inter-fraternity Council will simply be a recommendation.
- (b) All conversation within the selections committee shall be kept confidential except;
- (c) During the announcement, the Selections Committee will explain their reasons for choosing the slate, highlighting reasons for being most qualified.
- (d) More than one candidate can be slated for a single position. If the slate passes with multiple candidates in a position than the below election process shall take place between the slated candidates. If a candidate is not elected into that position then they can run for positions lower in the order of precedence, even if only one individual is slated for a position.

Section 4.04 Elections Meeting

- (a) At the elections meeting the selections committee will again explain their reasons for choosing the slate, highlighting reasons for being most qualified.
- (b) A two-thirds (2/3rd) vote from the General Assembly is required to accept the whole slate, part of the slate, or individual candidates after a five minute discussion is held.
- (c) All voting shall be done by a secret ballot vote.
- (d) If the whole slate does not pass:
 - 1) The order in which open positions are elected shall be the order of precedence starting with the President.
- (e) All candidates for each Executive Council positions will present his platform (e.g. in the form of a speech) to the Inter-fraternity Council with a two minute time limit.
- (f) After a candidate has presented his platform than there shall be a question and answer period with a two minute time limit.
 - 1) One time extension can be added to the speeches and/or question and answer period only on the first candidate and the extension will apply to all following candidates.
- (g) Each candidate will be allowed up to two supporting spokespersons for his position, each with a two minute time limit.
- (h) Once all candidates have been questioned and spoken for, the floor will then be opened for discussion on each of the candidates by the entire General Assembly.
- (i) Each candidate must leave the room after answering questions from the floor, speeches by all spokespersons, during the presentation and questions of other candidates, the open discussion, and during the vote.
- (j) At the end of the open discussion a vote shall be held and a candidate must receive a majority vote to be elected into the position.
 - 1) If a majority vote is not attained, the top two vote-getters will have another round of questions in which will again follow in open discussion and a second vote.
 - 2) If there is a tie after the second vote than the outgoing President shall be the tie-breaker.
- (k) This will occur for each respective Executive Council position.

Article V. Vacancy

Section 5.01 Removal

- (a) A vacancy in the EC may be created by one of three situations:
- (b) The Constitution is amended to provide for a new office, or a current officer may abdicate, or is removed from his position by a 3/4 vote of the general assembly, or is removed at the discretion of the President and the officers advisor because of failure to meet the requirements set out for him in the contract and timeline.

Section 5.02 Impeachment

- (a) In order for a member of the EC to be impeached the motion must be raised during new business. It requires a second. The mover shall give the reason for the motion. This motion is not discussed at this time, and will be postponed for one week. During the next meeting the following week the motion will be debated and voted on in old business. It requires a 3/4 approval to pass and is effective immediately.

Section 5.03 Abdication

- (a) In order for a member of the EC to abdicate he must announce his intention to abdicate in his report two meetings before the abdication is to take place.
- (b) In the event that the position of IFC President becomes vacant with less than 60 days before the end of the term the order of precedence shall be followed for succession. Otherwise a new IFC President shall be elected the following week. Nominations will take place immediately so that the IFC advisor has an opportunity to determine eligibility.
- (c) In the event that any other position becomes vacant with less than 60 days before the end of term, new applicants shall be interviewed and appointed by the EC. A majority vote of the EC is required.
- (d) If there are more than 60 days before the end of the term an election shall be held the following week. Nominations will take place immediately so that the IFC advisor has an opportunity to determine eligibility.
- (e) In the event that the officer does not meet the requirements set forth in the timeline and contract the officer will be removed at the discretion of the President and the President's advisor.

Article VI. Executive Officers

Section 6.01 All Executive Council officers shall maintain a complete and current file that includes a copy of the current Colorado State University IFC Constitution and Bylaws, IFC budget, correspondence for the past year, and all other information pertinent to the position.

Section 6.02 Only three members from each chapter may serve on the EC at one time.

Section 6.03 All Executive Council officers shall attend the IFC retreats organized by FSL. Failure to attend these retreats is cause for removal from office.

Section 6.04 All Executive Council officers shall hold two (2) office hours per week, a meeting with the IFC advisor as needed, and all Vice President's shall meet with the IFC President as needed.

Section 6.05 All Executive Council officers shall maintain either a notebook or Dropbox file with all relevant materials concerning their position. At the end of their term the officer must surrender this information to his successor.

Section 6.06 All Executive Council officers must successfully complete all requirements set out for him in the position's contract and the timeline created at the leadership retreat. The officer in question, the executive officer that he serves under, the president, and the officer's advisor, prior to the second meeting of each semester, must sign both the contract and the timeline that will outline basic duties and responsibilities of the officer. Failure to successfully complete the terms set forth in the contract and timeline may result in a removal from office.

Section 6.07 Furthermore, it shall be the responsibility of all Executive Council officers to maintain and uphold the Colorado State University IFC Constitution and Bylaws. It shall be the responsibility of officers to inform and educate, through written, verbal, electronic, or any other means, individual chapter members of behavior or actions that are not in accordance with the Colorado State University, IFC Constitution, and/or the chapters inter/national policy. The behavior or actions may occur in any of the following stages:

- (a) Preliminary- discussion of action or behavior
- (b) Secondary- action or behavior in progress
- (c) Final- action or behavior which has already occurred.
- (d) Failure to do so will result in a Judicial Board inquiry and/or a hearing to be held by a committee made up of the President, Vice President of Judicial Affairs, Vice President of Risk Management, and the IFC Advisor.

Article VII. Eligibility

Section 7.01 In order to be elected and maintain a position on the Executive Council (hereafter known as the EC), the following requirements must be met:

- (a) He shall be a full time student during each semester in office unless fewer credits are required for graduation.
- (b) He shall not be on scholastic or disciplinary probation with the university.
- (c) He shall have and maintain a minimum overall cumulative GPA of 2.5.
- (d) He shall be a dues paying member of his chapter.
- (e) He shall fulfill the job specifications of his office to the expectation of the EC and the GA.
- (f) He shall not hold a comparable office or the position of presidency in his chapter concurrently during his term on the EC.
- (g) He shall be required to attend all IFC and EC meetings, more than three unexcused absences from either body and he shall be subject to inquiry, evaluation and removal from the Executive Council.
- (h) He shall be required to attend any and all Fraternity and Sorority Life retreat/training programs.
- (i) He must have completed at least 30 hours from Colorado State University or any other institution of higher learning by the time of election.
- (j) He shall do all in his power to not schedule class or any other obligation during Executive Council and General Assembly meeting times.

Article VIII. Duties of the officers are as follows

Section 8.01 President

- (a) Responsible for coordinating and working with officers in all aspects of council management.
- (b) Act as the spokesman for all IFC fraternities at CSU.
- (c) Responsible for running both Executive Council meetings and Interfraternity Council General Assembly meetings.
- (d) Ability to create, appoint, and oversee any special committees that involve the Fraternity and Sorority community at CSU.
- (e) Option to appoint, to sit with him, a parliamentarian to assist him with procedural issues. This appointee shall be non-voting and shall not be an existing member of the IFC.
- (f) Responsible for setting up and presiding over meetings of the Executive Council.
- (g) Make sure that all other executive council members are fulfilling their job requirements.
- (h) Make sure that all cabinet members are fulfilling their job requirements.
- (i) Ability to appoint a “slate chair” to assist in elections.
- (j) Assist with the transition between IFC officers both when coming into the position and when leaving the position. This is best done by hosting and facilitating an officer retreat—this can be done in collaboration with the Vice President of Membership Development.
- (k) Must coordinate joint efforts with the appropriate council representatives from the other councils.
- (l) Must be able to attend the Presidents’ Forum, currently on Fridays from 3:30 PM to 5:00 PM.
- (m) Maintain and update the Five Year Plan of the Interfraternity Council.

Section 8.02 Executive Vice-President

- (a) Serve as acting President in all capacities in the absence of the President.
- (b) Responsible for the communication and organizational aspects within the council.
- (c) Create agendas and take minutes at all Executive Council meetings and Interfraternity Council meetings.
- (d) Responsible for maintaining the IFC minutes and distributing them to all IFC Chapter Presidents, IFC Chapter Delegates, IFC Executive Officers, and Council Presidents within 24 hours of the meeting.
- (e) Invoicing, collecting, and depositing funds owed to IFC. This would include:
 - 1) Semester dues
 - 2) Money owed by chapters for University services used throughout the IFC account
 - 3) Shared expenses with Panhellenic and other groups
 - 4) New member fees
 - 5) Scholarship fees
 - 6) Other fees, fines and bills levied by the GA
- (f) Present to the GA a full Proposed Budget at the beginning of each term and a full Budget Spending at the end of each term. Recommendations for future fund allocations may be made during the fall spending report.

- (g) Responsible for drawing up a yearly budget and presenting it to the IFC General Assembly for their approval.
- (h) Balance and Maintain all the books and financial records for IFC.
- (i) Oversees IFC executive internal affairs. This would include:
 - 1) Responsibility for promoting impartiality and council officer accountability
 - 2) Responsible for holding council to bylaws
- (j) Meet bi-weekly with his IFC advisor.
- (k) Follow all duties as outlined by the Financial Policy.

Section 8.03 Vice-President of Judicial Affairs

- (a) Responsible for all initial judicial procedures.
- (b) Attending all meetings of the Associated Students of Colorado State University Judicial Board and/or All University Hearing Board.
- (c) Become knowledgeable and comfortable with risk management policies of IFC, Colorado State University, and FIPG (Fraternity Insurance Purchasing Group).
- (d) Maintain judicial files.
- (e) Coordinate and ensure Chapters complete sanctions.
- (f) Establish the Judicial Board annually, including creating and distributing applications.
- (g) Serve as the Chair of the Interfraternity Council Judicial Board and the Joint Judicial Board.
- (h) Undergo training for the Joint Judicial Board and conduct a similar training for the Interfraternity Council Judicial Board.
- (i) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (j) Must host roundtables regularly and as needed by the appropriate chapter positions.
- (k) Coordinate with the Vice President of Risk Management. It may be necessary to meet on a regular basis to ensure that they are accomplishing all goals of their positions.

Section 8.04 Vice-President of Risk Management

- (a) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.
- (b) Continually work on updating and revising the Joint Fraternity and Sorority Life Risk Management Policy.
- (c) Host at least 3 roundtables per semester educating and presenting pertinent information to Risk Management chairs and/or working alongside VP of Judicial Affairs and other council Risk Management positions.
- (d) Maintain a crisis management plan as well as a risk management handbook.
- (e) Understand and present general risk reduction methods which include the laws, rules and general regulations which govern each fraternity and sorority.
- (f) Educate and inform chapter leaders and individual members of the rules and regulations of their National Policy as well as the Colorado State University IFC Bylaws and Policies. This includes meeting with each chapters risk chairs, or a position of similar authority, to approve them for social functions, and to inform them of their individual chapter policies.
- (g) To confirm, deny, and review all forms submitted by IFC chapters for events pertaining to the Joint Fraternity and Sorority Life Risk Management Policy.
- (h) Plan passive and active programs for an interest week during each semester related to Risk Management. I.e. Sexual Assault Awareness Week, National Collegiate Alcohol Awareness Week, National Hazing Prevention Week, etc.
- (i) If the Vice President of Risk Management isn't available to perform this duty either the Interfraternity Council President or the Vice President of Judicial Affairs may perform this duty.
- (j) Notify the Judicial Board of Risk Management Policy violations for proper Chapter sanctioning and/or fine imposition.

Section 8.05 Vice-President of Recruitment

- (a) Coordinate and facilitate the IFC recruitment programs.

- (b) Update and maintain recruitment resources such as: Potential New Member database, fraternity information, recruitment schedules, recruitment policies, and recruitment information.
- (c) Coordinate summer orientation recruitment sessions and spring and fall formal recruitment.
- (d) Must host roundtables regularly and as needed by the appropriate chapter positions. Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (e) Must be available to train and work as an FSL Ambassador from the beginning of the spring through the end of summer. The number of required hours will be determined by a contract that he will enter into with the OFSL and IFC.

Section 8.06 Vice-President of Scholarship

- (a) Establish and Lead the IFC Committee on Academics.
- (b) Collect and distribute academic performance rankings.
- (c) Publish important academic dates and deadlines.
- (d) Collect and distribute information about campus academic services, tutors, math/writing labs, learning assistance programs, interest tests, career counseling, placement workshops, library resources, etc.
- (e) Work individually with scholarship chairs from chapters who fall below the all-men's GPA.
- (f) Prepare, present, and enforce a scholarship plan for the IFC outlining grade goals, policies and programs that will encourage high scholarship.
- (g) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.
- (h) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (i) Coordinate with Academic chairs from PHC, NPHC, and MGC for Faculty Appreciation Event.

Section 8.07 Vice-President of Membership Development.

- (a) Provide training for IFC Delegates with VP Admin during the first meeting of the semester in office.
- (b) Provide leadership education and opportunities for Chapters.
- (c) Coordinate New Members Programming with Officers from other councils.
- (d) Participate in planning of All Fraternity and Sorority Life Educational Events, Programs, or Speakers.
- (e) Support individual chapters on programming efforts, including new member programming and senior programming.
- (f) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.

Section 8.08 Vice-President of Community Service and Philanthropy

- (a) Must coordinate joint efforts with the appropriate council representatives from the other three councils.
- (b) Must host roundtables regularly and as needed by the appropriate chapter positions.
- (c) Serve as the IFC Liaison to the Office Service Learning and Civic Engagement.
- (d) Ensure Chapter philanthropic and community service events are consistently updated and advertised on the FSL website.
- (e) Organize and coordinate annual BASE Camp Efforts with organization and other councils.
- (f) Organize and coordinate annual Spring Fling Efforts with organization and other councils.
- (g) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.

Section 8.09 Vice President of Public Relations

- (a) Continually seek out activities that would promote the Fraternity and Sorority community at CSU and in the Fort Collins community and implement them.
- (b) Assist and promote other Executive and Cabinet members and chapters to find sponsors for Fraternity and Sorority Life Events.
- (c) Update IFC page on the CSU Fraternity and Sorority Life Website as needed.

- (d) Lead efforts in the social media arena to create a stronger presence on campus.
- (e) Work closely with all positions on IFC to help promote their events.
- (f) Must be available to train and work as an FSL Ambassador from the beginning of the spring through the end of summer. The number of required hours will be determined by a contract that he will enter into with the OFSL and IFC.
- (g) Work in conjunction with a staff member from the Office of Fraternity and Sorority Life to plan and coordinate the Officer Workshop Series pertaining to their position. Attendance and participation at their Officer Workshop Series is required.
- (h) Must coordinate joint efforts with the appropriate council representatives from the other three councils.

Article IX. Other Non-Mandatory Officers

Section 9.01 The Assistant to an Executive officer.

- (a) Aide the Executive officer in any manner necessary to assist in their position.
- (b) The decision to have Assistants will be up to the Executive Council of IFC.
- (c) Submit weekly Executive reports to the President.

Article X. Standing Committees and Liaisons

Section 10.01 The Programming Board Liaison shall be selected by the incoming Executive Council prior to the Winter Recess. Funds cannot be released to the Programming Board until the Liaison position has been filled. The responsibilities of the Liaison shall be as follows:

- (a) Report to the President on all activities of the Programming Board.
- (b) Fulfill all requirements of the Programming Board including attending regular meetings.
- (c) Meet as is required with the President.
- (d) Attend all Exec and GA meetings as is required to present information on behalf of the Programming Board.
- (i) If there is nothing to present within the same month, attendance at least one Exec and GA meeting is required.

Section 10.02 The standing committees of the Colorado State University Inter-fraternity Council shall be Junior Fraternity Council, Scholarship Committee, Fraternity Marketing Committee, Action Panel, and the Selections Committee.

- (a) Committees to be considered depend upon the size and the needs of each Inter-fraternity council.
- (b) The standing committees shall serve for a term of one year.

Section 10.03 Judicial Board

- (a) Judicial capacities will be conducted through the Interfraternity Council Judicial Board established by the General Assembly. Cases involving IFC fraternities will be heard and resolved internally unless otherwise deemed necessary by the council and advisors. Then, cases will be heard through the All University Hearing Board & Associated Students of Colorado State University, in which IFC shall have a voting representative to actively participate with the Associated Students of Colorado State University.

Article XI. Delegates

Section 11.01 Eligibility

- (a) In order to be appointed in chapter and maintain a position in the General Assembly, the member must meet the following requirements:
- (b) He must fulfill the duties of his office to the expectation of his fraternity.
- (c) If the chapter delegate misses two general assembly meetings, the delegate's chapter will be notified of his absences. If the chapter's delegate misses a third meeting, the chapter will be asked to meet with the IFC Judicial Board.

- (d) He should be a current or past member of his chapter's Executive Council
- (e) He must attend the delegate training to be held by the Vice-President of Membership Development and Vice President of Administration at the beginning of each term.
- (f) He must submit his name, chapter, phone number, email, and previous or current positions in the chapter to the Executive Vice-President at the first formal IFC meeting.

Section 11.02 Duties of the delegate are as follows

- (a) It is the duty of the delegate to write, review, and vote on amendments to the Constitution, Bylaws, and Policies of the IFC at CSU.
- (b) It is the duty to the delegate to approve a budget in the fall of each year for the following year.
- (c) It is the duty of the delegate to carry out all other applicable business that comes before the IFC.
- (d) It is the duty of the delegate to relay any and all applicable information to and from IFC and his chapter.

Article XII. Amendments

Section 12.01 All amendments to the Bylaws must be presented to the GA one-week before they can be voted on.

Section 12.02 The President and the IFC advisor will meet during that week and determine whether the change is Constitutional or not.

Section 12.03 An amendment requires a 2/3 approval.

Article XIII. Standing Documents

Section 13.01 The Colorado State University IFC shall abide by all standing documents including but not limited to the Risk Management Policy, Elevation Program Policy, Recruitment Policy, and the CSU student's rights and responsibilities and the judicial code.

Section 13.02 The current standing documents are to be attached in the order they are listed. The following is all of the current standing documents:

- (a) Judicial Board Policies and CSU Student Code of Conduct
- (b) Academic Policy
- (c) Recruitment Policy
- (d) Financial Policy

Article XIV. Due Care of Document and Ratification

Section 14.01 Maintenance

- (a) The Interfraternity Council Constitution and Bylaws are to be maintained by the President and Vice President of Administration. Any additions, deductions, or edits shall be shared with the Executive Council and then ratified by the General Assembly in accordance with Article XIII, Section 13.01 of the IFC Constitution.