

Interfraternity Council (IFC) at Arkansas State University Bylaws

Bylaw I – Interfraternity Council Shared Standards

- Section 1** Believing that fraternities contribute in multiple ways to campus life and higher education, the leadership of the inter/national fraternities that comprise the Interfraternity Council at Arkansas State University is proud of the positive contributions our groups make to Arkansas State University. We are committed to the continuation of our organizations at ASU. In an effort to reaffirm our high standards, the leadership of these inter/national fraternities establish the following standards as minimum expectations of chapters of the Interfraternity Council.
- Section 2** Our chapters will enhance and promote each member’s development and learning by:
- A. Positively affecting intellectual development;
 - B. Instilling the values of their organizations and Arkansas State University;
 - C. Developing leadership skills and abilities;
 - D. Developing positive relationships through brotherhood and unity; and,
 - E. Developing citizenship through service and outreach.
- Section 3** Each chapter of the Interfraternity Council places high value on education, academic performance and intellectual development. The following minimum standards for chapters are:
- A. Maintain grade point averages (GPAs) above the minimum semester chapter GPA requirement of 2.500 or the minimum requirement of the respective national organization, if it is higher.
 - B. Provide academic programming to new members and members, co-sponsoring a program with another fraternity, sorority and/or campus organization, or attend campus-sponsored programming that may include but not be limited to teaching study skills, providing tutoring, and recognizing scholastic achievement and improvement.
 - C. Develop positive relationships with university faculty by seeking their assistance with the chapter’s academic programming and scholarship goals.
- Section 4** Each chapter of the Interfraternity Council integrates their values, missions and standards throughout their collegiate chapter organizational and programming structure. The following minimum standards for chapters are:
- A. Integrate the stated values and mission of respective national organization and the University into all aspects of individual chapters and membership;
 - B. Develop and implement a chapter Standards Board to hold members accountable to the entire Fraternity & Sorority community, as well as to the student code of conduct at Arkansas State University;
 - C. Providing information on underage drinking and alcohol and substance abuse at least once a semester;
 - D. Enforcing its inter/national organization’s clear policies on alcohol and social planning guidelines/policies;
 - E. Abiding by all federal, state/province and local laws related to alcohol and substance use;
 - F. Providing Partnering with the university to provide a healthy and safe collegiate experience for chapters that is grounded in the core values and mission of both the host institution and the inter/national organization.

- Section 5** Each chapter of the Interfraternity Council places high value on the development, support and mentoring of leaders. The following minimum standards for chapters are:
- A. Encourage chapter members to seek leadership roles in other campus organizations.
 - B. Encourage chapter members to utilize their leadership skills for the benefit of other campus organizations, activities and/or projects.
- Section 6** Each chapter of the Interfraternity Council places high value on respect for others, human dignity, cultural diversity and self-worth. The following minimum standards for chapters are:
- A. Comply with all hazing and mandated policies of the state, University, IFC, and national organization;
 - B. Executing a new member program consistent with the inter/national organization's values that positively introduces new members to the Fraternity & Sorority community;
- Section 7** Each chapter of the Interfraternity Council places high value on community and philanthropic service. The following minimum standards for chapters are:
- A. Comply with the fire/safety inspection regulations (housed chapters) of its inter/national organization and Arkansas State University.
 - B. Acknowledge and promote positive relationships with the greater university community by engaging in regular communication and dialogue that informs and solves problems when needed.

Bylaw II –Officer Eligibility and Selection

- Section 1** The executive officers of the IFC shall be the President, Vice President of Interfraternal Relations, Vice President of Administration, Vice President of Standards, Vice President of Recruitment, Vice President of Scholarship, and Vice President of Development. These officers shall be approved by IFC vote following an application and interview process. No more than one member of the same fraternity may serve on the Executive Board.
- Section 2** To be eligible for an IFC executive office, a student must:
- A. Be a currently enrolled full-time student at Arkansas State University;
 - B. Have a minimum 2.75 cumulative grade point average;
 - C. Be in good standing with the University, i.e., not on disciplinary probation;
 - D. Be on the active membership role and in good standing with his fraternity.
- Section 3** Selection of the IFC Executive Board shall adhere to the three (3) part selection process as follows:
- A. The Applicant will first complete the Executive Board application and submit the two required recommendation letters to the current IFC Executive Board.
 - B. Qualified applicants will then participate in an initial interview with the selection committee.
 - C. The Selection Committee will submit recommendations for new Executive Board officers to the IFC for approval.
- Section 4** The IFC Executive Board Selection Committee may be composed of the following individuals:
- A. Two (2) or three (3) representatives from Student Services selected by the IFC Advisor.
 - B. Two (2) current or past Interfraternity Council officers that are not reapplying for a second term, selected by the current IFC President (if not reapplying).

- Section 5** A simple majority of IFC delegates voting shall be required to approve all officers of the IFC.
- Section 6** Elections shall be during the first meeting in December. The newly elected officers will be installed during the next meeting.
- Section 7** The new Executive Board officers shall assume their new positions at the close of the meeting in which the recommendations are approved by the IFC.
- Section 8** Each IFC officer shall hold his term of office for spring, summer and fall semesters consecutively, unless he graduates, resigns or fails to maintain a cumulative grade point average of 2.750. In each case, his office will be vacated and applications for the vacant office will be taken for the selection committee to review.
- Section 9** Officers of the IFC may be removed from office for violations of university code of conduct, misappropriation of council funds, failure to maintain minimum academic standards, failure to execute necessary duties as outlined in this Constitution and Bylaws, or severe violations of accepted ethical standards. This may be done by either of the following:
- A. Any officer of the IFC may be removed from office by a three-fourths (3/4) vote of the voting fraternity delegates; or,
 - B. The IFC Advisor may recommend to the Associate Dean of Students/Director of the Leadership Center to remove any officer after first placing that officer on a Performance Improvement Plan which results in no improvement. If that action is taken by the Associate Dean, the student may appeal the Associate Dean's decision to the Dean of Students within 5 business days of the Associate Dean's decision.

ARTICLE III – Duties of Officers

- Section 1** The President shall:
- A. Preside at all regular and special IFC meetings;
 - B. Appoint all committees as necessary;
 - C. Serve as an ex-officio member of all committees;
 - D. Have the power to appoint temporary officers necessitated by a special issue or concern;
 - E. Have the privilege to vote only to break tie votes;
 - F. Have the power to call special meetings;
 - G. Serve as the official representative of the fraternity community to University administration and other student or civic organizations;
 - H. Represent the IFC on all issues concerning Fraternity Matters;
 - I. Assure that all projects and activities of the IFC are efficiently carried out;
 - J. Attend a weekly One-on-One meeting with the IFC Advisor;
 - K. Participate in fundraising for the annual trip/s to any leadership development conference such as MGCA or SEIFC; and,
 - L. Perform other duties as necessary.
- Section 2** The Vice President of Interfraternal Relations shall:
- A. Preside at IFC meetings in the absence of the president;
 - B. Serve as a link between IFC and leadership of other student organizations.
 - C. Build rapport and establish positive working relationships between the IFC and chapter leaders;
 - D. Create and implement a Marketing/Public Relations plan for the Fraternity Community.
 - E. Create and distribute promotions for all aspects of programming, education, recruitment, etc.
 - F. Attend a weekly One-on-One meeting with the IFC Advisor;

- G. Participate in fundraising for the annual trip to a leadership development conference such as MGCA or SEIFC;
- H. Perform other duties as necessary; and,
- I. The Vice President of Interfraternal Relations shall not have the privilege to vote, unless presiding in the President's absence and only to break a tie.

Section 3

The Vice President of Administration shall:

- A. Assist the President in preparing agendas for all IFC meetings,
- B. Maintain complete and accurate minutes of all IFC meetings and provide the IFC members and advisors with a copy of all minutes at each meeting;
- C. Keep an accurate and complete roll of all member fraternities and their authorized representatives;
- D. Be responsible for all general files of the Council and handle all archives and records of the organization;
- E. Serve as official correspondent for the Council and read all pertinent correspondence at each meeting of the Council;
- F. Handle all financial matters pertaining to the IFC including collection of all dues and assessments, keeping an accurate accounting of expenditures and receipts, paying annual dues to maintain membership in undergraduate conferences and NIC Interchange campus program, and working with the IFC advisor to handle payment of all financial debts of the IFC;
- G. Make a monthly statement and at the end of term report of the Interfraternity Council's financial condition to the IFC and to the member fraternities;
- H. Prepare an Interfraternity Council Annual Budget;
- I. Attend a weekly One-on-One meeting with the IFC Advisor;
- J. Coordinate and participate in fundraising for the annual trip to a leadership development conference such as MGCA or SEIFC;
- K. Perform other duties as necessary; and,
- L. The Vice President of Administration shall not have the privilege to vote.

Section 4

The Vice President of Standards shall:

- A. Coordinate an annual review of the IFC Constitution and By-Laws to make suggestions for any appropriate changes;
- B. Visit with member chapters regularly to determine what chapter needs are not being met as well as which IFC efforts are particularly strong;
- C. Be responsible for coordinating conduct at all IFC meetings;
- D. Provide chapter presidents with written judicial procedures, bylaws, constitution, etc;
- E. Carry out additional standards-related duties, guidelines, policies, and processes as necessary;
- F. Ensure *Robert's Rules of Order* is followed in all IFC meetings;
- G. Attend a weekly One-on-One meeting with the Associate Dean of Student Conduct;
- H. Participate in fundraising for the annual trip to a leadership development conference such as MGCA or SEIFC;
- I. Perform other duties as necessary; and,
- J. The Vice President of Standards shall not have the privilege to vote.

Section 5

The Vice President of Recruitment shall:

- A. Formulate a recruitment program for the fraternity community and coordinate all recruitment activities;
- B. Provide information on the recruitment process and the fraternity community to prospective new members;
- C. Promote interfraternalism and Greek membership by participating in University recruitment and orientation programs each summer, fall, and spring semesters.
- D. Organize and serve as chairman of an IFC Recruitment Committee and coordinate its policies. As chairman of the IFC Recruitment Committee, he will be responsible for ensuring that its duties are efficiently carried out. This body shall have jurisdiction over all matters involving Recruitment. Its specific duties shall be as follows:

- a. To recommend all dates, times, and locations as to when and where all organized IFC Recruitment functions will be held;
 - b. To coordinate all activities concerned with IFC Recruitment events;
 - c. To decide what materials, pamphlets, publications, etc. are to be used in carrying out an effective recruitment program in conjunction with VP of Interfraternal Relations;
 - d. To develop an effective year-round IFC Recruitment program;
 - e. To make any necessary recommendations in dealing with Recruitment;
 - f. To meet at least once each regular semester with the Recruitment committee.
- E. Attend a weekly One-on-One meeting with the IFC Advisor;
 - F. Coordinate and participate in fundraising for the annual trip to a leadership development conference such as MGCA or SEIFC;
 - G. Remain an unaffiliated member of the Greek Community during tenure to further Greek Unity and an honest recruitment process.
 - H. Perform other duties as necessary; and,
 - I. The Vice President of Recruitment shall not have the privilege to vote.

Section 6

The Vice President of Scholarship shall:

- A. Formulate a scholarship program for the fraternity community and coordinate all academic activities;
- B. Be in charge of collecting and managing grade submission forms and assisting the Greek Coordinator in dealing with scholarship.
- C. Provide information on the policies and procedures concerning academic preparedness to the fraternity community to prospective new members;
- D. Promote interfraternalism and Greek membership by participating in and sponsoring programs that promote educational excellence each summer, fall, and spring semesters.
- E. Attend a weekly One-on-One meeting with the IFC Advisor;
- F. Coordinate and participate in fundraising for the annual trip to a leadership development conference such as MGCA or SEIFC;
- G. Perform other duties as necessary; and,
- H. The Vice President of Recruitment shall not have the privilege to vote.

Section 7

The Vice President of Development shall:

- A. Formulate an educational and social programming schedule for the fraternity community and coordinate all programming activities;
- B. Promote interfraternalism and Greek membership by participating in Greek programming and each summer, fall, and spring semesters.
- C. Attend a weekly One-on-One meeting with the IFC Advisor;
- D. Coordinate and participate in fundraising for the annual trip to a leadership development conference such as MGCA or SEIFC;
- E. Perform other duties as necessary; and,
- F. The Vice President of Development shall not have the privilege to vote.

Bylaw IV – Meetings**Section 1**

Regular meetings of the Council shall be held at least twice a month during the regularly scheduled academic year except during examination periods, school holidays and summer school.

Section 2

The Executive Board shall meet before regularly scheduled meetings, unless notified otherwise by the IFC President.

- Section 3** A special meeting may be called by the IFC President or the IFC Advisor. The IFC must call a meeting at the request of any fraternity with IFC Advisor approval.
- Section 4** Verbal or written notice of a special meeting shall be given to each fraternity's president and representatives at least twenty-four (24) hours before the meeting is to take place.
- Section 5** A quorum for conducting business consists of two-thirds (2/3) of the membership of IFC.
- Section 6** Temporary committees such as Judicial Board and Constitution/Bylaws review, etc. will be created and dissolved as the whole of the IFC deems necessary.
- Section 7** Each fraternity shall have one vote. The IFC President shall vote only in case of a tie.
- Section 8** The order of business for all regular meetings and special meetings shall be:
- A. Call meeting to order
 - B. Roll Call
 - C. Read and approve minutes of previous meeting
 - D. Officer and committee reports
 - E. Office of Fraternity & Sorority Life Report
 - F. Chapter Reports
 - G. Old Business
 - H. New Business
 - I. Discussions/Roundtables
 - J. Adjournment

Bylaw V - Attendance

- Section 1** All IFC officers, cabinet members, and fraternity delegates are expected to attend all council meetings.
- Section 2** Any fraternity without full representation at any general IFC council meeting will be subject to Bylaw VII Section 3.

Bylaw VI - Finances

- Section 1** All money collected from chapters shall be recorded and deposited into the IFC agency account.
- Section 2** Each fraternity will be assessed semester membership dues of \$5.00 per member/associate/pledge/new member. Dues must be paid by the specified deadline established by the IFC Executive Board and the Office of Fraternity & Sorority Life at the beginning of each semester.
- Section 3** Fraternities without full representation at one general council meeting will receive a warning. The second absence will result in a fifty dollar fine. Each absence after the second will result in a one hundred dollar fine and a referral to the Assistant Dean of Student Conduct. All fines are to be paid before the end of the semester the fines were accrued, unless otherwise notified by the IFC Executive Council.
- Section 4** Each fraternity will be notified at IFC meetings for the charges due to the Interfraternity Council. Upon receipt of the invoice, payment is due in full within the following two weeks. It is the responsibility of the fraternity to speak with the VP of Administration if payment cannot be made in full by the due date. The payment penalty is as follows:
- A. If paid in full by the due date: No penalty.
 - B. 4 - 14 days late: Finance charge of 10 percent of remaining balance.
 - C. 15 - 30 days late: Finance charge of 20 percent of remaining balance.

- D. 31 - 45 days late: Finance charge of 30 percent of remaining balance and suspension of voting privileges.
- E. 46 - 60 days: Finance charge of 40 percent of remaining balance and inter/national office contacted and advised of the delinquency.
- F. After 60 days the delinquent fraternity will be referred to the Associate Dean of Student Conduct.

Section 5 A member fraternity may appeal to the IFC Executive Council for an alternative payment schedule, which would alter the above stated plan.

Section 6 Chapters attaining a GPA of 3.000 or higher for a semester will receive a 10% discount off the total amount of their dues for the following semester.

Section 7 Each semester a percentage of IFC revenues will be transferred to the Office of Fraternity & Sorority Life agency account to fund the joint programming initiatives of the Greek Programming Board. This percentage will be established each semester in the IFC Budget but shall not exceed more than half the total amount of the semester membership dues.

Section 8 If IFC were to be dissolved, any funds remaining would be donated to the Office of Fraternity & Sorority Life.

Bylaw VII – Administration of Recruitment

Section 1 Arkansas State University will support open recruitment and will not prohibit any male enrolled as a full time student in good standing from participating in recruitment activities and joining a member fraternity. Arkansas State University will not prohibit member fraternities from recruiting male students on campus.

Section 2 Early fall and early spring recruitment periods will be coordinated by the IFC. These Coordinated Recruitment Periods are designed to attract new members, as well as give each organization the opportunity to be introduced to each prospective member.

Section 3 Regulations governing recruitment shall be reviewed and revised by the IFC delegates annually.

Section 4 For a student to be eligible to be extended a bid from a fraternity, the student must have a minimum cumulative GPA of 2.400 on a 4.000 scale for first semester freshmen and a minimum college GPA of 2.250 thereafter.

Section 5 Fraternity recruitment is dry. There shall be no use, possession or consumption of alcoholic beverages at recruitment activities. Recruitment activities include planned activities at local and/or non-local establishments, parties at members' apartments or houses and spontaneous gatherings where potential members are invited for the purpose of recruitment.

Section 6 The IFC Executive Board will be responsible for coordinating procedures to monitor recruitment events to ensure compliance with IFC and University regulations. Monitoring procedures shall be determined each semester by the executive council. Monitors have the authority and responsibility to report violations. All violations must be reported within 72 hours after the violation is known. Violation reports must be submitted in writing to the IFC President, Vice President of Recruitment and IFC Advisor.

Section 7 Open bids may be extended at any time during the year when school is in regular session. Bids may not be extended during the summer months or designated holiday periods.

Section 8 It is the responsibility of each fraternity to verify the academic eligibility of each potential new member with the IFC advisor prior to extending any bid.

- Section 9** Any man receiving an open bid from a fraternity must report to the IFC Advisor's office within 72 hours of the time the bid is issued to complete the appropriate forms. The student must be verified with the office prior to signing.
- Section 10** All individual chapter recruitment functions held during the academic week (Sunday – Thursday) shall end by 10:00 pm. Exceptions are made for those event scheduled by the IFC or Office of Fraternity & Sorority Life.
- Section 11** No recruitment events shall be scheduled during the academic week (Sunday – Thursday) that requires travel outside of a 30 mile radius from Jonesboro. Functions of this nature shall be scheduled only for Friday or Saturday.

Bylaw VIII – Associate/Pledge/New Member Programs

- Section 1** A student shall be considered an associate/pledge/new member to a fraternity once he has picked up a bid, even though no associate/pledge/new member pin has been issued and no oath has been taken.
- Section 2** All associate/pledge/new member programs shall last no longer than twelve weeks. Chapters are strongly encouraged to have programs that are less than twelve weeks.
- Section 3** There shall be no associate/pledge/new member activities or requirements during the summer terms, Dead Day, Finals or any designated University holiday period.
- Section 5** All associate/pledge/new member programs shall be alcohol free.

Bylaw IX — SCHOLARSHIP

- Section 1** All chapters must maintain a 2.400 semester GPA. Chapters' deficient of a 2.400 GPA for the previous academic semester shall be required to follow an IFC mandated scholarship program.
- Section 2** This program shall be developed by, and coordinated with the cooperation of the IFC VP of Scholarship with the input of chapter scholarship officers. The IFC Executive Council shall then approve the program.
- Section 3** Upon receipt of the current fraternity scholarship report, chapters' deficient of a 2.400 minimum GPA must immediately begin the IFC Scholarship Program through the use of the following programming ideas.
- A. In an attempt to improve the chapter GPA, the chapter will follow the designated program for no less than two (2) academic semesters.
 - B. If a GPA of 2.400 or greater is achieved during the two-semester program, the chapter may terminate continuation of the program.
- Section 4** Chapters failing to acquire a 2.400 GPA after three (3) semesters of academic programming designated by the IFC Vice President of Scholarship are subjected to the following:
- A. To discretion of Director of Greek Life
- Section 5** Chapters failing to acquire a 2.400 GPA after four (4) or more semesters of academic programming designated by the IFC Vice President of Scholarship are subjected to the following:
- A. To discretion of Director of Greek Life

Section 6 Chapters failing to comply with the requirements listed above will be at the discretion of the Director of Greek Life.

Bylaw X – Expansion

Section 1 Expansion for the Interfraternity Council occurs through a formal expansion plan approved by the IFC and the University. The purpose of the Interfraternity Council Expansion Plan shall be:

- A. To provide specific guidance and support for new fraternities;
- B. To provide a colony membership period before granting full privileges of the Interfraternity Council;
- C. To provide specific guidance and support to fraternities who have lost membership to the Interfraternity Council for less than one year;
- D. To provide for the establishment of an Interfraternity Council Expansion Committee.

Section 2 All undergraduate general fraternities, as recognized by the North-American Interfraternity Conference (NIC) of the Fraternal Leadership Association (FLA) shall be eligible for membership in the Interfraternity Council, regardless of race or religion. Arkansas State University's IFC may not deter expansion by withholding membership of any NIC or FLA group from the IFC; however the IFC can provide a structure for managed growth through the formal expansion plan.

Section 3 The Office of Greek Life shall manage all matters pertaining to the expansion of the fraternity community. All action in the areas of expansion must be approved and sanctioned by this Office.

Section 4 The IFC Expansion Committee shall consist of the Interfraternity Council Executive Board, the Graduate Assistant for Fraternity & Sorority Life (if applicable), the Coordinator of Greek Life and one delegate from every fraternity. The duties of this committee shall be to study the applications and presentations of any group seeking IFC Associate Member status at Arkansas State University. This committee shall meet and review on an as needed basis.

Section 5 The Office of Greek Life in conjunction with the IFC Expansion Committee will meet at least annually to assess the campus climate and decide on the need and timing to expand the fraternity community. The assessment will be based on several factors including but not limited to:

- A. The level of interest expressed by unaffiliated students to participate in a new group;
- B. The number of students participating in recruitment in relation to the number who end up pledging/associating;
- C. The average size of chapter memberships as well as the median number of members in all chapters; and,
- D. The University's projected enrollment trends.

Section 6 Expansion shall be limited to the discretion of the Expansion Committee and the Interfraternity Council for the best interest of the existing fraternal community and the university.

Section 7 Once a need for expansion has been established, the Expansion Committee will send out an IFC Expansion Packet to all NIC or FLA organizations not represented on campus who are eligible to participate in the expansion process. Letters will not be sent to organizations who are currently on suspension or who have been permanently banned from campus by the University administration. The Expansion Packet will include:

- A. University Information. Campus statistics for the past five years (undergraduate enrollment, number of male students enrolled, percentage living on campus, percentage commuting, percentage of in-state and out-of-state students) and University regulations regarding recognition of student groups;
- B. IFC Information. Reasons for adding a fraternities, list of current chapters on campus with current membership numbers of each, and any membership recruitment data;

- C. Housing Information. Current housing arrangements; and,
- D. An expansion timeline including dates of each phase of the expansion process.

Section 8 The number of active colonizations occurring at any one time may be limited at the discretion of the Expansion Committee and the Interfraternity Council to what it deems to be in the best interests of the University community.

Section 9 The expansion procedures for fraternities shall follow a six round process including inquiry, document review, visitation, evaluation and decision, colonization, and full chapter membership. No fraternity that fails to participate in this process will be considered for expansion.

Section 10 The first round of the expansion process is the inquiry stage. During this round, the Expansion Committee will send out letters of inquiry to eligible national organizations. Upon receiving the Committee's letter of inquiry, national organizations interested in the expansion opportunity should prepare a formal petition for submission to the Expansion Committee. The petition for colonization should include the follow:

- A. History of organization:
 - a. A description of the organization's values and founding principles;
 - b. A summary of the organizational structure of the fraternity/sorority at the chapter and national levels;
 - c. A copy of the national organization's constitution, by-laws, and other rules and policies; and,
 - d. Acknowledgement of any previous relationship with the University.
- B. Information on inter/national strength:
 - a. The total number of chapters nationally and their respective locations;
 - b. The total number of colonization attempts anticipated in the next calendar year, including a timeline for founding each colony;
 - c. The total number and locations of colonization attempts during the past five (5) years including location, number successfully chartered, number not chartered, and reason that the chartering process failed;
 - d. The number of chapters closed and/or suspended during the last three (3) years, including where, when, and why;
 - e. The average size of chapters on campuses similar to Arkansas State University (in a range of 5,500 to 8,000 undergraduate students);
 - f. The total number of collegiate undergraduate members nationally;
 - g. The current average size of chapters and costs to both new members and active members; and,
 - h. The percentage of new members initiated nationally on an annual basis.
- C. Ongoing Support:
 - a. The number of traveling consultants and description of the organization's consultant program;
 - b. The nearest regional, provincial or district support person (paid or unpaid);
 - c. A description of national staff assistance to colonies and established chapters;
 - d. A listing of academic and leadership scholarships; and,
 - e. Information on additional resources for programming, leadership and scholarship provided by the national organization.
- D. Membership and Education:
 - a. A copy of the new member education program including goals and objectives, length of program, and the expected supervision of the program;
 - b. A copy of leadership development and officer transition programs;
 - c. A copy of materials covering the national convention, leadership school, and regional meetings, as well as the expectations of the chapter for participation in such events; and,
 - d. A sample of literature and publications of the national organization.

- E. Alumni information:
 - a. The total number of alumni within a one hundred mile radius of Russellville as well as the total number nationwide;
 - b. The total number of alumni within a sixty mile radius of Russellville; and,
 - c. An outline of training programs for faculty advisors, chapter advisors, alumni boards and other volunteers assisting the chapter.

- F. Summary of Colonization Plan:
 - a. A summary of the financial assistance the national office and chapter alumni are prepared to provide the colony/chapter;
 - b. An outline of the national support for the new colony, in terms of on-site supervision;
 - c. A listing of the scholarship and programming requirements expected of the colony;
 - d. A listing of the social issues programs and philanthropy & community service programs expected of the colony;
 - e. An outline of membership qualifications, recruitment policies, strategies, and techniques;
 - f. A copy of the policies and procedures for disciplining colonies/chapters; and,
 - g. A report describing the plan for housing, and related housing policy and procedure.

Section 11 The information requested above will be reviewed by the Expansion Committee during the document review round. The decision to invite a national organization to participate in the next round will be based in part on the following criteria:

- A. The completeness of the materials submitted;
- B. The record of success of the national organization in establishing and supporting current colonies;
- C. The ability of the national organization to actively support its chapters on a national, regional and local level;
- D. The perceived compatibility between the University's mission and that of the national organization;
- E. Any historical relationship between the University, the national organization, and alumni members of the organization, as well as the quality of that relationship; and,
- F. The commitment of local alumni to actively support the chapter.

Section 12 In cases where more than one application for colonization is being reviewed, the Extension Committee may invite at least two (2), but not more than four (4) candidate organizations to visit the campus and make presentations for the purpose of mutual evaluation during the visitation round. To be selected for a campus presentation, each organization must receive a three-fourths ($\frac{3}{4}$) approval of the Expansion Committee.

Section 13 The committee chairman shall compose a letter to those finalists inviting them to campus to meet with the Expansion Committee, the Interfraternity Council, and other select groups in order to share the philosophies and programs of the organization. Those organizations not selected will also receive a letter regarding the decision and the reasoning behind this decision. Campus visits shall be held on separate days for those organizations selected for visitation. The national representative(s) for those organizations visiting campus should be prepared to discuss:

- A. The history of the organization;
- B. The goals and objectives of the organization;
- C. The standards of behavior for members;
- D. The plans for educational programs, including leadership development, scholarship and community service;
- E. Any unique programs that offer something currently not available in fraternity life at Arkansas State University; and,
- F. Any contributions the colony/chapter will make to the quality of student life at Arkansas State.

Section 14 At the conclusion of the visitations, the Expansion Committee will evaluate the value each organization can bring to Arkansas State University. Only those national organizations invited to visit shall be

considered for colonization. If no consensus is reached to invite one or more of the visiting fraternities to campus, the process may begin anew. Possible recommendations from the committee to the Interfraternity Council are:

- A. Extend no invitations at this time. Such a recommendation would include specific reasons for declining colonization and, if applicable, when another presentation may be made;
- B. Request more information. The committee would identify specific materials to aid them in making a final decision; or,
- C. Extend an invitation to colonize. The committee would recommend one or more of the visiting organizations be colonized at Arkansas State. Should the Interfraternity Council agree, a registered letter would be sent to the national headquarters formalizing the Council's decision.

Section 15 At the next regularly scheduled IFC meeting (after the expansion presentations) the Expansion Committee will make a recommendation to the Interfraternity Council on the order of the organization to colonize. Only chapters that attend 75% of the expansion presentations will be allowed to vote in the Expansion Committee recommendations, or the final IFC vote. Recommendation of the order of each organization must pass by $\frac{3}{4}$ approval of the IFC.

Section 16 Once a national headquarters has been invited to colonize on the Arkansas State University campus, the following processes and procedures must be completed before any students at Arkansas State University are contacted or colonization is advertised.

- A. General Liability. The national headquarters must provide the University with a certificate of insurance evidencing Commercial General Liability coverage that includes, but is not limited to, bodily injury, personal injury, property damage, host liquor and contractual liability, and listing the College as an additional insured by endorsement. Coverage must be written with companies reasonably acceptable to the College and at limits of at least \$1,000,000 each occurrence/\$3,000,000 general aggregate;
- B. Alumni Board. The national organization, in cooperation with the University, must establish an active alumni board consisting of at least five (5) alumni, with one member designated as the chapter advisor. The board must be trained by the national organization. The alumni board must meet at least once before beginning the colonization process;
- C. Time Frame. The timeframe for active colonization must be established. Active colony status must extend for at least one academic year and no more than two. The beginning date for colonization shall be decided by the national organization in consultation with the Coordinator of Fraternity & Sorority Life; and,
- D. Budget and Finance Plan. The national organization should provide a budget plan equivalent in length of time to the colonization plan.

Section 17 An organization selected to colonize must agree to the following criteria:

- A. The initial "interest group" recruitment period for the colony may occur in conjunction with the structured membership recruitment period for the Regular Members of Interfraternity Council. Colony interest group recruitment must abide by the same member qualifications as outlined by the Interfraternity Council for currently recognized chapters;
- B. The initial minimum interest group size must be at least 50% of the current average chapter size of the regular members of the Interfraternity Council or the number required by the national headquarters, whichever is higher;
- C. The colony must secure the support of a faculty/academic advisor within the first 60 days of colonization;
- D. A member of the national organization's professional staff shall be required to facilitate the recruitment and education processes for the colony throughout its colonization;
- E. The colony will be granted associate member status in the Interfraternity Council. Associate Member status carries with it all the rights and responsibilities of regular membership with the exception of voting in Council business;

- F. The colony must comply with University, IFC, national organization and governmental agency rules and regulations; and,
- G. The University agrees to provide the colony with the same advising and services provided to all recognized chapters.

Additional criteria may be established in the case of organizations seeking re-colonization on campus. Failure to abide by any of these criteria may result in the premature conclusion of the colonization process.

Section 18

The following requirements must be met for at least two (2) consecutive semesters for the colony to be considered for full chapter recognition. Statements of progress on meeting the conditions of the status will be forwarded to the Expansion Committee at the end of each semester by the Coordinator of Fraternity & Sorority Life. The Coordinator of Fraternity & Sorority Life may request additional information.

- A. The colony shall have a national representative visit at least twice each semester throughout colonization. The purpose of these visits is to evaluate the progress of the colony and provide suggestions for improvement;
- B. The chapter advisor will attend colony meetings and hold monthly meetings with the Coordinator of Fraternity & Sorority Life;
- C. The colony will develop and adopt its own governing documents;
- D. Colony officers will meet with the Coordinator of Fraternity & Sorority Life weekly;
- E. The colony will meet at least monthly with the Alumni Board;
- F. During the period of colonization, the colony will participate in the Office of Fraternity & Sorority Life's Annual Chapter Assessment process and must receive a favorable result; and,
- G. The colony must achieve a membership of at least the current average chapter size in subsequent recruitment periods and/or the requirement of the national headquarters to achieve full chapter status.

Section 19

When all colony criteria and procedures have been fulfilled for no less than two (2) consecutive semesters, the group may petition the Extension Committee for recognized chapter status. The petition must include:

- A. A copy of the organization's governing documents as developed during the colonization process;
- B. A listing of all colony members, past and present;
- C. A letter from the national organization stating that the colony has achieved full chapter status;
- D. Letters of endorsement from the faculty advisor, the chapter advisor, and the Interfraternity Council;
- E. A review of the colony's judicial record or a letter from the Interfraternity Council's Vice President of Standards attesting to the standing of both the members of the colony as well as the colony itself; and,
- F. A letter from the Coordinator of Fraternity & Sorority Life attesting to the colony's completion of all requirements.

Section 20

In addition to the petition, the colony must prepare a follow-up review presentation. This will be coordinated by the Office of Fraternity & Sorority Life. The purpose of this presentation is to allow the colony to further demonstrate their progress since their initial presentation. This presentation should include, but is not limited to the following:

- A. Membership statistics within the most recent two semesters (recruitment numbers, chapter membership numbers, academic information, etc);
- B. How the fraternity has developed and implemented programming in the following areas:
 - a. Fraternity education
 - b. Recruitment/Membership Intake
 - c. Scholarship
 - d. New Member Education and Hazing

- e. Risk Management and Social programming
- f. Alumni relations
- g. Community Service;
- C. Goals of the colony, and how have they successfully met previous goals;
- D. Description of the change within the colony since the expansion presentation; and,
- E. The current short and long term goals of the colony.

Section 21 The Extension Committee will review the petition and the follow up presentation. The committee will then forward its recommendation to the Vice Chancellor for Student Affairs of Arkansas State University who will review the petition and determine whether to grant unconditional recognition. Possible recommendations from the committee to the Vice Chancellor of Student Affairs are:

- A. Withdraw recognition of the colony as a member of the fraternity community. Such a recommendation would include specific reasons for ending the colonization and, if applicable, when the organization may make another attempt to colonize;
- B. Extension of the conditional status of the colony. The committee will recommend this for any colony that has not received or is not scheduled to receive an official charter from the national organization; or,
- C. Granting of the full recognition of the chartered fraternity. The committee would recommend this status only if the colony has received or has been scheduled to receive its official charter from the national organization.

Upon agreement by the Vice Chancellor of Student Affairs agree, a registered letter would be sent to the national headquarters formalizing the Council's decision.

Section 22 If a colony fails to receive unconditional status at this time, the organization may continue as a colony up until the two-year time limit, at which time it will be expected to disband. Groups failing to receive chapter status within two years must wait at least one year before reapplying for expansion consideration.

Section 23 A colony may petition the IFC for full membership status only when the colony has:

- A. Fulfilled the above colony requirements;
- B. Has made the required follow-up review presentation; and
- C. Has received its charter from the national organization.

Section 24 Once a colony is formally recognized for chapter status with their national headquarters, it becomes a Regular Member of the IFC and gains full privileges of recognition as a chapter.

ARTICLE XII – Risk Management

Section 1 The Risk Management Policy of Fraternal Information and Programming Group ([FIPG](#)), Inc., includes the provisions which follow and is adopted by the Arkansas State University Interfraternity Council. The Policy shall apply to all fraternity entities and all levels of fraternity membership.

Section 2 The possession, sale, use or consumption of ALCOHOLIC BEVERAGES, while on chapter premises, during a fraternity event, in any situation sponsored or endorsed by the chapter, or **in any event an observer would associate with the fraternity**, must be in compliance with any and all applicable laws of the state, province, county, city and institution of higher education.

Section 3 No alcoholic beverage may be purchased through chapter funds nor may the purchase of same for members or guests be undertaken or coordinated by any member in the name of, or on behalf of, the chapter. The purchase or use of a bulk quantity or common sources of such alcoholic beverage, i.e. kegs or cases, is prohibited.

- Section 4** **OPEN PARTIES**, meaning those with **unrestricted access by non-members** of the fraternity, without specific invitation, **where alcohol is present**, shall be **forbidden**.
- Section 5** No members, **collectively or individually**, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e., those under legal drinking age).
- Section 6** The possession, sale or use of any **ILLEGAL DRUGS** or **CONTROLLED SUBSTANCES** while on chapter premises or during a fraternity event or **at any event that an observer would associate with the fraternity** is strictly forbidden.
- Section 7** No chapter may **co-sponsor** an event with an alcohol distributor, charitable organization or tavern (tavern defined as an establishment generating more than half of annual gross sales from alcohol) where alcohol is given away, sold or otherwise provided to those present. This includes any event held in, at or on the property of a tavern as defined above for the purposes of fundraising. However, a chapter may rent or use a room or area in a tavern as defined above for an event held within the provisions of this policy, including the use of a third party vendor and guest list. An event at which alcohol is present may be conducted or co-sponsored with a charitable organization if the event is held within the provisions of this policy.
- Section 8** No chapter may co-sponsor or co-finance a function where alcohol is purchased by any of the host chapters, groups or organizations.
- Section 9** All recruitment or rush activities associated with any chapter will be non-alcoholic. No recruitment or rush activities associated with any chapter may be held at or in conjunction with an alcohol distributor or tavern as defined in this policy.
- Section 10** No member or pledge/associate/new member/novice, shall permit, tolerate, encourage, or participate in "drinking games". The definition of drinking games includes but is not limited to the consumption of shots of alcohol, liquor or alcoholic beverages, the practice of consuming shots equating to one's age, "beer pong", "century club", "dares" or any other activity involving the consumption of alcohol which involves duress or encouragement related to the consumption of alcohol.
- Section 11** **No alcohol shall be present at any pledge/associate/new member/novice program, activity or ritual of the chapter.** This includes, but is not limited to activities associated with "bid night," "big brother/big sister night" and initiation.
- Section 12** **No chapter, colony, student or alumnus shall conduct nor condone hazing activities.** Hazing activities are defined as:
 "Any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following: use of alcohol, paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any other such activities carried on outside or inside of the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with academic achievement, fraternal law, ritual or policy or the regulations and policies of the educational institution, or applicable state law."
- Section 13** **The council will not tolerate or condone any form of sexist or sexually abusive behavior** on the part of its member, whether physical, mental or emotional. This is to include any actions which are demeaning to women or men, ranging from but not limited to verbal harassment to sexual assault by individuals or members acting together.

Section 14 Each fraternity shall annually instruct its students and alumni in the Risk Management Policy of FIGP, Inc. Additionally, all student and alumni members shall annually receive a copy of said Risk Management Policy. A copy of said Risk Management Policy shall be available on the council's website.

Bylaw XIII: AMENDMENTS

Section 1 The IFC Bylaws may be amended by a two-thirds (2/3) vote of the fraternity delegates.

Section 2 A proposed amendment must be submitted in writing to the IFC one meeting prior to a vote being taken.

Section 3 A written copy of a proposed amendment must be provided to each fraternity when it is submitted in an IFC meeting.