

CONSTITUTION OF THE INTERFRATERNITY COUNCIL AT THE UNIVERSITY OF TEXAS AT AUSTIN

Preamble

We, the members of fraternities at The University of Texas at Austin, realizing the need to strengthen the fraternity system, and in order to secure a greater unity in our aims and objectives and to establish an effective regulation of inter-fraternity affairs, do hereby establish and subscribe to this constitution.

Article I

Name

The name of this organization shall be "The Interfraternity Council at The University of Texas at Austin" and hereinafter shall be abbreviated as "IFC." All organizations that have fulfilled the requirements of membership in IFC shall hereinafter be referred to as "Chapters."

Article II

Mission Statement

The Interfraternity Council at The University of Texas at Austin, an entity designed to address the needs of the member fraternities, shall operate as a model organization whose sole purpose is to self govern, to educate, and to promote a true sense of community.

Article III

Executive Council ("EC")

SECTION 1- Composition

The Executive Council of the IFC shall be composed of the following members: President, Executive Director, Secretary, Chief Financial Officer, Recruitment Officer, Chief Justice, and Greek Relations Officer.

SECTION 2-Elections

- a. It is the responsibility of the Executive Council and the IFC Advisor to approve all qualified and eligible applicants for election by the General Assembly. A minimum of two candidates, provided at least two apply, must be approved for each position.
- b. The term of office shall be one calendar year.
- c. Each candidate for the Executive Council shall be provided time to present a speech to the General Assembly. Each candidate will also be required to answer questions from the General Assembly following the speech. Each candidate not elected shall have the option to "drop down" and run for another position of the Executive Council that they have applied for previously. Any procedure for elections not outlined in this Constitution shall be defined by majority vote of the Executive Council.
- d. The General Assembly will vote during the first meeting in April of the Spring Semester on each of the following positions: President, Executive Director, Chief Justice, Secretary, Chief Financial Officer, Recruitment Officer, and Greek Relations Officer. A majority vote of the General Assembly is required to elect a candidate for each position. If no candidate receives a majority vote, a runoff will take place between the two candidates receiving the highest number of votes. In the event that a tie occurs during the runoff, a majority vote by the current Executive Council, less the President, is required to elect a candidate for that position.

SECTION 3-Eligibility

In order to be elected and maintain a position on the Executive Council, the following requirements must be met:

- a. A full time student during each long semester at The University of Texas at Austin, unless a lesser amount is required for graduation.
- b. Not be on scholastic or disciplinary probation with The University.
- c. Have a minimum overall GPA of 2.5.
- d. Remain a dues paying member of his Chapter.
- e. Fulfill the job specifications of his office to the expectations of the Executive Council and the General Assembly.
- f. May not hold a comparable position in his Chapter during his term on the Executive Council.

SECTION 4- Vacancy

A vacancy on the Executive Council may be created by either of two situations: (1) the Constitution is amended to provide for a new office, or (2) a current officer may vacate his position.

- a. In the event that the position of IFC President should become vacant, a member of the Executive Council, with approval of the Executive Council, shall assume the role of President. A majority vote of the Executive Council is required. In the event that no candidate prevails from the Executive Council, procedures outlined in Article III, Section 2, will be held in a timely matter.
- b. In the event that any other position may become vacant, new applicants shall be interviewed and approved by the Executive Council. A majority vote of the Executive Council is required.

SECTION 5- Duties

The Executive Council shall be entrusted with the authority to amend the Policies of the IFC provided they do not conflict with the Constitution or any rules of The University of Texas at Austin. Amendments to the Policies of IFC require a majority vote of the entire Executive Council. The duties of each officer shall be included in the Job Descriptions of the IFC.

Article IV

Cabinet

SECTION 1- Composition

The Cabinet shall be composed of the following members: Risk Reduction, Public Relations, Leadership, Community Service, Scholarship, Summer Recruitment Assistant, and Alumni Relations. Each Cabinet position shall retain the title of Director for their specified area. The term of office shall be one academic year for all positions except the Summer Recruitment Assistant who serves from March through January.

SECTION 2- Appointment

The Cabinet shall consist of one representative from each chapter. Each Cabinet member will then specify his preferences regarding each position. The EC and the IFC Advisor will interview candidates for each Director position. After such interviews, the EC will nominate one applicant for each position by a majority vote. If the Executive Council does not approve a candidate, the EC shall nominate an alternative candidate. The Summer Recruitment Assistant will be appointed through a narrowing of applicants to two by the EC and a majority vote of the GA will determine the officer at the first meeting in March.

SECTION 3- Eligibility

In order to be elected and maintain a position on the Cabinet, the following requirements must be met:

- a. A full time student during each long semester at The University of Texas at Austin, unless a lesser amount is required for graduation.
- b. Not be on scholastic or disciplinary probation with The University.
- c. Have a minimum overall GPA of 2.5.
- d. Remain a dues paying member of his Chapter.
- e. Fulfill the job specifications of his office to the expectations of the Cabinet and the General Assembly.
- f. The Summer Recruitment Assistant must reside in Austin during the Summer Sessions.

SECTION 4-Vacancy

A vacancy on the Cabinet may be created by either of two situations: (1) the Constitution is amended to provide for a new office or (2) a current director may vacate his position. In either situation, the appointment process outlined in Article IV, Section 2, shall commence in timely manner.

SECTION 5- Duties

The duties of each director shall be included in the Job Descriptions of the IFC.

Article V

General Assembly ("GA")

SECTION 1- Composition

The General Assembly will consist of the EC, Cabinet, and one Representative from each Chapter.

SECTION 2-Representation

Every member of IFC shall have one Representative, not including members of the Executive Council or the

Cabinet. The term of office for each Representative will be one academic year.

SECTION 3-Responsibilities

- a. Each Representative will be required to serve on a committee as assigned by the Executive Director.
- b. It shall be the duty of each Representative to report all proceedings at the General Assembly to their respective Chapters.
- c. It is the responsibility of the General Assembly to write, review, and vote on amendments to the Constitution of the IFC at The University of Texas at Austin.

SECTION 4-Voting

- a. Each member organization will be entitled to one vote in all matters of the General Assembly. The individual fraternity will decide how their vote is to be cast. However, it is the assumption that representatives will have the authority to vote on behalf of their organization.
- b. A member organization cannot be under cancellation or suspension with the IFC or The University of Texas at Austin and retain voting eligibility.

SECTION 5-Attendance

- a. Only one vote will be granted for each member organization present.

Article VI

Meetings & Procedures

SECTION 1. Meetings

- a. Meetings of the GA shall be on a monthly basis during each of the long semesters at a regularly scheduled time. The President at the first meeting of each semester shall distribute a schedule of the regular meetings. The President may call special meetings provided an attempt to contact each Representative is made at least two days before said meeting.
- b. Meetings of the EC shall be on a weekly basis during each of the long semesters at a regularly scheduled time. Special meetings may be called by the President providing an attempt to contact each officer is made at least two days before said meeting.
- c. Meetings of the Cabinet shall be on a monthly basis during each of the long semesters at a regularly scheduled time. Special meetings may be called by the Executive Director providing an attempt to contact each Director is made at least two days before said meeting.

SECTION 2. Procedures

- a. General Assembly
 1. In order for regular business to proceed a simple majority must be present, which shall constitute fifty- one percent of the Chapters. The Secretary will determine the official attendance at the beginning of every meeting.
 2. The President shall preside over all GA meetings.
 3. Minutes for the current meeting must be recorded by the Secretary or by another officer in his absence. All minutes must be kept on file for future reference by any Chapter.
 4. In the absence of outlined procedures in this Constitution, Parliamentary Procedure shall be followed.
- b. Executive Council
 1. In order for regular business to proceed a simple majority of the EC must be present.
 2. The President shall preside over all EC meetings.
 4. Minutes for the current meeting must be recorded by the Secretary or by another officer in his absence. All minutes must be kept on file for future reference by any Chapter.
 5. In the absence of outlined procedures in this Constitution, Parliamentary Procedure shall be followed.
- c. Cabinet
 1. In order for regular business to proceed a simple majority of the Cabinet must be present.
 2. The Executive Director shall preside over all Cabinet meetings.
 3. Minutes for the current meeting must be recorded by a designated Director. All minutes must be kept on file for future reference by any Chapter.
 4. In the absence of outlined procedures in this Constitution, Parliamentary Procedure shall be followed.

Article VII

The Interfraternity Council Judicial Board ("IFCJB")

SECTION 1. Composition

The Judicial Board shall be composed of seven members, an Assistant Chief Justice, and the Chief Justice.

SECTION 2. Term of Office

The term of office shall be one academic year except for the Assistant Chief Justice who is appointed by the Chief Justice each semester.

SECTION 3. Appointments

It is the responsibility of the Chief Justice and the IFC Judicial Board Advisor to approve all qualified and eligible candidates for the Judicial Board. Before the term of office expires for the Judicial Board, the Chief Justice, Assistant Chief Justice, and IFC Advisor will interview each approved candidate. Each candidate will then be appointed by consensus. Each member organization may only be represented once on the IFC Judicial Board and existing members are not automatically approved for subsequent years.

SECTION 4. Eligibility

In order to be elected and maintain a position on the Judicial Board, the following requirements must be met:

- a. A full time student during each long semester at The University of Texas at Austin, unless a lesser amount is required for graduation.
- b. Not be on scholastic or disciplinary probation with The University.
- c. Have a minimum overall GPA of 2.5.
- d. Remain a dues paying member of his Chapter.

SECTION 5. Duties

- a. The Judicial Board shall be entrusted with the authority to amend the Policies of the IFC sections pertaining to the procedures of the Judicial Board. Amendments to the Policies of IFC require a majority vote of the entire Judicial Board.
- b. Each member is expected to conduct all business of the Board in confidence and complete all assigned duties by the Chief Justice in a fair and diligent manner.
- c. Each member must attend the regularly scheduled Judicial Board meetings. If a member misses more than three meetings in a semester that board member will be removed from the Judicial Board. This action can be superceded by a vote in which six other Judicial Board members agree to retain the member in question.

Article IX

Rules of Expansion

Any Chapter or Colony currently or previously recognized by the North-American Interfraternity Conference may petition the IFC for membership. The expansion process follows the following steps:

- a. IFC Executive Board receives three letters of support
 1. National Headquarters supporting the organization and its petition to join IFC.
 2. Chapter Advisor stating willingness to work with the organization and support efforts to join IFC.
 3. Organization meeting minutes showing Chapter vote on joining IFC.
- b. IFC Executive Board approves organization to present before the General Assembly.
- c. Organization presents background, history, and goals to General Assembly.
- d. General Assembly votes on affiliate membership status. Majority vote required for acceptance as an affiliate member of IFC.
- e. Affiliate status is a one year period during which the organization is a dues paying member of IFC but must fulfill the following requirements before becoming a full voting member of IFC:
 1. Participate in all Greek Life and Intercultural Education events including but not limited to:
Greek
Week, Greek Leadership Retreat, New Member Education Program, and the Perfect Party.
 2. Establish an overall Chapter GPA of 2.5.
 3. Develop and share risk management and new member plan with the IFC Executive Board.
- f. Upon completion of the Affiliate membership period, the organization will then be recognized as a full

member of the IFC.

Article X

Chapter Status

SECTION 1. Good Standing

Chapters must meet the following requirements to maintain "Good Standing" with the IFC:

- a. All financial obligations with the IFC are fulfilled.
- b. Complete rosters have been provided to the IFC.
- c. Current registration with The University.
- d. No current University or IFC sanctions.
- e. Complete Greek Life and Intercultural Education Diversity Education Program.

SECTION 2. Suspension

A fraternity may be suspended from the IFC for financial indebtedness or misconduct by decision of the IFC Judicial Board. Suspension will entail loss of all IFC privileges.

- a. If suspended for failure to pay bills, the fraternity may be included in all IFC Recruitment materials with the message, "Suspended Due to Financial Indebtedness."
- b. If suspended for other violations as deemed appropriate by the IFC Judicial Board, a message will be printed in all recruitment materials, "Suspended for IFC Conduct Violations."

SECTION 3. Reinstatement

A suspended fraternity will be reinstated as members in full after the suspension criteria established by the IFC Judicial Board or any outstanding financial obligations to the IFC have been satisfied.

SECTION 4. Expulsion

A fraternity shall be expelled from the IFC only if no less than two thirds of the entire GA vote for that fraternity's expulsion. A Chapter shall be automatically expelled from the IFC in the following events:

- a. The national headquarters revokes a Chapter's charter.
- b. Registration by the Office of the Dean of Students is canceled.

Article XI

Amendments and Passage of Policies

SECTION 1. Amendments

- a. Amendments to the IFC Constitution must be distributed to all the Chapters present at the GA in writing to the GA meeting before a vote may occur regarding the amendment.
- b. Must be approved by a two-thirds vote of the entire GA.

SECTION 2. Policies

- a. All amendments to the Policies of the IFC shall be submitted to the EC and approved by the EC.
- b. Must be distributed annually to the GA.
- c. All Policies of the IFC are considered enforceable rules and each Chapter must comply with these Policies.

INTERFRATERNITY COUNCIL POLICIES

Policies of the Interfraternity Council are amended by the IFC Executive Board and IFC Judicial Board.

IFC Risk Management Policy

This policy applies to all members of interest groups, colonies, and chapters of The University of Texas at Austin Interfraternity Council.

SECTION 1-Alcohol and Drugs

- a. Events that an observer would consider to be endorsed or sponsored by an IFC member organization must abide by applicable federal, state, county, city, Interfraternity Council, and The University of Texas at Austin policies and laws.
- b. All events must comply with BYOB or Third Party Vendor Guidelines.
- c. Organization funds including collections and alumni donations may not be used to purchase alcohol under any circumstances. This includes but is not limited to the following: bar tabs, kegs, liquor, trashcan punch, cases, etc.
- d. Bulk quantities of alcohol including but not limited to: kegs and trashcan punch are strictly prohibited UNLESS they are properly purchased and distributed by a Third Party Vendor.
- e. Open Parties with unrestricted guest lists are prohibited at events where alcohol is present.
- f. No organization or its members shall purchase, serve, or sell alcohol to minors.
- g. The possession of illegal drugs or controlled substances on organization property or during an event associated with the organization is strictly prohibited.
- h. Events cannot be co-sponsored (receive funding or donations) with an alcohol distributor, charitable organization, restaurant, or bar where alcohol is given away, sold, or provided to those present.
- i. Organizations are prohibited from participating in events in which other organizations violate the IFC Risk Management Policy.
- j. Drinking Games are prohibited.
- k. Alcohol is not to be served to minors under any circumstances, just as with any function during the academic year.

SECTION 2-Hazing

Taken from Appendix F of The University of Texas at Austin Institutional Rules on Student Services and Activities:

- a. Under state law (V.T.C.A., Education Code 51.936 and 37.151 et seq.), individuals or organizations engaging in hazing could be subject to fines and charged with a criminal offense.
- b. According to the law, a person can commit a hazing offense not only by engaging in a hazing activity, but also by soliciting, directing, encouraging, aiding or attempting to aid another in hazing; by intentionally, knowingly, or recklessly allowing hazing to occur; or by failing to report in writing to the dean of students firsthand knowledge that a hazing incident is planned or has occurred. The fact that a person consented to or acquiesced in a hazing activity is not a defense to prosecution for hazing under the law.
- c. In an effort to encourage reporting of hazing incidents, the law grants immunity from civil or criminal liability to any person who reports a specific hazing event in good faith and without malice to the dean of students or other appropriate official of the institution and immunizes that person for participation in any judicial proceeding resulting from that report. Additionally, a doctor or other medical practitioner who treats a student who may have been subjected to hazing may make a good faith report of the hazing activities to police or other law enforcement officials and is immune from civil or other liability that might otherwise be imposed or incurred as a result of the report. The penalty for failure to report is a fine of up to \$1,000, up to 180 days in jail, or both. Penalties for other hazing offenses vary according to the severity of the injury which results and include fines from \$500 to \$10,000 and/or confinement for up to two years. The law does not affect or in any way restrict the right of the University to enforce its own rules against hazing.
- d. The law defines hazing as any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any

organization whose members are or include students at an educational institution. Hazing includes but is not limited to:

1. Any type of physical brutality, such as whipping, beating, striking, branding, electric shocking, placing of a harmful substance on the body, or similar activity;
2. Any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics, or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
3. Any activity involving consumption of food, liquid, alcoholic beverage, liquor, drug, or other substance which subjects the student to an unreasonable risk or harm or which adversely affects the mental or physical health of the student;
4. Any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in this subsection;

Any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Rules and Regulations of the Board of Regents of The University of Texas System

Part One, Chapter VI, Section 3.28 provides that:

- a. hazing with or without the consent of a student is prohibited by the System, and a violation of that prohibition renders both the person inflicting the hazing and the person submitting to the hazing subject to discipline.
- b. Initiations or activities by organizations may include no feature which is dangerous, harmful, or degrading to the student, and a violation of this prohibition renders both the organization and participating individuals subject to discipline.

Activities which under certain conditions constitute acts that are dangerous, harmful, or degrading, in violation of subsections **6-304(e)** and **11-804(7)** of the ***Institutional Rules on Student Services and Activities*** include but are not limited to^[1]

- Calisthenics, such as sit-ups, push-ups, or any other form of physical exercise.
- Total or partial nudity at any time.
- The eating or ingestion of any unwanted or unpleasant substance.
- The wearing or carrying of any embarrassing, degrading, or physically burdensome article.
- Paddle swats, including the trading of swats.
- Pushing, shoving, tackling, or any other physical contact.
- Throwing oil, syrup, flour, or any substance on a person.
- Rat court, kangaroo court, or other individual interrogation.
- Consumption of alcoholic beverages accompanied either by threats or peer pressure.
- Lineups intended to demean or intimidate.
- Transportation and abandonment (road trips, kidnaps, walks, rides, drops).
- Confining individuals in an area that is uncomfortable or dangerous (hot box effect, high temperature, too small).
- Any type of personal servitude that is demeaning or of personal benefit to the individual members.
- Wearing of embarrassing or uncomfortable clothing.
- Assigning pranks such as stealing, painting objects, harassing other organizations.
- Intentionally messing up the house or a room for clean up.
- Demeaning names.
- Yelling and screaming.
- Requiring boxing matches or fights for entertainment.

All allegations of organizational hazing will be forwarded to The Office of the Dean of Students.

SECTION 3. Sexual Abuse

Member organizations will not tolerate or condone any form of sexually abusive behavior on the part of its members, whether physical, mental, or emotional. This is to include any actions which are demeaning to women and/or men, including but not limited to, the use of date rape drugs, stalking, date rape, gang rape, or verbal harassment.

SECTION 4. Fire, Health, and Safety

- a. All chapter houses shall, prior to, during and following occupancy, meet all local fire and codes and standards.
- b. All chapters must have posted by common phones emergency numbers for fire, police, and ambulance and must have evacuation routes from chapter houses, common areas and sleeping rooms posted in said areas and on the back door of each sleeping room.
- c. All chapters shall comply with engineering recommendations as reported by the insurance company.
- d. The possession and/or use of firearms or explosive devices of any kind within the confines and premises of the chapter house is expressly forbidden.
- e. All chapters must annually attend a fire safety academy coordinated by the IFC. In the event that the chapter president provides a written excuse, either the chapter's House Manager, Risk Management Officer, or Social Chairman must attend the fire academy in place of the President.

SECTION 5. Education

Each student member, associate member, and new member shall be instructed by the member organizations annually on the Risk Management Policy of the Inter-fraternity Council of The University of Texas at Austin and the Fraternal Information & Programming Group.

Member Organization Billing Policy

The Interfraternity Council charges membership dues twice a year to cover operating costs.

SECTION 1. Membership

The IFC will bill dues each semester following recruitment and calculate membership based on the number of members on file in the most recently updated roster combined with the number of bid cards turned in to the IFC for that semester.

SECTION 2. Specifications

- a. Member organizations of the IFC shall pay dues in the amount of \$15.00 per initiate or neophyte member per semester, to the Interfraternity Council.
- b. A member organization becomes "Financially Delinquent" 15 days after dues bill distribution.
- c. An organization considered "Financially Delinquent" shall be assessed a penalty equal to 10% of any outstanding balance. The penalty will be added to the outstanding balance of the member organization and must be paid in full with the remaining balance due.
- d. A payment plan must be established between a "Financially Delinquent" member organization and the IFC Chief Financial Officer. The plan must be documented and signed by the President of the member organization and the IFC Chief Financial Officer.
- e. An organization shall be considered "Financially Delinquent" and remain subject to all conditions and consequences until such time as the member organization has a zero balance due or is current to a mutually consented payment plan between the IFC and the member organization.
- f. Any member organization that is "Financially Delinquent" for more than two semesters can be considered for a harsher penalty from the Inter-fraternity Council Judicial Board.

SECTION 3. Consequences

Should a member organization be deemed "Financially Delinquent," the member organization thereby forfeits its right to enjoy some benefits of IFC membership. However, because the IFC exists solely to promote the positive endeavors of the member organizations, the IFC shall restrict access to only those benefits specified herein. A member organization designated as "Financially Delinquent" forfeits the right to claim the following benefits:

- a. Recruitment Resources
- b. IFC office resources
- c. Voting rights at all IFC sponsored meetings
- d. Co-sponsorship of sorority events

A member organization, regardless of financial standing, shall retain the following rights:

- a. Attendance at all IFC sponsored meetings, and the opportunity to voice opinions and defenses of the organization's positions and situations.
- b. Involvement in all IFC sponsored educational and new member programming.
- c. Counsel with the IFC Executive Council and University appointed advisor.

IFC Judicial Board Policies

The Interfraternity Council Judicial board hears grievances filed against member chapters who have allegedly violated the IFC Constitution or its Policies.

SECTION 1. Preliminary

- a. A member of the Inter-fraternity Council Judicial Board ("IFCJB") or employee of The University of Texas at Austin shall receive the complaint.
- b. The member or employee shall then fill out a 'Fraternity Complaint Form' to be kept on file.
- c. The Chief Justice or the Judicial Board Advisor shall then review the complaint with the Inter-fraternity Judicial Board advisor and will determine if it is within IFC jurisdiction. If not, the Chief Justice will refer the complainant to the appropriate source.
- d. If the complaint is of an anonymous nature, there must be a majority vote by the Judicial Board to proceed with an investigation into the complaint.
- e. If the complaint is within IFC Jurisdiction, the Chief Justice will, within one week of receiving the complaint, inform a Chapter representative of the complaint at his address of record with The University.
- f. The Judicial Board will hold a private meeting in which they will review background evidence, review the report for vague areas and possible discrepancies, and establish major areas for questioning.
- g. The IFCJB shall then take action to determine if the group is in violation of IFC Code of Conduct or University policy. This may include questioning of appropriate witnesses, fraternity representatives, and police officers. One undergraduate representative of the chapter will speak for the fraternity in question at these meetings unless other witnesses are requested by the IFCJB. In addition, one advisor may be present to consult the undergraduate representative, but does not speak for the chapter.
- h. The Board will discuss the case until a determination of innocence or guilt is reached by a majority vote of all voting members. The greater weight of credible evidence will be the basis of all decisions. The vote of each Judicial Board member will be confidential, unless a member requests a roll call vote. A member may request a roll call vote at any time.
- i. If a verdict of guilty is reached, the board will determine appropriate sanctions. (While a fraternity's disciplinary record is not relevant to whether a fraternity is guilty of a particular charge, it is relevant to determine the proper penalty.)
- j. After sanctions have been determined, the IFCJB will immediately contact a Chapter by phone for notification. The IFCJB will also issue a written decision. All decisions will be kept on open file at the Office of the Dean of Students. At this time, the fraternity will be notified of their right to appeal, and the procedures for doing so.
- k. If the group does not accept the decision, the group has the right to appeal to the IFC Appellate Board within five business days.
- l. The accused fraternity or the complainant may challenge any Judicial Board member for cause. A majority vote of the Board will be cause for the removal of that member for that particular case. He will then be replaced by an alternate Board member. In cases in which a Judicial Board member's fraternity is involved, the Board member will voluntarily excuse himself.
- m. All written statements, recordings, and materials submitted will be kept on file at the Office of the Dean of Students.
- n. All sanctions will be effective the following Monday after the IFCJB meeting in which the sanctions were determined, unless otherwise stipulated.

SECTION 2. Appeal to the IFC Appellate Board

- a. The IFC Appellate Board shall consist of the IFC Advisor, the Associate Dean for Greek Life and Education, and the IFC President.
- b. The fraternity must submit an appeal in writing to the Chief Justice of the Judicial Board within five (5) business days of notification of the decision by the Judicial Board.
- c. New evidence may be heard at the discretion of the Appellate Board. The Appellate Board reserves the right to call any representatives of the fraternity for questioning.
- d. The Appellate Board will then go into deliberations to review the case. A majority vote will decide whether:
 1. The original decision made by the Judicial Board is affirmed;
 2. The original decision is affirmed, but the penalty is changed; or
 3. The original decision is reversed.
 4. The fraternity will then be informed in writing of the new decision in a timely manner.

SECTION 3. Amending Procedures

The Judicial Board may amend these procedures when the majority of the Board deems necessary.

SECTION 4. Sanctions

- a. Admonition: This includes verbal or written reprimand that the fraternity's actions were inappropriate and were not a positive reflection of the Greek community. A copy of the admonition may be sent to the regional and national officers, advisors, House Corporation Boards, Alumni Boards, the Office of the Dean of Students, and other persons or organizations as determined by the Board.
- b. Monetary Fines: The maximum fine as a method for punishment is \$5,000. All fines are to be used for educational purposes as approved by the IFCJB. Fines will be deposited into the IFC account.
- c. Restitution: The fraternity must pay the complete amount of all damages to property.
- d. Community Service: Each member of the fraternity will be required to complete a number of community service hours determined by the Judicial Board. The projects used for this sanction must be approved by the advisor of the Judicial Board and must be completed by a specific date.
- e. Educational Programming: At least 3/4 of the fraternity's members must attend a program relevant to the violation. The advisor of the Judicial Board must approve this program.
- f. Deferred Adjudication: The organization has been found to be in violation and, during no more than one calendar year, if the group is found again in violation, a more severe penalty will be imposed.
- g. Probation: The organization has been found to be in violation and, during no more than one calendar year, if the group is found again in violation, a more severe penalty will be imposed.
- h. Suspension: This action will include loss of voting membership in IFC for not more than one calendar year and may include any of the following stipulations:
 1. No participation in IFC Intramurals or tournaments as an organization or by any member of the fraternity on behalf of the organization. However, this stipulation in no way may limit individual or group utilization of recreational facilities for informal recreation.
 2. No combined function with any sorority Chapter within the Pan-hellenic Council of The University of Texas.
 3. No members may vote on any inter-fraternal committees or boards.
 4. During the suspension period, the fraternity may not:
 - i. Publicly post signs;
 - ii. Install a booth;
 - iii. Publicly assemble or demonstrate;
 - iv. Sponsor or present a public performance or exhibition;
 - v. Publicly raise funds or make a solicitation; or
 - vi. Reserve the use of university facilities.

- i. Expulsion: Fraternity is immediately removed from membership in IFC.
- j. Any combination of the above sanctions may be imposed as deemed necessary by the Judicial Board.
- k. Any other sanctions which are applicable to the offense, may be devised and implemented by the Judicial Board.
- l. Failure of the fraternity to abide by the sanctions imposed may result in a new hearing and the imposition of further sanctions.

IFC Code of Conduct Policy

The IFC Code of Conduct outlines additional circumstances under which a member organization can be called before the IFC Judicial Board.

SECTION 1. Code of Conduct

The IFC and the IFCJB expect from its members of the Greek community a higher standard of conduct than the minimum required to avoid discipline. The IFC and the Judicial Board expects all its members to obey the law, to show respect for other members of the Greek community, the University community, and the Austin community, to maintain absolute integrity and a high standard of individual and group honor, and to observe the high standards of conduct and ideals that are set forth by the Greek community. Fraternities and their respective members are expected to abide by the *Institutional Rules on Student Services and Activities* as set forth by The University of Texas at Austin.

SECTION 2. Other

- a. All Chapters and/or their representative members are not to engage in conduct that violates any provision of federal, state, and/or local laws (i.e. noise violation, stealing).
- b. All Chapters and/or their representative members are not to engage in conduct that damages, defaces, destroys, tampers with, or takes without authorization property that does not belong to the individual or the fraternity (i.e. stealing decorations or taking bamboo).
- c. All Chapters and/or their representative members are not to engage in any form of harassment of any individual or group. Harassment is defined as extreme or outrageous acts or communication that are intended to harass, intimidate, or humiliate an individual or group.
- d. All Chapters and/or their representative members are not to engage in conduct that is inappropriate for members of the Greek community.

Recruitment Policy

SECTION 1. Spring and Fall Recruitment

The IFC shall sponsor a Recruitment Period at the beginning of each semester. All men who wish to participate in recruitment must register with the IFC. It is the responsibility of the IFC to publicize and print Recruitment materials, distribute information to each fraternity, make a list of registered men available to the fraternities at no cost, and provide support to potential members and fraternities in any means possible and feasible.

SECTION 2. Scheduling

The Recruitment Officer shall set the dates and activities for spring and fall recruitment. It shall be his duty to schedule open visitation periods and informational sessions, and inform all registered potential members and fraternities of these in advance.

SECTION 3. Infractions

The Judicial Board shall work in conjunction with the Recruitment Officer to enforce the Recruitment Policy.

SECTION 4. UT Students Motion

No Chapter shall pledge, associate, or enter into candidacy for membership any man who is not an enrolled student at The University of Texas at Austin. Fraternities are expected to abide by The University of Texas at Austin's *Institutional Rules on Student Services and Activities*.

SECTION 5. Registration

All men shall register with IFC prior to joining any Chapter. If any unregistered man joins any Chapter, said fraternity will be assessed an appropriate fine to be determined by the IFC Judicial Board.

SECTION 6. General Recruitment Policy

All Recruitment at The University –of Texas at Austin will follow University guidelines and regulations. Violations of this policy will be referred to the IFC Judicial Board.

Intramural Sports Policy

The IFC will coordinate the distribution of the Intramural Sports Championship trophy each school year to the member organization with the highest number of total points at the end of the year.

SECTION 1. Scoring System

- a. Member organizations may compete in all offered intramural sports and may place multiple teams in both Fraternity “A” and “B” leagues.
- b. Half points will be assessed to teams playing in the “B” league.
- c. Teams that place first will receive an additional five points, teams placing second will receive an additional three points, and teams placing third will receive an additional one point.
- d. The total number of fraternity teams competing in the event constitutes the amount of points available to the teams placing first. Remaining teams will be assessed points in descending order in relation to their standing. Additional assessments for placing teams apply.
 1. For example, if twenty teams participate the last place team receives one point and the first place team receives twenty-five points (twenty plus an additional five point assessment for winning the league).
 2. The “B” league may only receive half the number of points as distributed in the “A” league. Therefore, an overall league champion in a twenty team “B” league sport would receive fifteen points (ten for half the number of teams participating and an additional five point assessment for winning the league).
- e. No more than three teams from each individual member organization may receive points in the same sport/league.
- f. The member organization with the most points by the end of the school year will be awarded the Intramural Championship trophy.

SECTION 2. Violation and Punishment

If any team is found guilty of an intramural rules infraction resulting in the suspension of a fraternity from intramural sports, or an intramural event, the fraternity will be deemed ineligible to win the IFC Intramural Sports Championship the year of the infraction.

INTERFRATERNITY COUNCIL JOB DESCRIPTIONS

Job descriptions of the Interfraternity Council are amended by the IFC Executive Board and IFC Advisor.

Duties of the IFC Executive Board Members

The Executive Board of the IFC consists of 7 members:

- a. **President** – The President is the leader of the Inter-fraternity Council at The University of Texas at Austin and is responsible for coordinating and working with officers in all aspects of council management. Other responsibilities include but are not limited to:
 1. Preside over all General Assembly and Executive Council meetings.
 2. Facilitate a President’s Roundtable, which should occur at least once a semester.
 3. Maintain high morale on the Executive Board by encouraging teamwork through productive and positive leadership.
 4. Communicate regularly with Pan-Hellenic, NPHC, TAPC, and UGC counterparts
 5. Appoint temporary committees for special purposes and events. The GA will then elect by majority vote the new chairman for that committee.
 6. Meet Weekly with the IFC Advisor.

- b. **Executive Director** – The Executive Director is the coordinator of the IFC Cabinet and committee system. Other responsibilities include:
1. Assuming the duties of the President at all events and functions where the President is not present.
 2. Work with the President to prepare the workweek agenda before each long semester.
 3. Presiding over all Cabinet meetings.
 4. Appoint IFC Representatives to Special Committees.
 5. Facilitate and coordinate with committees all IFC retreats.
 6. Meet weekly with the IFC Advisor.
- c. **Chief Justice** – The Chief Justice is responsible for leading and administering the IFC Judicial Board. Other responsibilities include:
1. Coordinating all meetings of the IFCJB.
 2. Become knowledgeable and comfortable with the risk management policies of the IFC
 3. Become knowledgeable and comfortable with the risk management policies of FIPG (Fraternal Information & Programming Group).
 4. Become knowledgeable and comfortable with The University of Texas at Austin Institutional Rules on Student Services and Activities.
 5. Hold weekly meetings of the IFCJB.
 6. Help prepare materials for appropriate roundtables.
 7. Prepare IFCJB applications and conduct interviews for all applicants.
 8. Prepare and hold training sessions during the first week of the spring long semester for the IFCJB.
 9. Maintain the judicial files.
 10. Coordinate and ensure that Chapters complete sanctions.
 11. Meet weekly with the IFC Advisor.
- d. **Recruitment** – responsible for coordinating and facilitating the IFC recruitment programs and has the following responsibilities:
1. Update and maintain the IFC recruitment resources such as the potential member database, fraternity information, recruitment schedules, and recruitment information.
 2. Distribute or make available the recruitment list to all chapters.
 3. Coordinate and monitor spring and fall recruitment activities sponsored by the Inter-fraternity Council.
 4. Facilitate roundtables each semester for recruitment chairs.
 5. Meet weekly with the IFC Advisor.
- e. **Chief Financial Officer** – the Chief Financial Officer is responsible for the financial management of the council and has the following responsibilities:
1. Maintain financial records, including budgets, weekly and quarterly reports for the council.
 2. Prepare and distribute IFC membership dues.
 3. Coordinate all fundraising activities for the IFC.
 4. Keeps current all financial responsibilities of the IFC.
 5. Facilitate a roundtable each semester with Chapter treasurers.
 6. Meet weekly with the IFC Advisor.
- f. **Secretary** – the Secretary shall manage the IFC office operations, serve as a recorder for GA and EC meetings, and oversee the IFC pages of the Greek Life and Intercultural Education website. Other duties include:
1. Maintain official records and membership rolls of member fraternities for at least 5 years.
 2. Distribution of GA meeting minutes to Chapter Presidents on a weekly basis.
 3. Serve as the liaison between member fraternities and the Dean of Students web design team.

4. Update all officer notebooks and maintain the IFC Constitution and Policies of the IFC, both in hard copy form and on the web site.
 5. Facilitate roundtables concerning Internet-based publications.
 6. Manage the IFC office supplies and equipment.
 7. Serve as a liaison with the Campus and Community Involvement area within the Office of the Dean of Students to register both the IFC and fraternities as a campus organization each semester.
 8. Meet weekly with the IFC Advisor.
- g. **Greek Relations** – the Greek Relations Director is responsible for promoting unity within the council and for coordinating activities with other Greek letter councils. Other duties include:
1. Coordinate the Intramural point system for the IFC. This includes coordination with Recreational Sports staff, compilation of weekly point lists, working with the IFC Judicial Board to ensure intramural sanctions are being followed, and final tabulation for the Greek Sports Championship.
 2. Act as a liaison with the other Greek Councils.
 3. Promote Greek unity through the coordination of Greek wide events and IFC wide events.
 4. Serve on the Greek Week committee as the official IFC delegate.
 5. Meet weekly with the IFC Advisor

Duties of the IFC Cabinet

The Cabinet consists of 6 directors and 1 assistant director is under the direction of the Executive Director:

- a. **Risk Reduction** – responsible for compilation of materials concerning the IFC Risk Management Policy and for educating chapters about the policy. Other duties include but are not limited to:
1. Hosting roundtables each long semester with Chapter Presidents, Chapter Risk Managers, and Social Chairs.
 2. Updating and producing a risk management packet each spring for the Chapters.
 3. Maintaining risk management resources such as: wristbands, BYOB checklists, TABC forms, DDP information, and related risk management policies.
 4. Distribution of risk management notices regarding bamboo, new member education, theft, BYOB parties, police reports, closing fraternity houses over breaks, changes in policy affecting fraternities, and new risk management resources.
 5. Attending IFCJB meetings to help assess needs and programming effectiveness.
 6. Sitting on the Board of Directors of G.A.M.M.A. (Greeks Advocating Mature Management of Alcohol).
 7. Meet weekly with the Executive Director.
- b. **Community Service** – the Director of Community Service shall coordinate community service and philanthropic activities and has the following responsibilities:
1. Notifying fraternities of community service opportunities.
 2. Track all Chapter service projects and compile an annual report to include the number of service hours and money raised.
 3. Promoting and organizing the Orange Santa program.
 4. Coordinating the following annual fraternity projects: Feed the Homeless, Bag the Drag (Spring and Fall) and the Greek Week philanthropy.
 5. Facilitate roundtables each semester with Chapter community service chairmen.
 6. Produce a community service resource manual for each chapter to aid the chapter in finding and implementing community service projects.
 7. Meet weekly with Executive Director.
- c. **Public Relations** – the Director of Public Relations has a major role in the direction and success of the organization's operation with the following responsibilities and goals:

1. Chairing the public relations committee and directing a PR program.
 2. Taking the lead in establishing, maintaining, and promoting organization's standards that underscore a favorable reputation.
 3. Seeking ways to improve and maintain good relations and communication within the organization as well as to the various constituencies, such as regularly scheduled meetings with media representatives and community leaders.
 4. Assisting in promoting the events of the organizations and related University and community events through press releases and other means of contacting media.
 5. Work in coordination with the Office of the Dean of Students to promote student involvement in the Greek Community.
 6. Meet weekly with Executive Director.
- d. **Leadership** – the Director of Leadership is in charge of ensuring that continued high standards of leadership are met by members of the Greek Community and has the following duties:
1. Work with the Greek Life and Intercultural Education area of the Office of the Dean of Students to produce The Chapter President's Manual each long semester.
 2. Host a roundtable for chapter executive boards concerning officer transition once a semester.
 3. Publicize leadership opportunities on campus and through other national outlets (EX: UIFI, Futures Quest, Leadershape).
 4. Supervise the Greek Leadership Board.
 5. Meet weekly with Executive Director.
- e. **Scholarship** – The Director of Scholarship promotes and recognizes academic excellence among fraternity members and Chapters. This officer emphasizes the development of scholarship programs to enhance Chapter academic endeavors. Additional responsibilities include:
1. Revising and distributing a list of all of and on campus academic resources.
 2. Coordinating the Greek Scholar and IFC Scholarship Program
 3. Facilitating roundtables each semester for new member educators and scholarship chairmen.
 4. Working with Greek Life and Intercultural Education to compile chapter scholarship rosters.
 5. Identifying Greek faculty or staff or other University members to serve as faculty or academic advisors for Chapters.
 6. Produce a scholarship manual for chapters to assist in the development of an academic program and utilization of University resources.
 7. Meet weekly with Executive Director.
- f. **Alumni Relations** – the Director of Alumni Relations is responsible for working with chapters and their alumni to educate and utilize alumnus resources.
1. Coordinate roundtables with alumni chairs once a semester.
 2. Publish, in conjunction with the Chief Justice and the Risk Management Director, a packet of changes in policy for house corporation officials, chapter advisors, and alumni as a whole.
 3. Act as a liaison with the Alumni IFC council.
 4. Record alumnus events and newsletters for each chapter.
 5. Meet weekly with Executive Director.

Additional Duties

- a. **Summer Recruitment** – the Summer Recruitment Assistant Director is responsible for coordinating all summertime events related to IFC recruitment and serves as an Assistant to the Recruitment Director. The Summer Recruitment Assistant Director will be elected in March and serve through December. Other duties include:
1. Coordinate the Summer IFC Go Greek Sessions.
 2. Coordinate the Summer IFC BBQ Sessions.

3. Coordinate the Summer Recruitment Chair meeting.
4. Communicate with Recruitment Chairs about upcoming events.
5. Coordinate Opening and Closing Sessions for Formal Recruitment.

b. **Assistant Chief Justice** – the Assistant Chief Justice is appointed by the Chief Justice each semester to fulfill the following duties:

1. Maintain attendance records for Judicial Board meetings.
2. Educating new members of the IFC Judicial Board
3. Preparing all materials for Judicial Board meetings.
4. Assisting with application and interview process for new board members.
5. Assisting the Chief Justice with any other reasonable task.
6. Keeping up with all current cases, IFC Policies, and applicable University policies.