

# CONSTITUTION OF THE INTERFRATERNITY COUNCIL AT COLORADO SCHOOL OF MINES

## MISSION

We, the Interfraternity Council at **Colorado School of Mines** set forth this Constitution and Bylaws in order to cause closer working relationships and coordination among its Member Fraternities and **Colorado School of Mines**, in accordance with the policies and standards established by the North-American Interfraternity Conference (NIC).

## ARTICLE I – NAME

This organization shall be known as the Interfraternity Council (IFC) at **Colorado School of Mines**.

## ARTICLE II – PURPOSE OF THE IFC

The purpose of the IFC shall be to:

- A. provide a sovereign governance structure for its Member Fraternities;
- B. promote the interests of its Member Fraternities;
- C. promote the interests of men's fraternities in general;
- D. discuss questions of mutual interest and present to its Member Fraternities such recommendations as the IFC deems appropriate;
- E. promote the interests of **Colorado School of Mines**;
- F. promote mutual cooperation between its Member Fraternities;
- G. promote mutual cooperation between the IFC, fellow governing councils, and student organizations at **Colorado School of Mines**; and
- H. promote mutual cooperation between the IFC and **Colorado School of Mines**, its students, faculty, staff, and local community.amend

## ARTICLE III – IFC MEMBERSHIP

### Section I. Membership Eligibility

Membership in the IFC is open to chapters and colonies of fraternities at **Colorado School of Mines**, as follows:

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

### Section II. Membership Classification for Member Fraternities

The membership classification of Member Fraternities shall be as follows

- A. Full Member: Any fraternity chapter which has obtained its charter from its inter/national organization, or any local fraternity chapter. Full Membership grants the Member Fraternity all rights, privileges and responsibilities under the IFC Constitution and Bylaws.
- B. Associate Member: Any fraternity colony of an inter/national organization. Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and By-Laws, except that it cannot hold IFC Executive Board positions nor have an IFC Judicial Committee Justice.

### **Section III. Member Fraternity Minimum Expectations**

Each Member Fraternity shall adhere to and abide by the following minimum expectations:

- A. Each Member Fraternity shall comply with all policies set forth by:
  - 1. The IFC Constitution, Bylaws, Code of Conduct, and other policies.
  - 2. The rules and regulations of **Colorado School of Mines** as outlined by the Student Code of Conduct.
  - 3. The general values-based conduct of fraternity men as outlined by each member fraternity's individual bylaws.
  - 4. Each Member Fraternity shall maintain a minimum annual cumulative GPA of 2.0
  - 5. Each Member Fraternity shall be current on all IFC dues owed.
  - 6. Each Member Fraternity shall submit required membership rosters to the Student Activities Office: Greek Life as a part of Mines Accreditation.
  - 7. Each Member Fraternity shall comply with the attendance policies for the IFC General Body and the IFC Judicial Committee, as outlined within this Constitution.
- B. A Member Fraternity which has failed to meet any of the minimum expectations outlined in this Section shall be referred to the IFC Vice President for potential judicial review.

### **Section IV. Membership Status for Member Fraternities**

The membership status of Member Fraternities shall be as follows:

- A. Good Standing: A Member Fraternity shall be deemed to be in Good Standing if the Member Fraternity has met all minimum expectations stated in Section III.
- B. Bad Standing: A Member Fraternity shall be deemed to be in Bad Standing if the Member Fraternity has been placed in such standing by the IFC Judicial Board.

### **Section V. IFC Affirmation and Adoption of NIC Standards**

The IFC affirms and adopts the NIC Standards, and each Member Fraternity shall be required to meet the following in order to maintain IFC membership:

- A. Each Member Fraternity shall communicate its values through its Ritual at least once annually.
- B. Each Member Fraternity shall communicate to its Active Members and New Members the importance and benefits derived from continuous membership education throughout the undergraduate experience and encourage its Active Members and New Members to participate in educational programming, whether conducted by the chapter, the Interfraternity Council, **Colorado School of Mines**, or independent organizations covering the following topics:
  - 1. Academic Achievement and Student Success
  - 2. Alcohol and Drug Use and Awareness
  - 3. Career Preparation
  - 4. Civic Engagement
  - 5. Hazing Awareness
  - 6. Leadership Development
  - 7. Sexual Assault/Abuse Awareness
  - 8. Values and Ethics
- C. Every New Member of a member fraternity shall be required to go through the Greek101 training as hosted by SAIL and the Greek Coordinator.
- D. Each Member Fraternity shall only offer bids to join the fraternity to Potential New Members who meet the following academic requirement:
  - D. For a Potential New Member who has an established collegiate grade point average, a minimum collegiate grade point average of 2.0 is required

- Each Member Fraternity shall have New Member education programs lasting no longer than sixteen weeks.
- Each Member Fraternity shall prohibit women’s auxiliary groups, such as “little sisters”.
- Each Member Fraternity shall have and follow risk management policies covering the following areas:
  1. Alcohol and Drugs
  2. Hazing
  3. Sexual Abuse and Harassment
  4. Fire, Health and Safety.
- Each Member Fraternity shall support open expansion, which is defined as the unrestricted establishment and recognition of undergraduate chapters of any NIC Member Organization through the adherence to the constitutional right of Freedom of Association.
- Each Member Fraternity shall support open recruitment, which is defined as the ability of each Member Fraternity to recruit for membership any male who meets the minimum grade point average requirement for joining, without restrictions on the date, time and place of membership invitation, extension and acceptance.
  - A. Each Member Fraternity shall prohibit the use of alcohol and drugs by all Active Members, New Members, and Potential New Members during all IFC formal recruitment activities and recruitment period
- Each Member Fraternity shall prohibit the use of alcohol and drugs by all Active Members, and New Members during all New Member educational programming
- Each Member Fraternity shall prohibit hazing, as defined by their inter/national organization, within all aspects of formal and informal chapter operations.

## **ARTICLE IV – IFC GENERAL BODY**

### **Section I. IFC General Body**

The powers of the IFC shall be vested in the IFC General Body. The IFC General Body shall be the governing legislative body responsible for the general policies of the IFC, for electing its Executive Board, and for instructing its Executive Board as to the activities and operations of the IFC. All such activities should be done in a respectful manner, concerning every individual member. The IFC General Body shall be composed of two voting IFC Representatives from each Member Fraternity.

### **Section II. IFC Representatives**

Each Member Fraternity shall have at least two IFC Representative, chosen by that Member Fraternity, who serves on the IFC General Body. In order to serve as the IFC Representative for a Member Fraternity, individuals must meet the following requirements:

- A. Be an Active Member or New Member, in good standing, of a Member Fraternity.
- B. Maintain good academic standing with the **Colorado School of Mines**.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, Colorado School of Mines policies, NIC Standards, and FIPG risk management policies.
- E. Not be a current member of the IFC Executive Board or currently serve as his Member Fraternity’s IFC Judicial Committee Justice.

F. Each Fraternity must submit the names of their representatives to the Executive Delegate by the 2nd General meeting of the semester, they will be the fraternities representatives for the remainder of the semester and their attendance must be excused as prescribed as in Article IV Section III E

### **Section III. IFC General Body Meeting Policies**

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

- A. The most recent edition of Robert's Rules of Order shall be used as a guide to run all meetings.
- B. A majority (two-thirds 2/3) of Member Fraternities present shall constitute a quorum in order to conduct IFC General Body business.
- C. The IFC General Body shall conduct regularly scheduled business meetings bi-weekly during the academic year.
- D. Special meetings may be called by the IFC President at any time or at the request of two Member Fraternities, with notice of the time, location, and purpose of the special meeting provided to all Member Fraternities at least 72 hours in advance.
- E. Each Member Fraternity's IFC Representatives is required to attend all meetings of the IFC General Body. Every absent representative will result in the member fraternity being fined \$25 to be assigned by the IFC Treasurer. A chapter can receive an excused absence with due notice to the IFC secretary one week prior to said meeting.

### **Section IV. IFC General Body Voting Policies**

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

- A. Each Member Fraternity, in good standing, shall have one vote per representative.
- B. Individuals holding IFC Executive Board positions are not entitled to a vote.
- C. In the event of a tie, the IFC President shall cast the deciding vote.

## **ARTICLE V – IFC EXECUTIVE BOARD**

### **Section I. IFC Executive Board**

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

### **Section II. IFC Executive Board Composition**

The IFC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the IFC Bylaws:

- A. President
- B. Vice President
- C. Recruitment Chair
- D. Treasurer
- E. Philanthropy Chair
- F. Social Chair
- G. Scholarship Chair
- H. Public Relations Chair
- I. Secretary
- J. One Representative from each house not holding one of the above positions

### **Section III. IFC Executive Board Eligibility**

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

- A. Be an Active Member or New Member, in good standing, of a Member Fraternity.
- B. Maintain good academic standing with the **Colorado School of Mines**.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, **Colorado School of Mines** policies, NIC Standards, and FIPG risk management policies.
  - F. Not currently serve as his Member Fraternity's IFC Representative, Alternate Representative, or IFC Judicial Committee Justice.
- A. Must be knowledgeable of formal judicial policies and procedures.

#### **Section IV. IFC Executive Board Meeting Policies**

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

- A. The most recent edition of Robert's Rules of Order shall be used to run all meetings.
- B. A majority of IFC Executive Board members present shall constitute a quorum in order to conduct IFC Executive Board business.
- C. The IFC Executive Board shall conduct regularly scheduled bi-weekly meetings.
- D. Special meetings may be called by the IFC President with notice of the time, location, and purpose of the special meeting provided to each IFC Executive Board member at least 72 hours in advance.
  - H. Each IFC Executive Board member is required to attend all meetings of the IFC Executive Board and all meetings of the IFC General Body. Absences may result in removal from office.

#### **Section V. IFC Executive Board Voting Policies**

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

- A. Each IFC Executive Board member shall have one vote.
- B. The IFC President should refrain from casting his vote except for in the event of a tie. In such instances, the IFC President shall cast the deciding vote.
- C. There shall be no secret ballot votes.

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

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

- A. Nominations for the position of IFC president and Vice President shall open two meetings prior to the elections meeting in the fall
- B. Applications for the executive board positions not including President and Vice President shall be due 1.5 days (36 hours) after the elections meeting in the fall and must be made available two meetings prior to the elections meeting.
  - 1. Applicants may apply for as many positions as they wish.
- C. The elections meeting shall be the second Interfraternity council meeting of November, whether it be a Executive meeting or a General
- D. The President and Vice President positions shall be elected by a majority vote cast by the IFC General Body.
- E. The Newly Elected President and Vice President combined with the previous President and Vice President and Greek Advisor shall form a new election committee. This committee is tasked with

developing a slate encompassing the rest of the exec board. The Slate shall be presented to the IFC general body one (1) week after the elections meeting. This slate must be approved by a 3/4ths affirmation vote from the general body. If the slate is not approved, general meetings shall be held weekly, seven (7) days apart, with new slates being presented until one is approved.

1. Each member of this committee shall receive one vote when deciding on applicants to fill positions, applicants may only be slated by majority vote.
  2. In the event that the previous President or Vice President is qualified for two positions on this committee, a member of the previous executive board not from the same fraternity shall take his place for his previous role.
  3. In the event that a position received no applicants, the new IFC president may ask for an exception to be made by the IFC general body that this position not be filled as part of the slate. The position will then be treated as a vacancy.
- F. In the event of a vacancy in any IFC executive board position, the IFC President shall appoint a successor to complete the term under the advice and consent of the remaining members of the IFC executive board
- G. Any individual serving in an IFC Executive Board position may be removed from his
- H. position by a 2/3 affirmative vote of the IFC General Body.
- I. Should a vacancy occur in the office of the IFC President, a special election shall be held within two meetings after the vacancy was created.

## **ARTICLE VI – CONSTITUTION/BYLAWS AMENDMENTS**

### **Section I. Constitutional/Bylaw Amendments**

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

### **Section II. Adoption**

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

### **Section III. Publication and Distribution of Constitution and Bylaws**

The IFC's current Constitution and Bylaws shall be published on the IFC website.  
An updated copy of the IFC Constitution and Bylaws will be electronically distributed to each Member Fraternity and the NIC after any amendment is adopted.

# **BYLAWS OF THE INTERFRATERNITY COUNCIL AT Colorado School of Mines**

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

### **Section I. IFC President**

The duties and responsibilities of the IFC President are as follows:

- A. Provide guidance and focus to the efforts of the General Body and Executive Committee.
- B. Preside over all meetings of the General Body and Executive Committee.
- C. Cast the final vote in the event of a tie.
- D. Build rapport and establish positive working relationships between IFC and Member Fraternity leader
- E. Serve as the official spokesperson for the fraternity community
- F. Establish positive working relationships with campus and local law enforcement agencies.
- G. Regularly interact with the leaders of other governing councils and campus organizations.
- H. Establish a working relationship with key college administrators.
- I. Establish a working relationship with and communicate campus data, issues, and trends in a timely manner to the NIC.
- J. Serve as IFC Representative in case of any IFC executive board absences.
- K. Collaborate when appropriate with your position's Panhellenic Council counterpart.
- L. Identify which IFC Executive Board Officers will be responsible for attending weekly Panhellenic and Residence Hall Association meetings as the representative of IFC and Member Fraternities.

## **Section II. IFC Vice President**

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

- A. Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- B. Investigate and refer to the IFC Judicial Board alleged violations of IFC policy, including but not limited to:
  - 1. the IFC Constitution, Bylaws, and policies;
  - 2. Federal, state, and local laws;
  - 3. the rules and regulations of Colorado School of Mines; and
  - 4. the general values-based conduct of fraternity men.
- C. Ensure proper filing and preparation for all judicial actions.
- D. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- E. Educate Member Fraternities and be well-versed in the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- F. Assist in conflict mediation between Member Fraternities.
- G. Review all IFC governance documents, at least annually.
- H. Assist the IFC President and preside over IFC meetings when the President is absent.
- I. Organize, conduct, and/or assist with a minimum of one programming session per semester. Sessions may include, but are not limited to, risk management, alcohol awareness, etc.
- J. Serve as IFC Representative in case of any IFC executive board absences.
- K. Collaborate when appropriate with your position's Panhellenic Council counterpart.

## **Section III. Recruitment Chair**

The duties and responsibilities of the IFC Recruitment Chair are as follows:

- A. Serve as chair of the IFC Recruitment Committee which shall include the Recruitment Chairs of Member Fraternities.
  - Organize and run meetings with all rush chairs as deemed necessary throughout the semester.
- B. Produce and distribute promotional materials of all fraternities equally to all incoming students and unaffiliated students, including any contracts pertaining to recruitment.

- C. Develop optional recruitment workshops and programs for Member Fraternities
- D. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- E. Maintain an interest list of Potential New Members.
- F. Provide advice and support to Member Fraternity recruitment officers.
- G. Collect and report New Member retention information.
- H. Collaborate when appropriate with your position's Panhellenic Council counterpart.

#### **Section IV. Treasurer**

The duties and responsibilities of the IFC Treasurer are as follows:

- A. Serve as chair of the IFC Finance Committee, should one be needed.
- B. Supervise, with the help of the Panhellenic Council, the annual budget process including preparing a detailed budget allocation request every spring to USG.
- C. Collect IFC Member Fraternity dues or other assessments as needed.
- D. Maintain accurate records throughout the year through invoicing and receipts.
- E. Shall upon request provide any member fraternity with a detailed budget and expense report for the term.
- F. Make OrgSync deposits when necessary and in a timely manner.
- G. Provide advice and support to Member Fraternity financial officers.
- H. Collaborate when appropriate with your position's Panhellenic Council counterpart.

#### **Section V. Secretary**

The duties and responsibilities of the IFC Secretary are as follows:

- A. Record accurately the minutes of the IFC meetings and share all minutes within 24-Hours with Member Fraternities, IFC Advisor, and Chapter Advisors.
- B. Conduct any correspondence assigned by the IFC President.
- C. Maintain a membership list of the IFC and contact information for each chapters' committee heads.
- D. Notify all members of the IFC of all meetings, regular or otherwise, at least forty-eight (48) hours in advance of said meeting.
- E. Be a designated alternate representative (proxy) for the IFC President of IFC at all USG meetings.
- F. Accurately record the attendance of the member fraternities at each IFC meeting.
- G. Keep an up-to-date file of all IFC agendas and minutes.
- H. Serve as IFC Representative in case of any IFC executive board absences.
- I. Collaborate when appropriate with your position's Panhellenic Council counterpart.

#### **Section VI. IFC Scholarship Chair**

The duties and responsibilities of the IFC Scholarship Chair are as follows:

- A. Collect and distribute academic performance rankings.
- B. Publish important academic dates and deadlines.
- C. Collect and distribute information about campus academic services, such as tutors, the writing lab, math lab, learning assistance programs, interest tests, career counseling, placement workshops, and library resources.
- D. Work individually with member fraternity scholarship chairs to assist members below the all-men's grade point average.



- E. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- F. Provide advice and support to Member Fraternity scholarship officers.
- G. Collaborate when appropriate with your position's Panhellenic Council counterpart.

**Section VII. IFC Philanthropy Chair**

The duties and responsibilities of the IFC Philanthropy Chair are as follows:

- A. Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
- B. Develop service projects and philanthropic events for Member Fraternities.
- C. Organize and oversee at least two philanthropic activities sponsored by the IFC per semester.
- D. Provide advice and support to Member Fraternity philanthropy officers.
- E. Collaborate when appropriate with your position's Panhellenic Council counterpart.

**Section VIII. IFC Social Chair**

The duties and responsibilities of the IFC Social Chair are as follows:

- A. Organize, develop, and help implement social events for both the Greek community and the campus.
- a. Responsible for organizing and hosting an annual Greek Week
- b. Must host events that represent Greek Life at established campus events (i.e. tailgates, E-Days, etc.)
  - B. Develop opportunities for continuing member education by collaborating with alumni, Colorado School of Mines offices and departments, and student organizations to offer educational programming covering the following topics: academic achievement, alcohol consumption, career preparation, civic engagement, hazing, leadership development, sexual assault/abuse, and values and ethics.
  - C. Provide advice and support to Member Fraternity Social officers.
  - D. Organize and oversee all social activities sponsored by IFC, including at least one event per semester planned by the Social Chair
  - E. Collaborate when appropriate with your position's Panhellenic Council counterpart.

**Section IX. IFC Public Relations Chair**

The duties and responsibilities of the IFC Public Relations Chair are as follows:

- A. Develop and execute a public relations and social media strategy.
- B. Be responsible for a monthly article in the Colorado School of Mines' newspaper, *The Oredigger*, OR a minimum of two Greek newsletters, describing the activities of the IFC and its member fraternities.
- C. Collect and disseminate information on the fraternity community to all campus and community media sources.
- D. Establish a positive working relationship with external constituents.
- E. Be responsible for maintaining and updating the IFC website and social media sites
- F. Provide advice and support to Member Fraternity Public Relations officers.
- G. Collaborate when appropriate with your position's Panhellenic Council counterpart.

**Section X. IFC Executive Delegate**

The duties and responsibilities of the IFC Executive Delegate are as follows:

- A. Responsible for being the liaison between the Interfraternity Council and other student organizations.
- B. Attends all Undergraduate Student Government meetings and relays information to IFC. If unable to attend is responsible for finding another exec member to attend.
- C. Attends all Panhel meetings and relays information to IFC. If unable to attend is responsible for finding another exec member to attend.
- D. Aids Social chair in representation efforts of Member Fraternities at Campus and IFC events.
- E. Informs all Member Fraternity Delegates of all general meeting matters such as potential votes and important times and dates. Also conducts general discussion topics.
- F. Communicates with Member Fraternity Delegates to confirm that IFC is operating in their best interests.
- G. Carries out a semesterly presentation to Member Fraternity Delegates that explains their position and expectations of both IFC and the delegates.

**Section XI. IFC Homecoming Concert Chair**

The duties and responsibilities of the IFC Homecoming Concert Chair are as follows:

- A. Responsible for planning and executing the Fall Homecoming Concert (Position can be edited as necessary next semester and the following semester)

**ARTICLE II – ROLE OF THE IFC ADVISOR**

**Section I. IFC Advisor**

In accordance with the Standards and Guidelines for Fraternity and Sorority Advising Programs of the Council for the Advancement of Standards in Higher Education (CAS), the duties and responsibilities of the IFC Advisor are as follows:

- A. Advise the IFC and its Member Fraternities.
- B. Advise financial processes.
- C. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies.
- D. Facilitate or provide resources, including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following: Multicultural Competence, Leadership Development, Recruitment and Intake, and Risk Management
- E. Monitor membership and academic retention by Member Fraternity and the entire community for purposes of improving academic support and recommending intervention strategies.
- F. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or information bulletins to the various entities in fraternity life.
- G. Provide assistance and advice in planning and assessing IFC and Member Fraternity programs.
- H. Organize and facilitate leadership programs, retreats, and workshops.

- I. Connect the Members and New Members of Member Fraternities to leadership opportunities across campus, in the local community, and within their inter/national organizations.
- J. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life.
- K. Provide for the recording and archiving of information about the fraternal community and encourage Member Fraternity leaders to do the same within their organizations.

## **Section II. Annual Data Reporting to the NIC**

In accordance with the NIC Standards, IFC Advisors shall assist the **IFC president** in providing the following data to the NIC annually:

- A. The all-university, all-men's, all-fraternity, and individual Member Fraternity grade point averages, reported each **semester**.
- B. The total number of men who pledged all Member Fraternities during each academic year.
- C. The total number of men who were initiated in all Member Fraternities during each academic year.
- D. The percentage of fraternity men compared to the total number of all men enrolled at Colorado School of Mines during each academic year.
- E. The total number of chapters and colonies opened and closed during each academic year.
- F. The total number of full-time professionals employed by Colorado School of Mines who work directly within fraternity and sorority life, during each academic year.
- G. The five-year graduation rate of fraternity men compared to the five-year graduation rate of all men enrolled at Colorado School of Mines during each academic year.

## **ARTICLE III – FINANCIAL MANAGEMENT POLICY AND OBLIGATIONS**

### **Section I. Fiscal Year**

The IFC Fiscal Year shall be from August 1st to July 31st.

### **Section II. IFC Annual Budget**

The Treasurer shall propose an annual budget to the IFC Executive Board by no later than the first day of classes for the Fall Semester. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification.

### **Section III. Appropriate Use of IFC Funds**

IFC funds are under the jurisdiction of the IFC Member Fraternities and shall only be used in a manner that benefits the fraternity community and that is congruent with the values of fraternity life.

IFC funds shall not be used to purchase alcoholic beverages. The IFC President and the IFC Treasurer shall approve all budgetary expenditures. Any reimbursement requests shall be submitted within two weeks of the purchase and are subject to the approval of the IFC President and IFC Treasurer.

### **Section IV. Financial Reporting**

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

consisting of all receipts and invoices, copies of all monetary disbursements and deposits, IFC financial forms and reports, actual dues levied, canceled checks, ledgers, and journals.

**Section V. IFC Active Member Fraternity Dues**

The semester dues for each Member Fraternity shall be fixed at **\$15.00** per active member and pledge.

**Section VI. Establishment of IFC Member Fraternity Dues**

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

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

**Section VII. IFC Member Fraternity Dues Assessment and Delinquent Payments**

The aggregate total of dues assessed shall be based upon each Member Fraternity's semester Active Member Roster that is filed with the Student Activities Office: Greek Life. The IFC Treasurer shall invoice each Member Fraternity within one week of receipt of rosters. Invoices shall be paid within two weeks of receipt. Any amount unpaid within thirty (30) calendar days after receipt of the dues statement date shall result in a 10% penalty and loss of representation in the IFC General Body until payment has been made. Any amount unpaid in one semester shall result in the Member Fraternity being referred to the IFC Vice President for possible judicial action.

**ARTICLE V – IFC CODE OF CONDUCT**

**Section I. IFC Code of Conduct**

As members of the IFC, we, the Member Fraternities, hereby agree to and adopt the following code of conduct:

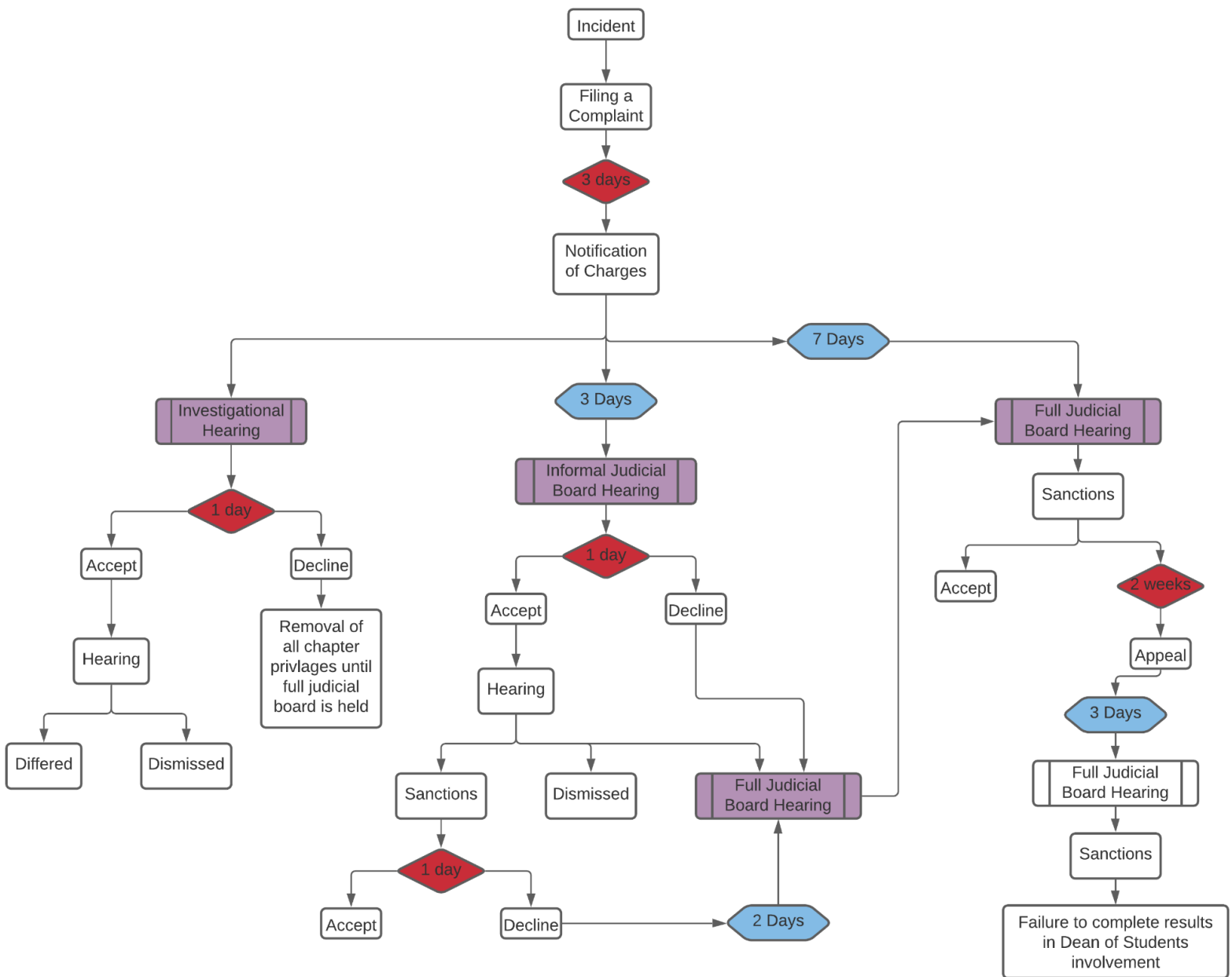
- A. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
- B. We will strive for academic achievement and practice academic integrity.
- C. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically or sexually abuse or harm any human being.
- D. We will protect the health and safety of all human beings.
- E. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
- F. We will meet our financial obligations in a timely manner.
- G. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol.
- H. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.

I. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

### ARTICLE VI – IFC JUDICIAL POLICY

#### Section 0. Judicial Board Process Diagram

Below is a diagram of the Judicial Board Process along with the timeline in which each process is able to occur. The red diamonds represent the maximum amount of time in between next steps. The blue hexagon represents the minimum amount of time before the next step can be completed. Throughout the remainder of the article please refer back to the figure for reference.



### **Section I. IFC Judicial Board Jurisdiction**

The IFC shall be a self-governing organization with an independent Judicial Board who shall have jurisdiction over cases involving alleged member fraternity violations of IFC policy, including but not limited to the minimum expectations stated in Article I, Section III.

### **Section II. IFC Full Judicial Board Composition**

The IFC Vice President shall serve as the head chairmen, the remainder of the IFC Judicial Board shall be composed of:

- The President of all IFC affiliated chapters
- IFC President
- IFC Secretary
- Advisor
- Witnesses as needed
- Charged member fraternity representatives

If any of the above participants are unable to be in attendance or step down due to affiliation buyus, that participant must appoint a temporary replacement of their choice to be approved by the IFC Vice President 24 hours prior to any hearing.

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

### **Section III. IFC Justice Eligibility**

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

- A. Be an Active Member or New Member, in good standing, of an IFC Member Fraternity.
- B. Maintain good academic standing with the institution.
- C. Be devoted to the general ideals and principles of fraternity life and conduct himself in a professional manner consistent with the Mission and Purpose of the IFC, as defined within this Constitution.
- D. Have a working knowledge of the IFC Constitution and Bylaws, Colorado School of Mines policies, NIC Standards, and FIPG risk management policies.
- E. Not be a current member of the IFC Executive Board or serve as his Member Fraternity's IFC Representative or Alternate Representative for the IFC General Body.
- F. The term of office for IFC Justices shall be until their graduation, resignation, or replacement under the procedures determined by each Member Fraternity; or upon his election to serve on the IFC Executive Board or as his Member Fraternity's IFC Representative for the IFC General Body.

### **Section IV. IFC Judicial Board Hearing Policies**

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

- A. All IFC Justices assigned to an IFC Judicial Board hearing shall be present in order to conduct business on behalf of the IFC Judicial Board.
- B. Each IFC Justice assigned to an IFC Judicial Board hearing is required to attend the hearing. Failure of an IFC Justice to attend an IFC Judicial Board hearing for which he was

assigned shall result in his Member Fraternity being referred to the IFC Vice President for potential judicial review.

- C. All IFC Judicial Board hearings shall operate utilizing the following voting policies:
  - A. Each IFC Justice serving on an IFC Judicial Board hearing shall have one vote.
  - B. A majority vote shall govern all actions of an IFC Judicial Board.

### **Section V. Filing of Complaints**

Any individual or group may file a complaint against a Member Fraternity, specifying in writing the particular alleged acts of the accused. This must be done by contacting the IFC Vice President. The IFC President, Vice President, and Greek Life Coordinator shall promptly review and investigate the allegation. Upon determination that an allegation requires investigation, the IFC Vice President may charge a Member Fraternity with a violation. An effective report summarizes the incident, including a description, date, time, place, chapter or chapters involved, names of participants (if known), number of participants, estimated damage, witnesses, probable cause, and historical information (if offense is repeated).

The following types of cases shall be investigated within the framework of the IFC J-Board process.

- A. Misunderstandings or complications arising between one or more fraternity chapters regarding violations of IFC rules, regulations, and procedures.
- B. Reports from Golden and Colorado School of Mines Police law enforcement officers which involve chapters violating School, IFC, City, and/or State regulations.
- C. Reports and referrals from Colorado School of Mines faculty and staff concerning inappropriate behavior by fraternity chapters.
- D. Actions on the part of one or more chapters (or their members) which are detrimental to the reputation or status of the remainder of the Greek community.

### **Section VI. Notification of Charges**

Once the IFC President, Vice President, and Greek Life Coordinator has determined the filed complaint requires investigation, the Member Fraternity is to be provided written notification of the charges at least one week in advance of the hearing. This written notification shall include the following:

- A. Description of alleged violation(s)
  - 1. Include reference to all and any infractions of the IFC bylaws (Ex: *Article V - Section III - Lines 3-4*)
- B. Date, time and location of incident
- C. Name of the charged member fraternity
- D. Historical information (if offense is repeated)
- E. Due process rights

### **Section VII. Due Process**

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

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

## **Section VIII. Investigatory Evidence and Hearing**

### **Evidence:**

All evidence related to a complaint shall be compiled and presented to all parties prior to any Informal Judicial Hearing or Formal Judicial Board Hearing. All evidence shall be directly related to the complaint(s) alleged against the Member Fraternity and shall be approved by the IFC Vice President prior to circulation.

### **Hearing:**

Investigational hearings shall consist of any person deemed necessary by the IFC Vice President. The reason for calling an investigational hearing should be to determine the severity of the infraction. The charged member fraternity will be given one day (24 hours) to either decline or accept their invitation to the hearing. If they so choose to decline, all chapter privileges will be removed until the full judicial board is held. Upon acceptance, a mutual meeting time will be determined by the IFC Vice President and held on the Colorado School of Mines' campus. This is an informal meeting with the objective of determining the next steps in the judicial process. After the conclusion of the hearing all allegations may be dismissed by the IFC Vice President if deemed appropriate. Otherwise, the case is deferred to one of the four options: Informal judicial board hearing, full judicial board hearing, law enforcement, or the Dean of Student. The appropriate actions must be taken dependent on the result of the investigation.

## **Section XIV. Informal Judicial Hearing**

Upon a finding of the IFC President, Vice President, and Greek Life Coordinator that a filed complaint requires investigation, he shall offer the charged Member Fraternity the opportunity to participate in an Informal Judicial Hearing. This hearing may not be held until 3 days after the notification of infraction, for the purpose of allowing both parties to prepare appropriately.

In cases in which the charged Member Fraternity accepts an Informal Judicial Hearing, the IFC Vice President shall meet with a representative of the charged Member Fraternity, along with any other participants deemed necessary by the IFC Vice President, to discuss the allegations of the complaint. Within three (3) business days of the Informal Judicial Hearing, the IFC Vice President may dismiss the complaint with a finding of no violations or provide the charged Member Fraternity with his finding of violations and recommendation for a resolution through disciplinary sanctions. The charged Member Fraternity has one (1) business days to accept or reject the terms of resolution. If the charged Member Fraternity accepts the resolution, the charged Member Fraternity waives all rights of appeal and the outcome is final.

If the charged Member Fraternity rejects the resolution, a Formal IFC Judicial Board Hearing will be convened to hear the case. Two (2) days (at minimum) must be given to prepare for the Full Judicial Board Hearing.

## **Section X. Formal IFC Judicial Board Hearing**

If:

- A. the charged Member Fraternity rejects having an Informal Judicial Hearing;
- B. the IFC Vice President defers to a Full Judicial Board Hearing based on the information received from the investigational hearing;



- C. the charged Member Fraternity rejects the Informal Judicial Hearing recommendation for resolution; or
- D. the IFC Vice President determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition;  
the IFC Vice President shall convene a Formal IFC Judicial Board Hearing.

The IFC Vice President shall serve as a non-voting Chief Justice and the procedural officer for all Judicial Board hearings.

### **Section XI. Formal IFC Judicial Board Hearing Proceedings**

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

- A. Participants: Attendance at all IFC Judicial Board hearings shall be limited to the Member Fraternities involved, any witnesses, the IFC Justices assigned, the IFC Advisor, the IFC Secretary, the IFC Vice President, and any person(s) deemed necessary by the IFC Vice President. Additionally, the charged Member Fraternity may be accompanied by its chapter advisor during any Judicial Board hearing. The chapter advisor must be registered as the official chapter advisor of the Member Fraternity.
- B. Confidentiality: All individuals involved in a hearing are required to agree to a statement of confidentiality. Individuals shall not disclose information regarding the following:
  - 1. Any individuals, Member Fraternities, or IFC Justices involved.
  - 2. Details of the proceedings
  - 3. Witness testimony.

Failure to abide by the confidentiality rules results in removal of IFC voting privileges for an entire calendar year.

- C. Hearing Process:
  - 1. Initiation of the Hearing: The IFC Vice President shall inform all individuals present that the hearing will be conducted in an orderly manner and any person causing disruption will be asked to leave. Additionally, he shall advise the charged Member Fraternity of the formality of the hearing and the necessity of all parties to be truthful.
    - a. Judicial Board hearings are by their very nature judicial, the emphasis of these hearings is to resolve problems. Consequently, every effort should be made by the Judicial Board to avoid those processes which traditionally characterize courts of law – excessive legalization of the proceedings and an adversarial relationship with defendants. The Judicial Board will only be an effective educational vehicle for resolving disciplinary problems regarding fraternities insofar as hearings remain non-adversarial, informal, straightforward, and factually oriented.

Overview of Judicial Hearing Process: The IFC Vice President shall outline the process for the remainder of the hearing as follows:

#### **I. Introductions**

- A. Introduce all parties to the board.

#### **II. Presentation of Charges**

- A. IFC Vice President shall inform the body of the alleged charges, violations and investigatory evidence against the charged member fraternity.
  - 1. Any participant (including charged member fraternity) may ask questions or request clarification on statements.

- a) All questions, comments and clarification are to be recorded by the IFC secretary.

### III. Presentation of Charged Member Fraternity

- A. The charged member fraternity may present a statement to address the allegation.
  1. After the conclusion of the statement the IFC justices may ask questions and request clarification.
    - a) All questions, comments and clarification are to be recorded by the IFC secretary.

### IV. Calling of Witnesses

- A. Any and all evidence provided by the witness(es) shall be presented by the witness. If the witness is not in attendance, the IFC Vice President shall present the information.
  1. After the conclusion of the statement the IFC justices and charged member fraternity may ask questions and request clarification.
    - a) All questions, comments and clarification are to be recorded by the IFC secretary.

### V. Final Statement

- A. The charged member fraternity will now be given an opportunity to refute any of the previous statements and provide any additional missing information.
  1. At the conclusion of their statement the charged member fraternity will be asked to leave the room.

### VI. Deliberation

- A. The IFC Justices deliberate in a closed session to determine the findings of the responsibility and if necessary, appropriate sanction(s). During deliberation, should questions arise from the board they reserve the right to ask the chapter in question to return to the room for additional questioning.

### VII. Decisions

- A. Only the voting members of the IFC judicial Board and the Colorado School of Mines Coordinator of Greek Life shall be present during the deliberations, unless the IFC judicial board chairman deems it necessary to have otherwise.
- B. The Greek Life Coordinator may only provide advice as to the phrasing and logistics of the Judicial Board Hearing. At no point shall the Greek Life Coordinator inflect his or her own opinions as to the potential outcome of the hearing.
- C. Campus and community disturbance is a chargeable offense in the eyes of the IFC Judicial Board. If any action is deemed detrimental to the image of Fraternity and Sorority life on campus, the incident may be charged as such.
- D. A decision of the IFC Judicial Board must be by two-thirds vote of those on the hearing panel and must be based upon evidence brought out during the hearing. The numerical vote IS NOT ANNOUNCED.
  1. There shall be one round of voting to determine whether or not the charged member fraternity is guilty of each of the individual presented charges. If there is more than one infraction of the IFC Bylaws or Constitution then each individual infraction shall be voted on.

- a) If the charged member fraternity is proven not guilty, the case is dismissed and there shall be no further sanctions.
2. If the vote is passed that the charged member fraternity is guilty of the presented charges there will be an additional vote on the sanction(s), decided on by the IFC Judicial Board.
3. Discussion in between each round of voting is permitted, given that it contributes to resolving the presented charges.

#### VIII. Announcement

- A. Immediately after the final deliberation, the IFC Vice President will announce its decision. No discussion, other than clarification, is permitted.
- B. The IFC Judicial Board may allow the charged member fraternity to appeal their sanctions within two (2) weeks of the Full Judicial Board Hearing.
  1. Given they show exceptional behavior and meet a set of criteria laid out by the IFC Judicial Board Hearing during the decision announcement.
- C. A copy of the final decision and sanction(s) shall be given to all people in attendance of the meeting, the Dean of Students, and if necessary, the fraternity's national/international director.

#### IX. Exceptions

- A. If a fraternity fails to appear at a hearing, the Full Judicial Board Hearing will be conducted as usual with the exception of the speaking parts of the charged member fraternity. In other words, failure to attend the hearing will only revoke your privilege of defending yourself and will be charged based on the provided evidence and knowledge.
- B. If the charged member fraternity has been punished by external organizations to IFC, those sanctions may be considered in the deliberation of the hearing.

#### Section XII. Conflicts of Interest

In the event the IFC Vice President' Member Fraternity is involved in the alleged violation, the highest ranking IFC Executive Board officer, starting with the IFC President, shall serve in his stead.

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

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

#### Section XIV. Non-Status Sanctions

The following are sanctions that may be imposed by the IFC Judicial Board and relayed via the IFC Vice President, once preponderance of the evidence is proved, (including, but not limited to):

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

## **Section XV. Status Sanctions**

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

- A. Suspension: Loss of IFC voting rights, removal from Good Standing status, and any additional sanctions listed in Non-Status Sanctions.
- B. Loss of IFC Recognition: Loss of IFC recognition and its rights and privileges.
- C. Probation

**Duration of Sanctions:** Judicial action shall specify the duration and deadlines of any sanctions imposed. In the event the Member Fraternity does not fulfill all of the requirements of the sanctions imposed, the IFC Vice President shall convene a Formal IFC Judicial Board Hearing to determine future course of action.

## **Section XVII. Notification of Findings**

Within three (3) business days of any Informal or Formal Judicial Hearing, the IFC Vice President shall communicate in writing to the charged Member Fraternity, its inter/national headquarters, and its chapter advisor, as well as any relevant **Colorado School of Mines** administrators, the alleged violation, the findings of the hearing, and any sanction(s) imposed. The IFC Vice President shall notify the IFC General Body of any sanctions imposed upon a Member Fraternity through any Informal or Formal Judicial Hearing.

## **Section XVIII. Appeals**

The IFC Judicial Board's decision is subject to appeal by a Member Fraternity within two weeks of receiving written notification of the decision, (unless otherwise stated by the IFC Judicial Board, see Section XI, Decisions). Appeals shall be made in writing to the IFC President and Vice President and shall be made solely on the following grounds:

- A. Error in the charge and/or Judicial Board Hearing process that materially affected the outcome.
- B. The severity of the sanction did not match the severity of the violation.
- C. New information that could not have been discovered prior to the IFC Judicial Board Hearing through the exercise of reasonable diligence.
- D. In the event that a Member Fraternity's sanctions are in effect during multiple semesters, they may file for a formal appeal at the end of each semester they are being sanctioned. This appeal may be heard within the final two weeks of the semester or the first two weeks of the following semester.

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

## **Section XIX. Appeals Process**

The IFC Executive Board shall hear appeals for all Sanctions. The IFC Vice President shall first present the IFC Judicial Board's decision and rationale for its actions. The appealing Member Fraternity shall then be afforded the opportunity to present its reasoning for seeking a reconsideration of the IFC Judicial Board's actions. Any individual from the appealing Member Fraternity serving on the IFC Executive Board shall not participate in the appeal deliberations. The IFC Executive Board may either dismiss the charge(s) with no sanctions or to alter the sanctions imposed by a two-thirds (2/3) vote. The decision of the IFC Executive Board shall be final for all Sanctions. Each fraternity represented on the Executive board shall receive 1 vote. **After the IFC Vice President has received the**

appeal a new Full Judicial Board Hearing shall be held following the same procedure as above. The final decision of this new hearing is no longer appealable and failure to complete the decided sanction(s) shall result in Dean of Students involvement.

### **Section XXI: Judicial Records**

The IFC Secretary will take minutes at all hearings. The minutes of the hearing shall include

- A. a copy of the original complaint
- B. a copy of all written documentation pertaining to the case
- C. the date and location of the hearing
- D. a list of all persons in attendance at the hearing
- E. a brief summary of the testimony of each witness
- F. a copy of all “notice to appear” letters sent
- G. and a copy of the decision
- H. Minutes of all IFC J-Board hearings shall be kept on electronic file for five years. IFC J-Board records are confidential. Access to the IFC J-Board records should be limited to the Board, the chapters involved in a case, the IFC executives, and the Coordinator of Greek Life. In the event of an appeal, all IFC executive officers and delegates are expected to keep all information, other than the nature of the appeal and the decision of the Council, confidential.

## **ARTICLE XI – RECRUITMENT POLICY**

### **Section I. Recruitment Philosophy**

The IFC supports open recruitment and believes a man shall be free to join a Member Fraternity at a time that is mutually beneficial to both himself and the Member Fraternity. To this end, the IFC shall not establish policies that inhibit men from participating in recruitment activities and joining Member Fraternities.

### **Section II. Membership GPA Requirements**

Any Potential New Member shall meet the following GPA requirement in order to be accepted as a New Member by any Member Fraternity:

- A. a minimum college GPA:
  1. of 2.0 or
  2. at/or above the institution’s all-men’s average.

### **Section III. IFC Sponsored Recruitment**

- A. Under the guidance of the IFC Recruitment Chair, the IFC shall designate periods of time during each semester when the IFC will assist Member Fraternities by advertising their recruitment events, hosting campus-wide recruitment events and educating Potential New Members on the fraternity community.
- B. Recruitment week shall be held during the following times:
  - a. Starting at 5:00 pm on the first Friday of the semester and continuing through 5:00 pm Friday of the following week, unless a unanimous vote is made by the IFC executive board to change it.

#### **Section IV. Member Fraternity Recruitment**

Each Member Fraternity shall develop recruitment events, materials, and activities that are:

- A. Values-based;
- B. Alcohol-free and federally illegal (remove) substance-free
- C. Generally in good taste;
- D. Not derogatory, degrading, or slanderous; and
- E. In support of the National Panhellenic Conference's Unanimous Agreement that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment.
- F. If a fraternity or witnessing party observes the Recruitment Rules being violated, a formal written complaint may be filed directly to the IFC Judicial Board within twenty-four (24) hours of the infraction. All filed complaints will be processed according to the *Interfraternity Council Judicial Board Policies and Procedures*.

#### **Section VI. Recruitment Schedules**

- A. A preliminary schedule of Recruitment events shall be given to the IFC Recruitment Chair and to the Coordinator of Greek Life no later than one (1) month prior to the beginning of formal recruitment.
- B. Final recruitment schedules will then be due to the IFC Recruitment Chair and to the Coordinator of Greek Life two (2) weeks before the start of Formal Recruitment. A twenty-five dollar (\$25.00) fine will be assessed for every day that the schedules are late.
- C. Recruitment schedules must be typed and include the dates, times, locations and brief descriptions of events as well as the recruitment chairman's name and contact information.

#### **Section VII. Bidding**

Each Member Fraternity shall reserve the right to extend or retract a bid utilizing a process and timeline as determined by that Member Fraternity.

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

- A. Bids may not be given out by Non-Recruiting Chapters during the Formal Recruitment Period.
- B. All bids given during the Formal Recruitment Period must, at a minimum, remain valid for the duration of said period.
- C. The extension and discussion of giving a bid to any potential recruit shall be prohibited during recruitment week until 7:00 am of the Wednesday of recruitment week

#### **Section VIII. New Member Disassociation / De-pledging**

A New Member shall reserve the right to disassociate / de-pledge from the new member process of any Member Fraternity at any time and may accept a bid from another Member Fraternity at any time following that disassociation / de-pledging.

No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation / de-pledging in order to become a New Member or Member of their own Member Fraternity.

#### **Section IV. Definitions**

- A. Non-Recruiting Chapter: Any chapter that gives written notification to the IFC Recruitment Chair one (1) month prior to the start of the Formal Recruitment Period that the member chapter will not be participating in Formal Recruitment for that semester.
- B. Potential Recruit: Any male CSM student or potential student, during the formal recruitment period, who is not a duly initiated member or pledge of a fraternity who has attended or will attend any IFC or fraternity recruitment function(s).
- C. Recruitment Function: Any event, sponsored or unsponsored by IFC or a member fraternity, hosted during the Formal Recruitment Period or any event hosted with the express purpose of advertising a Member Fraternity to potential recruits. This includes all events that are open to campus or where potential recruits are explicitly invited to a chapter sponsored function with the intent of recruiting and house tours done before or during the formal recruitment period.
- D. Dry Chapter House:
  - 1. No alcohol, mixers, and/or illicit substances on chapter premises.
  - 2. No drug/alcohol paraphernalia (including, but not limited to, posters, flags, electronic signs, etc.) are to be displayed on chapter premises. Items do not need to leave the house but must be out of sight during Formal Recruitment. Items that constitute “paraphernalia” may be decided at the discretion of the Recruitment Chair 48 hours prior to house inspections.
- E. House Inspections: Defined as a brief glance into any room to note if rush violations are occurring or have occurred. No physical contact with a Member’s property may occur without express permission from the owner of said property.
- A. Bid: Defined as an invitation, implicit or explicit, to a Potential Recruit to join a fraternity.
- A. Inclusionary Recruitment:
  - i. All CSM fraternity houses are required to maintain a Dry Chapter House during the Formal Recruitment Period.
  - a. All CSM fraternity houses are required to be free of any demeaning material including but not limited to material directed towards women, the LGBTQ community, racial minorities, and religions. Anything considered inappropriate is at the discretion of the IFC Recruitment Chair and/or whomever is conducting the walkthrough.
  - a. The IFC President and Recruitment Chair and/or Vice President of Greek Judicial Board will conduct fraternity walkthroughs, or House Inspections on the Sunday prior to the start of formal recruitment to ensure compliance with recruitment rules. Non-Recruiting Chapters are not subject to walkthroughs.
  - a. Walkthroughs will be announced to all chapter presidents no later than two (2) weeks prior to the beginning of the Formal Recruitment Period and Formal Recruitment will officially begin at the completion of walkthroughs.
  - b. If a chapter chooses to host a Recruitment Function prior to Formal Recruitment, the chapter must inform IFC 1 week prior to the event, and undergo House Inspections before the Recruitment Function. The chapter will then remain dry until the end of the Formal Recruitment period.
  - a. There is to be absolutely no use, presence, or distribution of alcohol or any other illegal substance at any Recruitment Function. Chapters wanting to host off-campus events at establishments where alcohol is served must submit a request in writing to the IFC Recruitment Chair and to the Coordinator of Greek Life at least two (2) weeks prior to the date that final recruitment schedules are due for approval
  - a. No fraternity member may be under the influence of alcohol or illegal substances during any recruitment events.
  - a. The IFC retains the right to monitor chapter recruitment events randomly to ensure compliance

## **Section X. Publicity and Advertising**

- A. All flyers/posters must be approved by the Student Activities, Involvement and Leadership Office. Chapters must follow the CSM Free Speech and Posting policy regarding posting flyers.
- B. IFC will create an all-fraternity flyer of events which will be the only flyer allowed to be hung in the residence halls. Chapters may produce additional flyers in accordance with the regulations mentioned above to hang in academic buildings or to hand out.
- C. Chapter websites must be updated at least one (1) month prior to the start of Formal Recruitment. IFC will also maintain an updated website with recruitment schedules and contact information.
- D. Removing or defacing recruitment advertisements is strictly prohibited.
- E. IFC will work with SAIL to promote chapters and recruitment events in the “What's Happening” emails.
- F. All on-campus chalking must follow the CSM chalking rules and be approved by SAIL.
- G. Chapters should support and promote an inclusive Greek Life attitude and refrain from making disparaging remarks about other chapters.

### **Section XI. Recruitment Conduct**

- A. The IFC Recruitment Chair and the IFC President, in consultation with the Coordinator of Greek Life, will be the administrator of the recruitment rules. His interpretation of the rules must be followed. A ruling disputed by a chapter can be appealed to the IFC Judicial Board, which may override a ruling by a majority vote.
- B. No Recruitment Functions can be held by any Non-Recruiting Chapter.
- C. The IFC Recruitment Chair and the IFC President reserve the right to perform Spot Checks of member fraternities throughout the Formal Recruitment Period to ensure that all policies are being followed. The inspecting officer must announce himself to the highest ranking officer present at the time. Any violations will be verbally communicated to the ranking officer immediately and the fraternity president as well as IFC Greek Judicial Board and IFC President will receive written notification of the offense within twenty-four (24) hours.
- D. Please be mindful and considerate of your neighbors. All loud noises must be stopped upon reasonable request. This includes, but is not limited to, DJs and playing music.
- E. The IFC president and Recruitment chair shall disaffiliate from their member fraternities on the Sunday before the start of the fall recruitment period. No photos/verbiage can show the IFC president or Recruitment chair during the period in which these members are disaffiliated. Exceptions to this rule must be submitted to the greek life coordinator at least one (1) week in advance to be reviewed.

### **APPENDIX I-RISK MANAGEMENT PROTOCOLS AND DEFINITIONS**

- A. Hazing – Hazing is 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; quest, treasure hunts, scavenger hunts, road trips or any other such activities carried on or outside 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 fraternity law, ritual or policy or the regulations and policies of the educational institutions.



B. Function – A function shall be defined as anything that is formally planned, organized, or advertised.

C. Alcohol & Drugs

a. The possession, use and or consumption of alcoholic beverages, during any fraternity function, or while on chapter premises, shall be in compliance with any and all applicable laws of the state, province, county, city, the Colorado School of Mines, and must comply with either the BYOB or Third Party Vendor Guidelines of CSM.

b. Only beer or wine shall be present at any function while on chapter premises.

c. No alcoholic beverages may be purchased through the chapter treasury nor may alcoholic beverages for members' guests be undertaken or coordinated by any member in the name or on behalf of the chapter.

d. All bulk distribution and use of alcohol, including kegs, party balls, alcoholic punch, etc. is strictly prohibited, unless distributed by a third party vendor and is in accordance with all CSM and National Fraternity policies.

e. 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 prohibited.

B. Activities

a. All activities at which alcohol shall be present shall be by guest list or invitation only, excluding functions at which this would be impossible. (Homecoming, E-Days, fundraisers, benefits, etc.)

b. No drinking of alcoholic beverages shall be allowed during formal recruitment functions or in the presence of prospective members.

c. A Colorado School of Mines identification card, a valid driver's license, or military identification must be presented in order to gain access to any social function sponsored by the school or any of its clubs or organizations at which alcohol shall be present.

d. Only those whom are 18 years of age or older may be allowed to enter a function at which alcoholic beverages are present unless they are family members or current chapter member.

e. Food and alternate beverages must be provided at any function where alcohol is present.

f. Anyone who is intoxicated shall be encouraged to NOT leave the function unless they are released to the charge of a responsible person.

g. All fraternities are allowed to refuse rights of entry to any individual.

B. Event Registration

a. Fraternity sponsored social activities shall be of such a nature that they do not violate the IFC Risk Management Policy, CSM Student regulations (FIX), Standards of the Student Conduct or bring discredit or embarrassment to the Colorado School of Mines or the Greek System as a whole. They must be in accordance with the Greek Life Event Registration Process.

B. Sexual Abuse and Harassment

a. The fraternity will not tolerate or condone any form of illegal sexual behavior on the part of its members, whether physical, mental or emotional. This is to include any actions, activities or events, whether on chapter premises or an off-site location which are demeaning to women or men including, but not limited to, date rape, gang rape, verbal harassment, or sexual harassment by individuals or members acting together.

B. Fire, Health, and Safety

a. All chapter houses shall meet all local, fire and health code standards.

b. All chapters must have posted, by common phones, emergency numbers for fire, police, and ambulance.

- c. All chapters are encouraged to post emergency escape routes on the back of the door of all sleeping quarters as outlined by Emergency Services and Golden Building Codes.
- B. Risk Management Education
  - a. Each member chapter shall annually instruct its members and alumni/alumnae in the Risk Management Policy of IFC. Additionally, all members and key volunteers shall annually receive a copy of the Risk Management Policy and a copy of the policy shall be available on the IFC website.

## **APPENDIX II: Expansion Policy**

### **Section I. Expansion Philosophy**

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

To that end, the Member Fraternities of the IFC:

- A. Will not prohibit an inter/national organization from selecting undergraduates for the purpose of establishing a chapter on the campus; and
- B. Will not deter expansion by withholding membership in the IFC for any inter/national member organization.

### **Section II. Expansion Processes**

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

- A. Open Invitation to Colonize: In the event the IFC wishes to seek expansion opportunities, a formal invitation shall be sent to inter/national organizations requesting Letters of Intent. The IFC President shall contact the North-American Interfraternity Conference (NIC) for assistance with communicating with inter/national organizations. If multiple inter/national organizations submit Letters of Intent, the IFC President will coordinate with the inter/national organizations and the NIC to establish an agreeable timeline for expansion.
- B. Inter/national Fraternity Colonization: If an inter/national fraternity petitions to join the IFC, a Letter of Intent shall be sent to the IFC President.
- C. Student Interest Group Colonization: A group of enrolled students at **Colorado School of Mines** may choose to form a chapter that is affiliated with an inter/national organization and may seek membership in the IFC as a result of that affiliation. The group of interested students shall submit a Letter of Intent that includes a Letter of Endorsement from the inter/national organization.

### **Section III. Letter of Intent**

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

- A. Overview of the Fraternity's History, Mission, and Values;
- B. Summary of the Colonization Plan, including: outline of the colonization timeline, inter/national and/or local support, and contact information; and

C. Statement of agreement with the Minimum Expectations as stated in Article III, Section III and the NIC Standards as stated in Article III, Section VI of the IFC Constitution.

Upon receipt of the Letter of Intent, the IFC President shall notify the IFC General Body of the inter/national fraternity's intent and the process by which the inter/national organization intends to colonize. Following NIC Standards, the IFC General Body shall grant the organization Associate Membership.

#### **Section IV. Granting of Associate Member Status**

Associate Membership grants the Member Fraternity all rights, privileges, and responsibilities under the IFC Constitution and By-Laws, except that it does not have voting privileges, cannot hold IFC Executive Board positions, nor have an IFC Judicial Committee Justice.

#### **Section V. Granting of Full Member Status**

Upon chartering with its inter/national organization, the Associate Member Fraternity shall become a full member of the IFC with all rights privileges and responsibilities under the IFC Constitution and Bylaws.

#### **Section VI. IFC Membership Withdrawal Process**

C. Any chapter wishing to withdrawal from the Interfraternity Council may submit a formal resignation with their reason for withdrawing

1. Before a formal resignation is submitted, a meeting must occur between the IFC President, Greek Life Coordinator, and Executive Council of the Member Fraternity to discuss reasons for withdrawal and potential repercussions.
2. Before a formal resignation is submitted, the Member Fraternity must have spoken to their national Alumni Advisor and have their Alumni Advisor's approval.

D. If a Member Fraternity leaves the Interfraternity Council, they may not be subjected to any form of new IFC regulations or fines

E. Any Member Fraternity that officially leaves IFC must wait a formal period of 1 year before submitting a request to rejoin