



**California Polytechnic State University**  
**San Luis Obispo**  
**2017-2018**  
**Interfraternity Council Constitution and Bylaws**

**Preamble**

We, the Interfraternity Council, are dedicated to building a sustainable Brotherhood that fosters safety, strength of character, service, an enriched social experience, and a respect for tradition. While holding each other accountable, we will act as a resource for fraternity men by providing guidance, encouragement, leadership development, and opportunities for personal and collective growth.

**Article I**  
**Purpose**

**Section A Purpose**

The Purpose of the Interfraternity Council shall be to govern, advise, and promote harmonious relations among and between member fraternities, the community, and the California Polytechnic State University governing bodies as a clearinghouse to facilitate the exchange of ideas and information among member fraternities and to encourage social, academic, service, and athletic interrelationships.

**Article II**  
**Identification**

**Section A Name**

The name of the organization shall be the Interfraternity Council of California Polytechnic State University, San Luis Obispo, California, herein referred to as the IFC.

**Article III**

## **Membership**

### **Section A Delegates**

The IFC shall be composed of at least one delegate from each active member fraternity. A delegate should be the President or equivalent office in their fraternity, but in the event that this is not possible, a delegate should be elected or appointed by their respective fraternity.

### **Section B Delegate Count**

Each fraternity with over 75 members will have two votes. Those with less than 75 members will have one vote. House membership is comprised of active as well as associate members. Those houses with two votes must have two representatives present to utilize their two votes.

### **Section C Chapter Membership Classification**

Active IFC membership shall be classified as due-paying social fraternities, actively participating in IFC, and approved by Dean of Students.

### **Section D Discrimination**

There may be no membership discrimination on the basis of race, religion, sexual orientation, or national origin. Fraternities are allowed to discriminate based on gender according to Title IX.

## **Article IV Suspension**

### **Section A Reasons for Suspension**

A fraternity may be suspended from IFC for any of the following reasons:

- 1) Failing to pay levied fines within the quarter.
- 2) Acting against IFC preamble or purpose.
- 3) A recommendation by the Judicial Board.

### **Section B Voting**

- 1) Suspension of a fraternity must be approved by a two-thirds vote of the IFC delegates.
- 2) A fraternity may be reinstated as an active member upon a two-thirds vote of the IFC delegates or based on a predetermined date described in the suspension terms.

### **Section C Loss of Privileges**

- 1) If under suspension, a fraternity may attend IFC meetings, but not participate in them.
- 2) Suspended fraternities may also not participate in any IFC functions and lose all IFC privileges until reinstated.

## **Article V**

### **Admittance of New Fraternities**

#### **Section A Process**

- 1) Within the first three weeks of Fall Quarter, a vote of the IFC shall be held to determine if the IFC will pursue expansion for the academic year.
- 2) If there is a simple majority vote in the affirmative, the IFC shall invite any National or International fraternity interested in expanding to Cal Poly to present a proposal for admittance to the IFC.
- 3) A simple majority vote of the delegates present is required to admit a new fraternity into the IFC.
- 4) If any part of this process is not followed, a fraternity may still present a proposal to IFC for admittance, but the voting requirement to accept the new fraternity shall increase to two-thirds of the delegates present.

## **Article VI**

### **Elections and Appointments**

#### **Section A Elected Officers**

The elected officers of the IFC shall be the President and Chief of Staff.

#### **Section B Election Procedure**

- 1) The officers shall be elected once a year.
- 2) The election of all officers will take place no later than the second week of April.
- 3) The President and Chief of Staff positions can not be held by the same Chapter.
- 4) The candidates for office must have been active members in good standing in their respective fraternities for at least two quarters, excluding associate membership, immediately prior to the time of election.
- 5) In addition, the candidates for President must have served on the IFC Executive Board prior to the corresponding election or have served as a President of their own Fraternity.
- 6) All candidates must have a cumulative and quarter GPA of at least 2.75 at the time of election and be in good standing with Cal Poly.

#### **Section C Appointed Officers**

The appointed offices of the IFC shall be Vice Presidents of the following title: Administration and Finance, Community Service and Philanthropy, Judicial Affairs, Programming and Athletics, Public Relations, Recruitment, Risk Management, and Scholarship.

**Section D Appointment Procedure**

- 1) The appointed positions will be appointed once an academic year.
- 2) The appointments will be recommended by an appointment committee comprised of the IFC President-elect, IFC Chief of Staff-elect, and IFC Advisor.
- 3) The committee will be chaired by the IFC President-elect.
- 4) The committee will make their recommendations to the IFC by the last meeting of spring quarter to be ratified by a simple majority of the delegates.

**Section E Other Rules and Qualifications**

- 1) No more than two members of the IFC Executive Board, excluding President and Chief of Staff, can be from the same fraternity.
- 2) All applicants for the appointed positions must have been active members in good standing in their respective fraternities for at least two quarters, excluding associate membership, immediately prior to time of appointment.
- 3) All applicants must have a cumulative and quarter GPA of at least 2.75 at the time of appointment and be in good standing with Cal Poly.
- 4) The term of office for all the Executive Board members shall be from the beginning of Summer Quarter to following start of Summer Quarter.

**Section F Special Elections**

- 1) In the event of a vacancy on the IFC Executive Board, due to officer resignation or removal from office, an application for the position will open within one week of the vacancy.
- 2) The appointment will be made by an appointment committee comprised of the IFC President, IFC Chief of Staff, members of the IFC Executive Board, and IFC Advisor.
- 3) The committee will be chaired by the IFC President.
- 4) All other rules and qualifications regarding officer eligibility will be adhered to.

**Article VII  
Officer Duties**

**Section A Membership**

- 1) The membership of the Executive Board shall consist of the following officers:
  - President
  - Chief of Staff
  - Vice President of Administration and Finance
  - Vice President of Public Relations
  - Vice President of Programming and Athletics

- Vice President of Community Service and Philanthropy
  - Vice President of Recruitment
  - Vice President of Judicial Affairs
  - Vice President of Risk Management
  - Vice President of Scholarship
- 2) No member of the Executive Board may hold more than one office.
  - 3) President, Vice President of Judicial, and Vice President of Risk Management cannot be the current serving President of their chapter during any point of their term.

## **Section B Duties**

The President shall have the following duties:

- Preside over the IFC Executive Meetings, Regular IFC Meetings, and Presidents Roundtable.
- Attend or appoint a representative monthly SCLC (Student Community Liaison Committee) meetings.
- Have full understanding and knowledge of the IFC Bylaws.
- Act as constant representative of the IFC.
- Foster good relations with the Panhellenic Council, United Sorority and Fraternity Council, and Associated Students Inc. (ASI)
- Provide guidance for the current and incoming board on all issues involving IFC.
- Call special meetings of the IFC.
- Understand basic parliamentary procedure.
- Attend or appoint a representative to attend Panhellenic Meetings.
- Attend or appoint a representative to attend United Sorority and Fraternity Council Meetings.
- Meet at least weekly with the IFC Advisor.

The Chief of Staff shall have the following duties:

- Preside in the absence of the President and act as parliamentarian.
- Plan and execute the yearly New Member Education program.
- Oversee the Executive Staff and Junior IFC Board.
- Plan meetings between Panhellenic and United Sorority and Fraternity councils to foster a spirit of joint leadership.

The Vice President of Administration & Finance shall have the following duties:

- Keep impartial records in a minute book which will be open to all members and regularly posted on the IFC website

- Maintain accurate contact information for all delegates, presidents, and executive boards of fraternities.
- Create a PowerPoint agenda for all general meetings to be sent out to the Executive Council at least 24 hours in advance for edit.
- Regularly updates the IFC calendar.
- Take role to determine if a quorum is present.
- To be responsible for attendance at each meeting and for penalties of those not in attendance.
- Collect, take charge of, and dispense funds when authorized by the IFC Advisor.
- Collect all monies due to IFC and pay all bills owed by the IFC.
- Give a Treasurer's Report at all IFC meetings.
- Keep an accurate and true account of all financial transactions.
- Keep an accurate and true record of dues paid by each specific Fraternity.
- Prepare and maintain the IFC budget and email it to all Chapter Presidents within the first three weeks of each quarter.
- Collect delinquent and otherwise stated fines.
- Present a financial statement at the end of each quarter.

The Vice President of Public Relations shall have the following duties:

- Work with ASI and Campus public relations to properly advertise upcoming IFC events including: recruitment week, hazing prevention week, healthy masculinities week, and any other events put on by the IFC.
- Promote the positive image of fraternities and the Interfraternity Council through the use of social media, by conducting quarterly PR Chair roundtables, and maintaining close relations with the PHA and USFC Councils.
- Serve on the Stand as One Committee, if applicable.
- Schedule dates for IFC fraternities to send representatives to San Luis Obispo City Council meetings.
- Order IFC position plaques and attire for each council member
- Keep the website updated and current with the following information:
  - i. Number of members in each chapter
  - ii. Quarterly chapter GPA
  - iii. Chapter meeting dates, times, and locations
  - iv. The most recent documents, policies, and bylaws

The Vice President of Community Service and Philanthropy shall have the following duties:

- Attend all Philanthropic Council meetings.
- Serve as a liaison between delegates and Student Life and Leadership on all matters concerning the Standards of Excellence.
- Plan and execute a semi-quarterly IFC community service or philanthropy event.
- Keep a record of fraternity community service hours or community service events participated in by fraternities.
- Support and plan events related to the IFC selected philanthropy

The Vice President of Athletics and Programming shall have the following duties:

- Work with Panhellenic and United Sorority and Fraternity Council to come up with rules, schedules, and regulations for Greek Week.
- Sit on the LEAD Awards committee
- Report to the IFC delegates with a clear, concise outline of rules and schedules for Greek Week.
- Plan at least one IFC event per quarter.
- Organize a chapter president and council bonding event once per year.
- Plan out and execute sports leagues for all IFC member fraternities.
- Coordinate with all parties involved to ensure proper execution of scheduled sporting events.

The Vice President of Recruitment shall have the following duties:

- Preside over the Rush Committee, if applicable.
- Report to the IFC delegates with a clear, concise outline of rules and schedules for the Rush periods.
- Plan out and execute two official IFC Rush periods.
- Plan out and execute a successful representation of IFC at Open House.
- Plan out and execute a successful representation of IFC at Club Showcase

The Vice President of Judicial Affairs shall have the following duties:

- Preside over the Interfraternity Judicial Council
- Ensure all IFC judicial policies reflect that of the National Interfraternity Conference policies, and are consistent throughout the school

- Enforce all policies relating to Greek Life from the Interfraternity Council, Fraternity and Sorority Life office, and Dean of Student Office.
- Ensure that chapters complete all sanctions resulting from judicial hearing with the Interfraternity Judicial Council
- Ensure all IFC chapters are in compliance with FIPG policy

The Vice President of Risk Management shall have the following duties:

- Preside over the Risk Management Committee
- Work closely with the Vice President of Judicial Affairs to address issues that are common between several chapters
- Act as a resource for Chapter Risk Managers for good practices
- Work with Cal Poly Safer to provide programming and education to further awareness and prevention of sexual assault

The Vice President of Scholarship should have the following

- Collect and compile Grades from member chapters.
- Hold roundtable meetings with chapter scholarship chairs.
- Help connect chapters to academic resources provided by the University.
- Ensure chapters are adhering to the IFC academic policy.
- Monitor academic performance of fraternities and keep a record of academics.
- Determine the procedure for IFC scholarships, if applicable.
- Present awards and recognition to chapters and individual members for academic achievement.
- Maintain and promote the IFC/PHA tutoring program.

### **Section C Other Duties**

A member of the IFC Executive Board shall have the following duties:

- 1) Attend each Regular and Special IFC meeting.
- 2) Maintain accurate records of all activities and programs for which he is responsible.
- 3) Participate in the transfer of file to and a training session with his successor.
- 4) The enumeration of duties listed for each member of the Executive Board should not be construed to mean there are no duties other than those listed.
- 5) Assist with Council events and informational events.
- 6) Complete the AFLV awards packet that is relevant to their position



**Article VIII**  
**Removal from Office**

**Section A Automatic Removal**

- 1) Any officer whose membership status with their Chapter becomes inactive shall immediately lose their respective office.
- 2) Any officer who has an unexcused attendance of less than 75% at IFC meetings at the end of each quarter shall immediately lose their respective office.
- 3) Any officer whose cumulative GPA falls below a 2.5 will be automatically removed from office.
- 4) Any officer may be removed by recommendation from the Judicial Board, IFC President or IFC advisor.

**Section B Resignation**

- 1) Should an officer decide that they are unable to fulfill their commitments of their respective office or otherwise do not wish to hold an office anymore, they may resign from that position.
- 2) Resignations must be written in letter form. A reason must be stated.

**Section C Recall**

- 1) For a recall to be considered, it must state a reason why an officer is being considered for recall and signed by a minimum of 35% of the IFC Chapter Presidents.
- 2) Should the required number of signatures be reached, the recall will be acted upon at the next IFC meeting.
- 3) Both the officer facing recall and the Chapter seeking his recall shall have ample opportunity to present their respective arguments.
- 4) After their respective arguments, the officer facing recall will be required to leave the meeting room while all discussion, if any, takes place.
- 5) Voting will then take place by secret ballot.
- 6) A two-thirds vote in the affirmative of all the IFC recognized Chapters shall be required to remove an officer from his respective office.

**Article IX**  
**Meetings**

**Section A Regular IFC Meetings**

- 1) The IFC shall meet once every week during the Fall, Winter, and Spring Quarters unless a meeting day falls on a University designated holiday.

**Section B Special IFC Meetings**

- 2) Special IFC meetings may be called by the IFC President or at the request of two-thirds of the active delegates.
- 3) All member fraternities must be notified at least 48 hours in advance of a Special IFC Meeting.

**Section C IFC Presidents Roundtable**

- 1) President's Roundtable meeting shall take place at least once every two weeks during the Fall, Winter, and Spring Quarters.

**Section D IFC New Member Educators Meetings**

- 1) New Member Educators Meetings shall be held at least every other week for all IFC Chapters who have taken a new class.
- 2) Once the new class is initiated as active Brothers, the New Member Educator or equivalent position shall not be required to attend the New Member Educators Meetings.
- 3) The New Member Educators Meetings shall be run by the IFC Chief of Staff.

**Section E Quorum**

- 1) A quorum shall consist of a majority of the total number of IFC chapters.
- 2) A quorum must be present in order to transact business.

**Section F Parliamentary Procedure**

- 1) The newest edition of Robert's Rules of Order shall govern in all Regular and Special IFC Meetings.

**Article X  
Finances**

**Section A Fund Administration**

- 1) Funds will be administered through an account in the ASI accounts service and within ASI policies and procedures.
- 2) Only IFC President and the IFC VP of Administration and Finance shall have the right to write check requests against the IFC checking account.
- 3) The IFC advisor's signature is required on all checks written against the IFC's checking account.

**Section B Dues**

- 1) Each active member house shall pay Fall, Winter, and Spring quarterly dues to IFC.
- 2) Dues shall be charged per active member per house, the amount to be determined by IFC.

**Section C Special Rights**

- 1) In the case that IFC operates in deficit in areas specifically approved by active member houses, IFC then shall have the right to equally assess active member houses to cover the deficit.
- 2) IFC has the right to assess active member houses for funds in time of need, provided the need mutually benefits all active member houses. This right is subject to a majority vote of IFC active members.

**Section D Budget**

- 1) A quarterly budget shall be presented to the IFC by the fourth week of each quarter.
- 2) The budget shall be subject to simple majority vote of the IFC delegates before becoming effective.
- 3) Council funds cannot be used for the purchase of alcohol or any other illegal substances.

**Article XI  
Attendance**

**Section A Fines**

- 1) A one hundred dollar (\$100) fine will be levied against any active member house for each unexcused non-representation at Regular IFC Meetings.
- 2) A twenty-five dollar (\$25) fine will be levied against any active member house for each unexcused non-representation at IFC Presidents Roundtable meetings.
- 3) A fifty dollar (\$50) will be levied against any active member house for each unexcused non-representation at IFC New Member Educators meetings.
- 4) All houses must have at least one representative present at the time of roll call.
- 5) IFC Executive Board members shall not count as house representatives at Regular IFC Meetings or IFC Presidents Roundtable Meetings.

**Section B Judicial Action**

- 1) If a house is unrepresented more than two times in a quarter they may face punishments decided upon at a Judicial meeting.

**Article XII  
Advisor**

**Section A Qualifications**

- 1) The Advisor may or may not be a member of any fraternal organization.

**Section B Duties**

The Advisor shall have the following duties:

- 1) Attend and act as an advisor at regular and special meetings.
- 2) Sign for all financial matters with the activities dealing with the University.
- 3) Be knowledgeable of the events, activities, and issues related to the Interfraternity Council and its member fraternities.

**Article XIII  
Observance of Bylaws**

**Section A Office Observance**

- 1) Any officer of the IFC who willfully violates any provision of these Bylaws, or who willfully continues in violation after notification of said violation to him, may be removed from office.

**Section B Interpretation**

- 1) The President may interpret the meaning of an ambiguous article, clause, or provision of these Bylaws. The President, in his interpretation of said meaning, shall not abridge or repeal any of the rights, privileges, or duties set forth in the any of the articles. Any interpretation of the Bylaws by the President may be challenged and reinterpreted by either a two-thirds vote of the Executive Board or a majority vote of the IFC delegates.

**Article XIV  
Supremacy of the Bylaws**

**Section A Supremacy**

- 1) The Bylaws shall be the Supreme Law of the Cal Poly Interfraternity Council for all situations in which the Bylaws must be enforced.
- 2) All motions, legislation, resolutions, and activities made by the IFC will come next and may be used to expand upon or clarify any rules in the Bylaws.

**Article XV  
Hazing and Conduct**

**Section A Commitment Against Hazing**

IFC will, in compliance with California State Law, which prohibits hazing an organization or any of its members, shall not conspire to commit any act which causes or is likely to cause, bodily danger, physical or emotional harm to any member of the campus or community.

**Section B Conduct**

All member fraternities agree to conduct themselves at all times in a manner approved by the University and the Registered Student Code of Conduct. Failure to do so could prompt judicial action by IFC. Alcohol will not be present or consumed before and/or during council events.

**Section C Disaffiliated Chapter**

All member fraternities are prohibited to participate, engage or involve themselves with disaffiliated Chapter Fraternities. Subject but not limited to social events or gatherings, philanthropies, fundraisers or any other event that could be associated to the disaffiliated chapter. Failure to comply could prompt judicial action by IFC.

- 1) Disaffiliated Fraternities may request reinstatement to become an affiliated chapter of IFC upon completion of all sanctions imposed by the University.
- 2) Disaffiliated Fraternities who have completed their sanctions must first receive approval by the Dean of Students, Vice President of Student Affairs, and the Fraternity and Sorority Life office prior to submitting a formal request to the IFC.
- 3) The requesting Fraternity must follow all expansion and colonization procedures if invited to present by IFC.
- 4) The requesting Fraternity is not guaranteed reinstatement.
- 5) No affiliated chapter may participate or associate with disaffiliated or unrecognized chapters in any way.

**Article XVI  
Amendment Procedures**

**Section A Sections and Clauses**

- 1) A proposed addition or amendment must first be presented in written form to the IFC President.
- 2) Sections and/or clauses of the Bylaws may be added or amended with a two-thirds vote of the delegates present at a regular IFC meeting.
- 3) The IFC must be informed at a regular IFC meeting or an IFC Presidents Roundtable of a proposed addition or amendment through a first reading before the addition or amendment shall be voted upon. Its meaning and effect should be explained if necessary.
- 4) At the following regular IFC meeting, a second reading shall take place and the addition or amendment will then be voted upon.

**Section B Articles**

- 1) A proposed addition must first be presented in written form to the IFC President.
- 2) Articles to the Bylaws may be added with a three-fourths vote of the delegates present at a regular IFC meeting.
- 3) The IFC must be informed at a regular IFC meeting or an IFC Presidents Roundtable of a proposed addition through a first reading before the addition shall be voted upon. Its meaning and effect should be explained if necessary.
- 4) At the following regular IFC meeting, a second reading shall take place and the addition will then be voted upon.

**Section C Deletions**

- 1) A proposed deletion must first be presented in written form to the IFC President.
- 2) Any item to be deleted from the Bylaws, whether it be a clause or section, must be approved by a four-fifths vote of the delegates present at a regular IFC meeting.
- 3) The deletion of any article must be approved by a ninety percent (90%) vote of the delegates present at a regular IFC meeting.
- 4) The IFC must be informed at a regular IFC meeting or an IFC Presidents Roundtable of a proposed deletion through a first reading before the deletion shall be voted upon. Its meaning and effect should be explained if necessary.
- 5) At the following regular IFC meeting, a second reading shall take place and the deletion will then be voted upon.

**Section D Enactment**

An approved amendment becomes enacted immediately after the end of the regular IFC meeting held to vote on the amendment.

**Article XVII  
Amendments**

**Section A Ratification**

A three-fourths vote by member fraternities is required to ratify these Bylaws at the start of each academic year.

**Section B Scholarship**

- 1) Any chapter whose GPA in a given quarter is below the standards set by IFC, shall be required to send a representative to a meeting with the IFC Vice President of Scholarship. The meeting will outline a set plan to improve upon the previous quarter's deficient academics.