

The Interfraternity Council Constitution

We, the Interfraternity Council, exist to promote the shared interests and values of our member fraternities: leadership, service, brotherhood, and scholarship. We believe in Fraternity and that the shared values of Fraternity drive the IFC to create better communities, better chapters, and better men. We work to advance the academic mission of the host institution, to enable fraternal organizations to grow and thrive through collaboration and teamwork, to provide an outlet for self-governance and accountability, and to model and teach ethical leadership. In a spirit of mutual support and betterment, we, the men of the Interfraternity Council, pledge to elevate the Ritual and the values of the member organizations.

Article I—NAME

The name of this organization shall be “The Chapman University Interfraternity Council” or Chapman IFC.

Article II—Mission Statement

The mission of the Chapman University Interfraternity Council is to govern, to serve, to represent, and to promote, with the highest standard of integrity, its member fraternities. We exist as a resource to facilitate the growth and development of fraternity men in the areas of personal and fraternal responsibility, leadership, scholastic achievement, civic engagement, and brotherhood.

Article III—Purpose

The purpose for the council is to achieve the mission stated above. These steps will be taken in order to ensure the council’s success:

1. **Communicative:** to serve as a liaison concerning fraternity matters between the fraternities and the faculty/administration;
2. **Programming:** to coordinate and to regulate the activities of the social fraternities;
3. **Educational:** to promote and sponsor educational programs to increase awareness on issues concerning fraternities (i.e. alcohol awareness, hazing, etc.);
4. **Service:** to act as a resource for service opportunities to Greek Life, the campus community, and the local community;
5. **Judicial:** to adjudicate offenses and to act as an appellate board for the fraternities;
6. **Recognition:** to recognize fraternities and their members for their services to Chapman;
7. **Expansion:** to actively encourage and support the growth of fraternity life at Chapman;

8. **Accountability:** to hold all fraternities accountable to everything stated in this constitution;
9. **Unify:** to help bring fraternities together in order to help strengthen the bonds of our community;
10. **Promotion:** to advertise the activities and successes of our member chapters throughout the Chapman community.

Article IV—Scope of Authority

Section 1. All legislative powers granted herein are vested in the Chapman Interfraternity Council (hereinafter referred to as the IFC). The IFC will have the power to pass any and all measures necessary for the enforcement of its Constitution, By-Laws, and policies.

Section 2. Nothing in the Constitution, By-Laws, or policies of the IFC shall be interpreted to be contrary to the rules and regulations of Chapman University, North American Interfraternity Conference, or any federal, state, or municipal laws.

Section 3. The IFC has the authority to govern the conduct of the fraternities by imposing restrictions and regulations, and to penalize fraternities as it sees fit for casting discredit on the fraternity system, the IFC, or Chapman University.

Section 4. The IFC will not have the power to interfere with or to regulate internal fraternity affairs insofar as the fraternities conduct themselves contrary to the letter or spirit of this Constitution except as hereinafter provided.

Section 5. Our obligation as a council includes the responsibility to establish and enforce policies for rushing, pledging/new member education, the formation and admission of new fraternities, the planning and execution of all-Greek and Inter-fraternity activities.

Article V—Membership

Section 1. The IFC shall consist of all fraternities recognized by Chapman University, who are affiliated with a recognized national fraternity organization and NIC, that comply with the constitution of this Council.

Section 2. The IFC will consist of the Executive Board and one active member to serve at “Delegate” from each member fraternity. Delegates will sign a “Delegate contract” agreeing to their commitments and responsibilities for their term on IFC.

Section 3. No executive officer of the Council shall be a designated IFC representative of his fraternity, or serve to count as a representative for quorum. The Chapman University IFC Advisor and/or Greek Advisor shall be a non-voting member of the Council.

Section 4. Only duly selected members are allowed to participate in the affairs of the IFC. Fraternity members are welcome to attend IFC meetings, but cannot participate directly in IFC business. Others may be invited by the IFC to appear at meetings when and if necessary.

Section 5. The responsibilities of an IFC Representative are to:

1. Represent and inform the IFC on all aspects of relations with:
 - 1.1. The University;
 - 1.2. His Chapter;
 - 1.3. The Neighborhood; and,
 - 1.4. Greek Affairs and Scheduled Activities.
2. Decide questions of inter fraternity relations in the best interest of the fraternity system, the neighborhood, the student body, and the University.
3. Introduce ideas for new policies.
4. Participate in active discussion on policies.
5. Pledge to help implement new policies passed by (2/3) of the total number of IFC member fraternities.
6. Vote.

Section 6. The Judicial Board of the Interfraternity Council shall be composed of the Interfraternity Council executive officers. The Judicial Board shall follow the guidelines established in Article VIII of the Constitution.

Article VI—Officers

Section 1. The IFC officers will consist of a President, Vice President of Administration, Vice President of Public Relations, Vice President of Special Events. This is the line of succession.

Section 2. The duties of the President are as follows.

1. To preside over all regular and special meetings and to call such meetings as are necessary.
2. To serve, ex officio, as the chairman of the Judicial Board and as a non-voting member of all other committees.
3. To represent the IFC on University committees, and to any outside persons or organizations.
4. To serve as the general supervisory officer to see that all activities of the IFC are efficiently carried out.

Section 3. The Duties of the Vice-President of Administration are as follows.

1. To act in the capacity of the President in his absence.
2. To supervise the direction of the Council's funds, report the Council's financial status at each meeting, making budget requests from the Chapman Associated Students, coordinate IFC fundraisers, and collect and remit all financial obligations.
3. To keep the roll of the Council, record and distribute the Council minutes of all meetings, notify the Council members in advance of emergency meetings, and collect and distribute a current record of all the fraternity officers, members, and pledges.
4. To serve in the event that a permanent vacancy occurs in the Presidency, the Vice-President of Administration will be appointed the new President.
5. To act as the Chairperson of the Judicial Board

Section 4. The Duties of Vice-President of Special Events are as follows.

1. To coordinate any educational, social, and philanthropic programs sponsored by the Council.
2. To be the primary facilities asset manager of the IFC.

Section 5. The Duties of the Vice-President of Public Relations are as follows.

1. To be in Charge of directing alumni relations, and public relations.
2. To keep Chapman Greek life informed on what is going on within the fraternity system.
3. To manage all scholarship activity in IFC.

Section 6.

1. Delegates will be in charge of nominating members that are not currently sitting members of the IFC.
2. Officers shall be elected by the majority vote of the IFC representatives.
3. In order to be eligible to be elected IFC President the candidate in question has to have been a part of IFC for a minimum of one semester. If there are no eligible candidates, the position will be open to all who apply.
4. Outgoing officers will be held responsible for the education of incoming officers on their duties and responsibilities.
5. The executive officers shall serve from the last meeting of the fall semester until the installation of the new officers the following year.
6. A council member elected to serve for the rest of the un-expired term will fill executive officer vacancies, exclusive of the president.

Section 7. All executive officers must remain in good academic, conduct, overall standing with their chapter, and the University.

Article VII — Voting

Section 1. Each fraternity has one (1) vote in all IFC matters.

Section 2. In the event of a tie vote, the IFC President is to cast the deciding vote. Otherwise, he does not vote in normal Council proceedings.

Section 3. No absentee or proxy voting is allowed.

Article VIII — Judicial Board

Section 1. Philosophy

The Greek community at Chapman University has guidelines and agreements which serve as a framework for acceptable behavior. In order to uphold the standards that have been set by the Interfraternity Council and Chapman University, The Interfraternity Council established the IFC Judicial Board.

As part of the Chapman Greek community, each chapter and individual fraternity member shares the responsibility to act as a positive member of the community. If a chapter or an individual fraternity member does not meet their obligations and violates a policy set forth by the Greek community or Chapman University, the IFC Judicial Board may conduct a disciplinary hearing to review alleged acts of misconduct.

The goal of the hearing process is chiefly educational - to help chapters to realize the impact of their behavior on the community, to teach chapters how to accept responsibility as a good community member, and to modify the chapter's behavior in the future. Therefore, the IFC Judicial Board has the authority, through the Chapman Code of Student Conduct, to sanction chapters for misconduct.

Section 2. Jurisdiction

1. The IFC Judicial Board may hear any and all disciplinary matters concerning fraternities, and their members, recognized by the IFC. This pertains to any violation of the rules and procedures enumerated in this Constitution, Bylaws, Amendments, and policies.
2. There is no minimum number of fraternity members who must be involved in an incident before disciplinary action may be taken by the Judicial Board.
3. There may be instances when a violation will be reviewed by the Board, but no action will be taken against the entire chapter for insufficient grounds.
4. The IFC Judicial Board may convene to review regulations that may be unconstitutional.

Section 3. Membership

1. The IFC Executive Board shall serve as official members of the Judicial Board.
2. The Vice President of Administration of the IFC shall serve as Chairman of the Judicial Board. The Chairman will preside at all meetings and will rule on all questions of order and procedure. In this capacity, he will schedule hearings, provide appropriate evidence, ensure that all involved have been notified of the hearing, read the charges, and summarize the relevant information for the record as the first step of the hearing process. The Chairman shall be responsible for writing referral and recommendation letters.
3. In the case of a Judicial Board member's chapter being involved, that member shall remove himself from the deliberations and decisions of that case. If the Chairman's chapter is involved in the hearing, the President of the IFC shall serve as Chairman. If the President cannot serve as Chairman because his chapter is involved in the hearing, the Vice-President of Public Relations of the IFC shall serve as Chairman.
4. The IFC advisor shall serve as the Adviser to the Judicial Board. The Adviser is an ex-officio member and shall not participate in voting. The Adviser will witness the entire hearing process to ensure due process.
5. IFC Chapter Representatives will be the voting party of any and all Judicial Board hearings.

Section 4. Voting

1. A quorum shall consist of 2/3 of the Chapter Representatives excluding the representative of the chapter[s] involved in the hearing. There must be quorum to call for a vote.
2. In the case of a vote, majority shall rule.
3. The Chairman of the Judicial Board shall vote in the case of a tie.

Section 5. Procedures

1. An official complaint in writing must be received by The IFC.
2. Should a hearing be deemed necessary, the involved parties, including delegates

- will be notified in writing at least one week prior to a hearing.
3. If a hearing is deemed necessary, the Chairman of the Judicial Board will schedule a meeting where all of the accused chapter representatives are able to be present.
 4. Upon receipt of the official hearing notification letter, the chapter president of the charged fraternity can schedule an appointment to meet with the Chairman or IFC President to review the hearing process and to answer any questions in regards to the IFC Judicial Board.
 5. All collected evidence shall be shared with all parties and delegates before a hearing is held.
 6. If the delegates find that more evidence is needed to hear a case sufficiently after the formal hearing takes place, the accused parties will be notified that the hearing is tabled and will be notified if more evidence is acquired and a follow-up hearing will be scheduled.

Section 6. Hearing Process

1. All meetings will be closed to the public.
2. Attendance by the chapter president or official chapter representative is required. If a representative from the charged chapter (defendant) is absent from the scheduled hearing or voluntarily leaves during the hearing, the case may be heard in his absence.
3. Rights of parties during hearings:
 - 3.1. The chapter president of the charged fraternity has the right to be present, to hear and question all witnesses, and to examine all evidence, including all written documentation presented to the Judicial Board.
 - 3.2. The parties have the right to call witnesses on their behalf.
 - 3.3. The charged party has the right to have one adviser present during the hearings. The adviser may not present evidence or make motions. His/her role is simply to advise the fraternity but not to actively participate in the hearing process.
 - 3.4. The complainant (plaintiff) shall have the same rights as the charged (i.e., the right to call witnesses, the right to have an adviser present, etc.).
4. Quorum must be met for a hearing to take place.
5. Layout
 - 5.1. The IFC Advisor shall describe the Judicial Procedure
 - 5.2. VP of Administration will read the charges.
 - 5.3. The VP of Administration will summarize all relevant information (why the case is being held, what evidence has been collected)
 - 5.4. The plaintiff will make an opening statement.
 - 5.4.1. Witnesses may be called
 - 5.4.2. Delegates can ask questions
 - 5.5. The defendant will make an opening statement.
 - 5.5.1. Witness may be called
 - 5.5.2. Delegates can ask questions

- 5.6. The plaintiff can make a rebuttal.
 - 5.6.1. If the plaintiff does not have a rebuttal, the hearing will end (both the defendant and plaintiff will be excused) and delegation shall begin.
- 5.7. The defendant can address the plaintiff's rebuttal.
- 5.8. The VP of Administration can end the hearing, and dismiss the parties at any time he deems fit.

Section 7. Sanctions

1. The Judicial Board has the authority to assign one or more of the following six sanctions for violations of their codes:
 - 1.1. Fines;
 - 1.2. A letter of warning, specifying needed changes in behavior;
 - 1.3. Assignment of special projects and/or service to be completed by the organization's membership;
 - 1.4. Exclusion from Greek activities;
 - 1.5. A period of probation with a time limit and specified conditions under the supervision of the IFC and social suspension for a specified period of time; and,
 - 1.6. A recommendation that the University recognition of a chapter be withdrawn.

Section 8: Appeals

1. requested as a result of the following conditions: A letter requesting an appeal must be submitted to the IFC Executive Board within five working days upon receipt of the sanction letter.
2. An appeal may request that sanctions be reduced or eliminated or that the case be referred back to the Judicial Board for further review. In the initial appeal request, the charged fraternity must specify in writing the rationale for the appeal. If the requesting chapter fails to provide the necessary information to the Vice President/Dean of Students within the specified time period, the appeal may not be granted, and the previous decision will be final.
3. The grounds for an appeal can be
 - 3.1. When a sanction is grossly disproportionate to the offense.
 - 3.2. When the specified procedural errors in the interpretation of IFC or University regulations are so substantial as to deny the accused chapter a fair hearing.
 - 3.3. When new and significant evidence appears which could not have been discovered by a diligent accused chapter before or during the original hearing.
 - 3.4. When the evidence suggests that the finding of a violation was arbitrary and capricious. An arbitrary and capricious violation is defined as one unsupported by any evidence.

1. Appeal Board Membership
2. The Program Coordinator for Greek Life shall serve as the Chairperson of the

Appeal Board.

1. Appeal procedure:
 - 1.1. The Appeal Board shall review written information presented at the original hearing and subsequent written statements by all parties involved regarding the rationale for the appeal. If additional information is needed to make a final decision, the Appeal Board may decide to meet with witnesses who gave testimony at the hearing.
 - 1.2. Following the review of the appeal, the Appeal Board will send a letter informing the charged chapter of the Board's decision within five working days.

Article IX—Meetings

Section 1. A 2/3 majority of member fraternities present at a meeting constitutes a quorum. Only one member need be present to represent a fraternity.

Section 2. Meetings will take place each week of the fall and spring semesters at a time and place designated by the IFC President (unless otherwise agreed upon by the IFC).

Section 3. Special meetings may be called by the Judicial Board or by written request made to the IFC President by at least four fraternities. IFC members will be given twenty-four (24) hours notice of a special meeting.

Section 4. Any fraternity which fails to attend any regular or special meeting will be fined twenty-five dollars (\$25) per absence. Any fraternity missing three (3) consecutive meetings will be referred to the Judicial Board for judicial action.

- Section 3.** Meetings will be open for members of outside organizations to attend.
1. Guests will only be allowed to speak during the section of the meeting that covers their organization's business with IFC.
 2. Fraternities interests may only be represented through their respective delegates and not their guest.

Article X —Procedures

Section 1. Regular meetings will be conducted in accordance with Robert's Rules of Order, newly revised.

Section 2. Any fraternity that is party in a judicial proceeding or in any protest must be notified of proceedings before any action is taken.

Section 3. Any fraternity that is party to a controversy or stands accused of a violation of IFC policy is not allowed a vote in the committee proceedings that will be addressing the issue or in any subsequent appeal.

Article XI —Finances

Section 1. IFC dues will be determined and approved by a majority vote of the IFC at the first meeting of each semester.

Section 2. The IFC Executive Board can levy appropriations or assessments from the member fraternities. Fraternities will be provided a written statement of their accounts at the last regular IFC meeting of each month. Any money owed is due by the first (1st) of the following month. Bills outstanding after the due date will be assessed a ten percent (10%) late fee. Any fraternity with a bill one month overdue will be subject to social restriction or suspension from the IFC until payment is made or a payment plan is approved by the VP of Admin.

Article — XII —By-Laws & Amendments

Section 1. This Constitution may be amended or repealed by a two-thirds (2/3) vote of the member fraternities of the IFC. Amendments or a movement to repeal are to be made in the new business of the following meeting.

Section 2. By-Laws and any other rules and regulations concerning inter fraternity competition or behavior can be made, amended, or repealed by a majority vote of the IFC. They can be made and voted upon in the same meeting.

Section 3. Amendments to the Constitution or By-Laws and any rules or regulations will be referred to the IFC Adviser for approval.

THE INTER FRATERNITY COUNCIL BYLAWS

Article I—Financial

Section 1. A fraternity in good standing shall: (1) have no IFC fines, and (2) pay all its dues and fees by their deadlines. After all delinquent dues have been paid, and its fines are less than \$50, a fraternity is in good standing. A representative fraternity that is not in good standing may not vote. The Interfraternity Council must approve exceptions to good standing by a majority vote.

Article II—Interfraternity Code

Section 1. Each year, the IFC will distribute to each fraternity a copy of any changes in the IFC Constitution and By-Laws made during the previous year. The VP Admin will have available copies at all times for fraternities and will have an up-to-date copy of the Constitution and By-Laws at every meeting.

Chapter II—Rush

Section 1. Rush Definition.

Rush is a set period of recruitment at the beginning of the fall/spring semester that all member Fraternities in good standing with the University and IFC are eligible to participate in. The rush period ends on a Bid Night specified by IFC. Rush is the only time that potential new members are eligible to receive bids. In addition, bids cannot be extended on any day except for bid day during the time IFC has announced.

Section 2. Rush Preparation.

During the period prior to rush:

1. The IFC will review all rush rules and distribute them to all rush chairs or representatives within the IFC.
2. The IFC will advertise the rush period for all member fraternities to all students on the Chapman campus.
3. The IFC will facilitate the first rush event of the semester during the first week of the rush period. This event will be on campus and will incorporate all chapters in good standing. The IFC will deem how many members from each chapter are allowed to represent their chapter at this event.
4. All rush schedules are to be turned into the IFC prior to the official kickoff of rush. Event times, titles, and locations are all required in the rush schedule.

Section 4. General Rules.

1. Fraternity members may give no gifts to rushees.
2. During events hosted during the predetermined rush period, there will be no alcohol where non-Greek students / potential members are present. Likewise, persons including rushees, fraternity members, and guests will not be allowed to consume alcohol during rush functions even if they are of legal age.
3. No women shall be present at / involved in functions where non-Greek / potential members are present during the formal recruitment period.
4. No fraternity shall disgrace other houses.

Section 5. Rush Events

The following are the five criteria that can constitute a rush event during the established rush period.

1. Are chapter letters present?
2. Are there sign-up sheets?
3. Are all houses able to meet potential new members and promote their respective houses?
4. Is the event promoted?
5. Any planned event held where potential new members, members and alumni are all or both present.
6. Are chapter funds spent?
7. Any practice seen in the eyes of the judicial board as a recruitment practice.

Section 6. The rush rules must be reviewed every semester by IFC and should be amended, revised, and approved as necessary.

Section 7.

1. Any persons who desire to be considered for a bid from any Fraternity are required to register for recruitment and pay a fee voted upon by the council one semester prior to rush. This fee is required to be paid each semester that a person rushes.
2. All potentials must have a minimum 2.5 GPA and be in good standing with the University.
 - 2.1. The distribution of a bid from any member fraternity is contingent on the potential meeting said requirements.

Section 8. Bids

1. Invites to final bid ceremonies have to be sent out between 11:00am-1:00pm on Bid Day.
 - a. Bid lists have to be turned into IFC before 11:00am.
2. Potential new members have until 5:00pm to accept/deny/defer an invitation to a fraternities invitation.

Section 9. Open Bidding Eligibility

1. Chapters under 60 members including the current pledge class are eligible for open bidding one week from the date the chapter receives the list of eligible rushees (no bid list). The pool of rushees is limited to those who rushed during the current semester.
2. Every calendar year the number of members that determine open bidding eligibility is required to be reexamined.
3. After the no bid list is obtained, an email be sent to all PNMs who did not receive a bid stating that any eligible chapters will be able to reach out to offer them an interview and possibly a bid.
4. Interviews must comply with normal rules of rush.
5. Formal bid emails will be transmitted through IFC.

Section 10. Rush Violations.

1. These rush rules will be read by each chapter's IFC delegates in the first meeting of each semester. Once these rules have been read by the delegates, a contract will be handed out to the presidents and recruitment chairs of each fraternity where each respective member will sign said contract and agree to uphold the rules therein.
2. Any fraternity allegedly in violation of rush rules will have a hearing conducted by the IFC. All hearing processes will be handled in accordance to the “Judicial Board” processes as stated in the IFC constitution.

Chapter III—Initiation Policies

Section 1. New member education programs limited to 12 calendar weeks or less.

Section 2. No pledge education or initiation procedures may be held during the week of final examinations.

Chapter IV—Hazing and Risk Management Policy

Section 1. Hazing

IFC adheres to and supports the definition/ policies of hazing as stated in the Chapman University Student Conduct Code, appendix 16, Hazing, as well as all California state laws regarding hazing.

Section 2. Risk Management Policy

Each member fraternity is expected to comply with their respective national risk management policies.

Chapter V— Pre-Rush

Section 1. Definition

Pre-rush is the period during orientation week and the weeks preceding IFC Rush kickoff.

Section 2. Rules

1. No fraternity shall promote events occurring during the pre-rush period.
2. No fraternity shall host open events.
3. No fraternity shall advertise/promote their fraternity within residence halls, or on campus.
4. No fraternity shall disgrace other houses.

Section 3. Spring Pre-rush

During the weeks preceding IFC Spring Kickoff for the spring semester,

1. No fraternity shall advertise/promote their fraternity within residence halls, or on campus.

Updated March 5th, 2015

Updated September 8th, 2015

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Updated April 27th 2016

Philanthropy Bylaw Addendum: Effective 4/11/17

ARTICLE I. REGISTRATION AND ACCESSIBILITY

A. Campus-wide philanthropy events must be open to all IFC fraternities and Panhellenic sororities to participate in or select a representative to participate on their chapter's behalf.

B. Prior to the event, chapters must formally extend an invitation 2 weeks in advance to all Panhellenic and IFC chapters to participate in the philanthropy event prior to assigning coaches or proceeding with formal plans.

C. Entrance fees for philanthropy events may not exceed \$75.00 per chapter.

ARTICLE II. TIME LIMITATIONS

A. Chapters may host no more than two external philanthropy events each calendar year, one per semester.

- a. External Philanthropy Event- Time and monetary commitment are required by individuals from other chapters to make the event successful.
- b. Internal Philanthropy Event- The success of the event is not determined by the time commitment or monetary commitment of outside chapters.

B. Philanthropy events lasting longer than one day may not exceed 3 days per week and 5 hours per day.

C. Individual contestants participating in philanthropy events may not host more than two student-driven or on-campus programming events during the event. Joint fundraisers hosted by two or more philanthropy contestants do not contribute to this total.

D. Mandatory contestant meetings may not go past 12 am.

E. Chapman IFC encourages that chapters display the name or logo of the organization they are supporting.