1. **INTERFRATERNITY COUNCIL EXECUTIVE BOARD** 
   1. 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
   2. IFC Executive Board Composition -The IFC Executive Board shall be composed of the following positions with duties and responsibilities outlined within the IFC Bylaws:
      1. President
      2. Vice President of Financial Operations
      3. Vice President of Recruitment
      4. Vice President of Administrative Operations and Public Relations
      5. Vice President of Risk Management
      6. Vice President of Membership Development
      7. Vice President of Campus and Interfraternal Relations
   3. **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:

* + 1. Be an Active Member, in good standing, of a Member Fraternity and be a member of that fraternity for a period of at least one (1) semester.
    2. Members of the executive board shall have and maintain a cumulative grade point average of 2.75 prior to the member’s term in office. If the member does not have an established college GPA, then high school GPA shall be used. The member must also maintain a 2.75 cumulative grade point average for each semester while in office. This will be monitored on a case by case basis. Applicants for the IFC Executive Board must have at least 2.00 cumulative grade point average, but will be flagged for review by the current executive board if below a 2.75 GPA.
    3. 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 the Constitution.
    4. Have a general knowledge and awareness of the IFC Constitution and Bylaws, Ohio Northern University’s policies, and NIC Standards.
  1. **IFC Executive Board Duties** 
     1. Meet at least once per month with Panhellenic Executive Board for idea sharing and to discuss any issues facing the Greek Community as a whole.
     2. Review the Constitution, Bylaws, and Council Policies during the term of each Executive Board.
     3. Appoint all standing and special committees and their chairpersons as needed, and in making these appointments, recognize representation from all member fraternities.
        1. Special Committees may be established and abolished as needed.
           1. The IFC Executive Board may request the President of each chapter to submit names of members who would be placed on special committees

These lists must be submitted within three weeks of receiving the request

* + 1. Attend all IFC Executive Board and General Assembly Meetings
  1. If the Interfraternity Council President is absent from a meeting, it is to be presided over by The Vice President of Administrative Operations , followed by the Vice President of Risk Management in this order. If all three are absent, the meeting is to be rescheduled.
  2. The Interfraternity Council Executive Board reserves the right to interpret the Constitution and Bylaws as they deem necessary for extenuating circumstances and may overrule by a ¾ vote.
  3. An officer or delegate can be removed from their position by an 80% vote from the other executive officers and chapter delegates.
     1. In order to impeach a member of the IFC Executive Committee an impeachment petition must be signed by five current IFC Executive Committee members and/or Chapter Delegates.
     2. Both the officer in question and the party seeking his removal will be given five minutes to make their case to the IFC general assembly prior to the vote.
  4. Executive officers may overrule a President’s decision by unanimous vote.

1. **OFFICER DUTIES**
   1. **The President**
      1. Have the overall responsibility for operation of the Interfraternity Council.
      2. Preside and Call all meeting of the General Board and Executive Committee
      3. Cast the final vote in the event of a tie
      4. Serve as ex officio member of all Interfraternity Council committees with voice, but no vote.
      5. Report as required to the National Interfraternity Conference.
      6. Maintain a complete and up-to-date President's file which will include a copy of the Interfraternity Council Constitution, Bylaws, Risk Management, and Judicial Constitution, the current Interfraternity Council budget, and related materials received from the National Interfraternity Conference.
      7. Serve as Chairman of ad hoc committees and Presidents Roundtable
      8. Meet with the Interfraternity Council advisor on a regular basis.
      9. Any tasks or duties not explicitly assigned to a specific Interfraternity Council member in this document may be assigned to any Interfraternity Council Executive Committee member or committee head at the discretion of the IFC President.
   2. **The Vice President of Administrative Operations and Public Relations** 
      1. Perform the duties of the president in his absence, inability to serve, or at his call.
      2. Act as the Parliamentarian: Ensure the orderly progression of the meetings of the Interfraternity Council. Confer with the Interfraternity Council President on matters of procedural importance.
      3. Maintain a complete and up-to-date file which will include a copy of the Interfraternity Council Constitution, Bylaws, Risk Management, and Judicial Constitution, minutes of the Interfraternity Council meetings, chapter rosters, and copies of all contracts made by the Interfraternity Council.
      4. Meet regularly with the IFC President.
      5. Draft and produce any Interfraternity Council publication.
         1. When given written notice of what the publication should contain as well as some design details at least three weeks prior to the date the publication is needed
      6. Keep the Office of Communications and Marketing, and the Northern Review informed of Interfraternity Council events and favorable publicity about the Interfraternity Council and its members.
      7. Be responsible for, as well as drafting and executing, any correspondence for the Interfraternity Council.
      8. Manage and update IFC online publications (i.e. the Interfraternity Council website, Facebook page, Twitter account, etc) in accordance with AFLV policies, procedures, and suggestions.
      9. Update and maintain Interfraternity Council’s Public Relations Policies
      10. Be responsible for the general supervision of the general operations of the Interfraternity Council including:
          1. Keep and maintain chapter rosters, IFC Calendar, IFC Council Management Policies, IFC Financial Policies
          2. Keep and distribute full agendas and minutes of the Interfraternity Council meetings
      11. Perform any other duties pertaining to this office, deemed necessary by the President of the IFC.
   3. **The Vice President of Recruitment**
      1. Be responsible for overseeing Interfraternity Council and fraternity formal recruitment
      2. Plan semesterly Interfraternity recruitment events
      3. Set the formal recruitment dates for fraternities annually by March 31st .
      4. Evaluate the recruitment process every semester following the recruitment period.
      5. Compile and maintain all recruitment statistics.
      6. Co-chair with the Vice President of Public Relations in the production of the fraternity recruitment publication.
      7. Maintain a complete and up-to-date Recruitment file which will include a copy of the Interfraternity Council Constitution, Bylaws, Risk Management, and Judicial Constitution, recruitment statistics, and related materials toward recruitment.
      8. Meet regularly with the Interfraternity Council advisor.
      9. Update and maintain Interfraternity Council’s Recruitment Policies
      10. Perform any other duties pertaining to this office, deemed necessary by President of the IFC.
   4. **The Vice President of Financial Operations** 
      1. Be responsible for the general supervision of the finances operations of the Interfraternity Council including:
         1. Review and distribution of Annual IFC Budget
         2. Collect and distribute all payments due to the Interfraternity Council
         3. Perform any other duties pertaining to this office, deemed necessary by President of the IFC.
      2. Turn in all receipts of both incomes and expenditures for the IFC to the auditing committee
   5. **The Vice President of Risk Management** 
      1. Review each chapter’s risk management policy.
      2. Review update and maintain the Interfraternity Council Risk Management Policy annually.
      3. Coordinate educational programming for chapter risk management. Possible topics include: substance abuse, hazing, property maintenance, and fire safety as well as general house safety.
      4. Maintain an up-to-date file which includes a copy of the Interfraternity Council Constitution, Bylaws, Risk Management, and Judicial Constitution, social arrangements, and any necessary risk management information.
      5. Advise all risk management chairs to ensure that all council and chapter events are conducted within the confines of institutional, state, province, and local law's, rules or regulations and help maintain the safety of members and guests at chapter social events.
      6. Be responsible for implementing a workshop for social chairs and risk management chairs at least twice per year and for planning educational programs.
      7. Provide programming throughout the term for the Greek community associated with risk management issues, including but not limited to National Hazing Prevention Week, Alcohol Awareness Week, substance abuse, and general fire safety.
      8. Perform any other duties pertaining to this office, deemed necessary by President of the IFC.
   6. **The Vice President of Membership Development**
      1. Work with the Interfraternity Council advisor to develop scholarship programs for the Interfraternity Council member chapters, and specifically new members.
      2. Maintain accurate scholarship reports for the Greek system and publicize the reports for the better of the Greek Community.
      3. Consult chapter president and scholarship chairperson(s) in the development of an academic success plan if the chapter GPA falls below 2.7 term.
      4. Maintain an up-to-date file which includes a copy of the Interfraternity Council Constitution, Bylaws, Risk Management, and Judicial Constitution, new member policies, scholarship information, and any necessary scholarship and new member information.
      5. Update and maintain Interfraternity Council’s Scholarship Policies
      6. Coordinate leadership development and educational opportunities for participating Interfraternity Council chapters
      7. Perform any other duties pertaining to this office, deemed necessary by President of the IFC.
   7. **The Vice President of Campus and Interfraternal Relations** 
      1. Ensure the good relations of all participating Interfraternity Council chapters other ONU student organizations
      2. Coordinate events, activities, etc for participating Interfraternity Council chapters and other student organizations
      3. Maintain a complete and up-to-date file which will include a copy of the Interfraternity Council Constitution, Bylaws, and Risk Management.
      4. Meet regularly with the Interfraternity Council advisor
      5. Represent Interfraternity Council on the ONU Student Senate
      6. Attend Student Senate general session meetings
      7. Coordinate with various ONU campus services (i.e. career services, residence life, counseling center, etc)
      8. Provide chapter service chairs with service opportunities available on campus and in the community
      9. Aid in planning and executing a Greek Life wide service event every spring semester in conjunction with the greek life advisor and his panhellenic council counterpart
      10. Perform any other duties pertaining to this office, deemed necessary by the President of the IFC.
2. **ELECTIONS**
   1. Delegates and member chapters will be notified when applications for Interfraternity Council executive positions are available.
   2. Applications for the Executive Board must be submitted to the Interfraternity Council Advisor by 5pm on the application due date. Applications for Executive Board will be due at a date to be determined by the Executive Board and the Interfraternity Advisor. Interviews will be set by the Executive Board.
   3. No Interfraternity Council Executive Officer may have any part in position selection if they are applying for a position.
   4. A panel consisting of the Interfraternity Council President, Interfraternity Council Advisor, and one representative from each chapter will be assembled. Preference given to chapter representatives begins with members of the current Interfraternity Council executive board, followed by the chapter president.
   5. All applicants for the Interfraternity Council Executive Board must have at least a cumulative 2.75 grade point average to apply, confirmed by the Office of Student Involvement. If a college GPA has not been established, the Office of Student Involvement will check high school GPA.
   6. Following the interviews, the panel will appoint the applicants to the positions that are best fit for the individual and the Interfraternity Council. Each chapter receives one vote and any tie is broken by the Interfraternity Council President.
   7. The members of the Interfraternity Council Executive Offices shall be the candidates seen as best qualified for each position. However, the Interfraternity Council sees it as beneficial to have each fraternity represented on the Executive Board.
   8. In the event that an Interfraternity Council Executive officer is unable to fulfill his term in office, the vacant position shall be filled in a manner the Interfraternity Council Executive Board feels fit.
   9. All applicants for executive positions and all officers shall remain in good academic and social standing with Ohio Northern University and their chapter.
   10. IFC Executive Board Vacancy
       1. In the event of a Spring Semester vacancy in any IFC Executive Board position the aforementioned election procedures shall take place.
       2. In the event of a Fall Semester 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.
       3. 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.
   11. **IFC Delegate**
       1. Every chapter must select two of their members to represent their chapter at the IFC general meetings.
       2. Serve as a representative and voice for his Member Fraternity’s concerns regarding the fraternity community.
       3. Represent the larger fraternity community’s interests.
       4. Inform his Member Fraternity of the actions, discussions, and workings of the IFC General Body.
       5. Serve as a liaison between the IFC General Body and his respective Member Fraternity.
       6. Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary**.**
       7. Represent the highest ideals of fraternity life to the greater campus community.
3. **FINANCE**
   1. **Fiscal Year -** The fiscal year of the Interfraternity Council shall be from January to December, inclusive.
   2. **IFC Annual Budget-** The Vice President of Financial and Administrative Operations shall propose an annual budget to the IFC Executive Board. Upon adoption by the IFC Executive Board, the budget shall be presented to the IFC General Body for ratification.
      1. At the beginning of each semester at the first meeting there will be a vote that will determine the emergency fund for the Council.
      2. If there left over funds in excess of the above mentioned emergency fund then the council will return the excess to the chapters based on percent contributed.
   3. **Checks** - All checks issued on behalf of the Interfraternity Council shall be signed by The President, The Vice President of Financial and Administrative Operations and the Interfraternity Council advisor.
   4. **Payment** - All payments due to the Interfraternity Council shall be made to The Vice President of Financial and Administrative Operations who shall record them. All dues should be paid by check and made payable to the Ohio Northern Interfraternity Council.
   5. Membership Dues
      1. **Amount -** The dues of each Interfraternity Council member chapter shall be an assessment per member and new member. The amount will be $15.00 a semester for active members; $7.00 a semester for new members.
      2. **Time of payment** - Bills for each Interfraternity Council member chapter and new members will be given out the seventh Interfraternity Council meeting of each semester and are due two weeks following this meeting.
      3. The fraternity shall pay the active member fee only for those who are members through the third week of the current semester.
      4. It will be the responsibility of The Vice President of Financial and Administrative Operations to provide a written statement of the amount due as membership fees to each fraternity.
      5. All due increases requested by the Interfraternity Council shall be voted by each respective Interfraternity Council delegate. All increases will be approved by a 3/4 vote of the member chapters.
      6. A reduction of dues will be applied based on Standard of Excellence, this reduction will apply for the following academic school year.
         1. Chapters at the gold level will receive five dollars off per brother.
         2. Chapters at the silver level will receive three dollars off per brother.
         3. Chapters at the bronze level will receive one dollar off per brother.
   6. **Delinquent Payments**
      1. Any chapter with dues not paid by the due date will be charged a late fee of 10% per week of that bill unless an arrangement is made with The Vice President of Financial and Administrative Operations.
      2. If a chapter has not paid their dues four weeks following the announced due date, their bill will be double.
   7. **Membership Rosters**
      1. Must be turned in by each fraternity Friday of the second week, each semester. Any new member who has depledged must be updated to The Vice President of Financial and Administrative Operations and the Office of Student Involvement by the Friday before new member dues are handed out.
      2. Chapters who do not turn in rosters on time will lose their voting privileges until it is turned in to The Vice President of Financial and Administrative Operations and Office of Student Involvement.
   8. **Appropriate Use of IFC Funds**
      1. IFC funds are under the jurisdiction of the IFC Executive Board 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.
4. **POLICIES AND PROCEDURES** 
   1. For policies and procedures please refer to the specific IFC policies:
      1. IFC Financial Policy
      2. IFC Recruitment Rules and Policies
      3. IFC Risk Management Policy
      4. IFC Membership Development Policy
      5. IFC Interfraternal Relations Policy
5. **HAZING**
   1. Interfraternity Council endorses the definition of hazing as given in the Ohio revised code concerning hazing (a current copy is on file in the Office of Student Involvement) and as printed in the Ohio Northern University student handbook.
   2. Hazing pertains to any member of the University community, not just new members during pre-initiation activities.
   3. Any violations of the hazing policy will be dealt with as prescribed in the Ohio Northern University Student Handbook.
6. **FINES**
   1. Chapters that do not attend or participate, without prior arrangements, in roundtables, special meetings, or committee meetings will be fined the amount of $10.
   2. Interfraternity Council Executive Board may set a fine as they see fit with a two-thirds (2/3) vote.
   3. The Interfraternity Council will strictly enforce all fines.
7. **EXPANSION**
   1. Membership in the Interfraternity Council includes representatives from all recognized chapters and colonies of NIC fraternities as well as all other fraternities who are recognized as Interfraternity Council members at Ohio Northern University. The Interfraternity Council is responsible for determining the appropriate timing to expand the fraternity community and granting permission for expansion, though the University has the ultimate authority over whether or not such expansion can occur. The Council believes that organized, thoughtful growth of the system will ensure continued quality of fraternity life at Ohio Northern. Unplanned growth is viewed as detrimental to group accountability and a quality fraternity experience.
   2. When the possibility of expansion arises, the Interfraternity Council officers and organization representatives shall work together to determine whether or not permission for expansion will be granted.
   3. A vote of three-quarters of the total voting membership (one vote per organization) shall be required to approve the establishment of an organization that will be part of the Interfraternity Council.
   4. Following a vote in favor of expansion, the following timeline will be followed:
      1. Solicitation of appropriate materials in line with Section 7
      2. Selection of organizations to present to the Interfraternity Council and chapter presidents
      3. Selection of the new organization
   5. Expansion and fraternal community growth will be reviewed and discussed every semester as determined by the Interfraternity Council President and Interfraternity Council Advisor.
   6. Any recognized Ohio Northern student organization should contribute positively to the undergraduate experience of its members. It should espouse ideals consistent with those of the University and should commit the human and financial resources necessary to ensure achievement of these ideals.
   7. Each organization should specify to the Interfraternity Council how it can specifically support and nurture a strong fraternity capable of contributing to the education, leadership development, and character development of its members in terms of the following areas:
      1. Alumni Support

Including strength of alumni associations, number of alumni, alumni support in establishing a chapter at Ohio Northern, selection and training program for alumni, and potential house corporation members.

* + 1. Strength

For national organizations, this will be assessed by the number of active chapters, number of chapters gained and lost in the last five years, and recruitment statistics. For local organizations, this will be assessed based on financial security, support of alumni and/or advisors, and interest in the organization within the University community.

* + 1. Support Staff:

This includes consultants/field representatives (or alumni acting as organization representatives) as well as any colonization team. The following will be minimum standards for this category:

* + - 1. There must be at least two consultants/field representatives to work with the colony/chapter on a regular basis for a period of at least two years after installation/chartering.
         1. There must be one national officer that assumes responsibility for the colonization process and is in attendance at the colony recruitment. In addition there must be one local alumni advisor within 50 miles from campus that assumes responsibility for the advisement of the colony.
      2. There must be specific commitment to continuing support for the new chapter over a five year period in the form of extra visitations by consultants/field representatives and national officers (if applicable) funding for increased chapter attendance at national leadership training conferences, and the development of alumni support. Local organizations must send at least one member to the regional conference and to an individual leadership development experiences for the first year, if these trips can be funded.
    1. Success of Recent Colonization

Interfraternity Council will solicit the opinions of Interfraternity Council Advisors on other campuses where the fraternity has recently made colonization efforts.

* + 1. Quality of Programs

Fraternities should provide written materials describing their education programs, policies on hazing, alcohol and drug abuse, assault, member development programs, programs for active/alumni interaction, recruitment and membership selection programs, and any other leadership programs.

* + 1. Chapter Development/Programs

Fraternities must provide written materials describing chapter programs and methods of implementation for scholarship development, self-discipline, character development, and broad based involvement of membership in chapter responsibilities.

* + 1. Quality of Proposed Colonization Procedure (applies to Nationals attempting to colonize only). Organizations attempting to colonize must have:
       1. An orderly colonization procedure outlined in writing and previously tested on other campuses.
       2. Plans for recruiting alumni volunteers. The plan must include plans to have active chapter members from other campuses and (inter)national and regional officers.
       3. Financial backing for colony establishment.
       4. Plans to cooperate with Interfraternity Council in publicizing colony recruitment
       5. Plans for colony officer and member training
  1. The Interfraternity Council should consider the following information to make the decision on whether or not fraternity expansion is both desirable and feasible:
     1. The number of male students participating in fraternity recruitment in relation to the number who end up pledging/associating
     2. The number of chapters and colonies on campus.
     3. The number of active and new/associate members.
     4. The average size of chapter memberships as well as the median number of members in all chapters.
     5. Chapters and colonies currently experiencing membership problems and an assessment of projected measures.
     6. The University’s projection of enrollment trends.

1. **RULES OF ORDER**
   1. The Interfraternity Council shall be governed by the Roberts Rules of Order, newly revised, except in matters specifically provided for in the Interfraternity Council Constitution, Bylaws, Risk Management Policy, and Judicial Constitution.
2. **PUBLICATION AND DISTRIBUTION OF CONSTITUTION AND BYLAWS**
   1. 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 after any amendment is adopted
3. **AMENDMENTS**
   1. These Bylaws may be amended by two-thirds (2/3) vote of the voting members of the Interfraternity Council, provided notice of the proposed amendments has been given in writing at the preceding regular meeting.
4. **ADOPTION**
   1. These Bylaws shall become effective and shall supersede all previous Bylaws of the IFC when adopted by a two-thirds (2/3) affirmative vote of the IFC General Body

**Revised: 9/18/2019**