



**University of Maine  
Interfraternity Council  
Constitution and Bylaws**

**(Adopted 03/31/2021)**

*Last Revised 03/31/2021*

**CONSTITUTION OF THE INTERFRATERNITY COUNCIL  
AT THE UNIVERSITY OF MAINE**

## **MISSION**

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

## **VISION**

### **ARTICLE I – NAME**

This organization shall be known as the Interfraternity Council (IFC) at the University of Maine. The Interfraternity Council (IFC) at the University of Maine is a University of Maine Student Government, Inc. Representative Board.

### **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 the University of Maine;
- F. promote mutual cooperation between its Member Fraternities;
- G. promote mutual cooperation between the IFC, the Panhellenic Council, other fellow governing councils, and student organizations at the University of Maine,
- H. promote mutual cooperation between the IFC and the University of Maine, its students, faculty, staff, and local community.

### **ARTICLE III – IFC MEMBERSHIP**

#### **Section I. Membership Eligibility**

Membership in the IFC is open to chapters and colonies of fraternities at the University of Maine, 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.

C. Recognition may be granted by a two-thirds (2/3) vote by the IFC during a regularly scheduled meeting in which there is quorum.

## **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.

For the purpose of this Constitution and the IFC Bylaws, both Full Members and Associate Members are referred to as Member Fraternities.

## **Section III. Right of All Member Fraternities**

All fraternities gaining membership in the UMIFC in accordance with Article II, Section II and who are in good standing with the council shall have the following rights:

- A. Representation by both their president and an elected representative at all UMIFC meetings.
- B. The ability to serve on UMIFC committees.
- C. Participation in all Greek Life sponsored events.
- D. Participation in Greek Life intramurals

## **Section IV. 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 the University of Maine.
  - 3. The general values-based conduct of fraternity men.
- B. Each Member Fraternity shall maintain a minimum annual cumulative GPA of 2.70.
  - A. Each Member Fraternity shall be current on all IFC dues owed.
  - A. Each Member Fraternity shall submit required membership rosters to the IFC President, as follows:
    - 1. Active Member Roster: Active Member Rosters shall be submitted within one week of the beginning of each semester.
    - 2. New Member Roster: New Member Rosters shall be submitted within one week of pledging any New Member.
- A. Each Member Fraternity shall comply with the attendance policies for the IFC General Body and the IFC Judicial Committee, as outlined within this Constitution.

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 of Judicial Affairs for potential judicial review.

### **Section V. 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 is not currently operating under Non-Status Sanctions or Status Sanctions, as defined within the IFC Bylaws, and is currently meeting the minimum expectations outlined in Section II of this Article.
- B. Probation: A Member Fraternity shall be deemed to be on Probation if the Member Fraternity is currently operating under Non-Status Sanctions and currently meets the minimum expectations outlined in Section II of this Article.
- C. Suspension: A Member Fraternity shall be deemed to be on Suspension if the Member Fraternity has been placed under Suspension by the IFC or has currently failed to meet the minimum expectations outlined in Section II of this Article.

### **Section VI. Individual Member Definitions**

For the purpose of this Constitution and the IFC Bylaws, and with an understanding that each Member Fraternity may have its own terminology for internal use, individuals will be defined as follows:

- A. Active Member: An Active Member shall be defined as any man who has been initiated into any fraternity at the University of Maine.
- B. New Member: A New Member shall be defined as any man who has accepted a bid to join a fraternity at the University of Maine, but has not been initiated into that fraternity.
- C. Potential New Member: A Potential New Member shall be defined as any man who has not accepted a bid from any fraternity at the University of Maine.

### **Section VII. 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 only offer bids to join the fraternity to Potential New Members who meet the following academic requirement:
  - 1. For a Potential New Member who has yet to establish a collegiate grade point average, a minimum high school grade point average of 2.70 is required.
  - 2. For a Potential New Member who has an established collegiate grade point average, a minimum collegiate grade point average of 2.70 is required.
- D. Each Member Fraternity shall maintain an annual cumulative grade point average of a 2.70.

- A. Each Member Fraternity shall have New Member education programs lasting no longer than twelve weeks.
- A. Each Member Fraternity shall prohibit women’s auxiliary groups, such as “little sisters”.
- A. 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.
- A. 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.
- A. 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 recruitment activities.
- A. Each Member Fraternity shall prohibit the use of alcohol and drugs by all Active Members and New Members during all New Member educational programming.
- A. Each Member Fraternity shall prohibit hazing, as defined by the University of Maine, 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 shall respect the individual sovereignty of each Member Fraternity and shall not relinquish any governance authority to any other governing body.

### **Section II. IFC General Body Composition**

The IFC General Body shall be composed of voting IFC Representatives from each Member Fraternity.

### **Section III. IFC Representatives**

Each Member Fraternity shall have one IFC Representative, chosen by that Member Fraternity, who serves on the IFC General Body.

#### **Section IV. IFC Representative Eligibility**

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 University of Maine.
- 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, University of Maine 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.

#### **Section V. Term of Office of IFC Representatives**

The term of office for IFC Representatives 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 Justice for the IFC Judicial Committee.

#### **Section VI. 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 to run all meetings.
- B. A majority 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 at least twice a month during the academic year. In the event that the meeting time decided upon falls on a school recess the Executive Board reserves the right to hold a meeting the following week. Times of these meetings are to be set by the UMIFC President every semester.
- 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 48 hours in advance.
- E. Each Member Fraternity's IFC Representative or Alternate Representative and President is required to attend all meetings of the IFC.
- F. Regular meetings of the UMIFC will be open to the public. In the event the chairperson of the meeting believes that the subject matter of the meeting should only be discussed among the Legislative Body the chairperson can hold the meeting in Executive Session at which point anyone who is not a member of the UMIFC Executive Board, UMIFC Legislative Body, UMIFC Member Fraternity President, UMIFC Advisor or the chairperson of the meeting must leave including but not limited to guest speakers, and the general public.

## **Section VII. 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.
- 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.
- D. With the exception of the election of IFC Executive Board positions, there shall be no secret ballot votes.

## **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. Executive Vice President
- C. Vice President of Communications
- D. Vice President of Finance
- E. Vice President of Risk Management and Judicial Affairs
- F. Vice President of Scholarship
- G. Vice President of Philanthropy
- H. Vice President of Recruitment
- I. Vice President of Diversity and Inclusion

### **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, in good standing, of a Member Fraternity.
- B. Maintain good academic standing with the University of Maine.
- C. Have a cumulative and semester grade point average (G.P.A.) of at least a 2.7, which will be verified prior to becoming a candidate.
- D. 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.
- E. Have a working knowledge of the IFC Constitution and Bylaws, University of Maine policies, NIC Standards, and FIPG risk management policies.
- F. Not currently serve as his Member Fraternity's President, IFC Representative, or IFC Judicial Committee Justice
- A. Must complete formal judicial policies and procedures training.

- A. Acquire the signatures of at least 25 active fraternities brothers of a chapter or colony outside of the candidates own fraternity by the first deadline of nomination, or at least 50 signatures from active fraternities brothers of a chapter or colony outside of the candidates own fraternity by the second deadline of nomination
- A. Be an active member in their fraternity for at least one full academic semester.

#### **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 meetings on a weekly basis.
- 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.
- E. 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 of 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. The only fraternity-wide elected IFC officer shall be the IFC President. There shall be an annual fraternity wide election for the IFC President in which every constituent of the IFC shall have a vote.
- B. Nominations for IFC Executive Board positions shall open no later than two meetings prior to the last business meeting of each calendar year.
- C. The President-elect and outgoing IFC Executive Board officers will slate the Executive Board. No more than two (2) inducted officers shall be from the same fraternity during the same term. Slating occurs after the president-elect holds and interview with each candidate who has satisfied the requirements for eligibility.
- D. Any individual serving in an IFC Executive Board position may be removed from his position by a 2/3 affirmative vote of the IFC General Body.



- E. 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.
- F. 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.
- G. All elected Executive Board officers shall attend a formal induction ceremony conducted by the outgoing IFC President. Upon completion of the induction ceremony during the last business meeting of the year, the President-elect and all of the appointed and approved officer candidates shall officially take office.

### **Section VII. Report of IFC Officers**

A report of any newly elected or appointed IFC Executive Board officers shall be submitted to the NIC within one week of the election or appointment.

## **ARTICLE VI – IFC JUDICIAL COMMITTEE**

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

The IFC shall be a self-governing organization with an independent Judicial Committee which shall have jurisdiction over cases involving alleged Member Fraternity violations, including but not limited to:

- A. The IFC Constitution, Bylaws, Code of Conduct, and other policies.
- B. The general values-based conduct of fraternity men.

### **Section II. IFC Judicial Committee Composition**

The IFC Judicial Committee shall be composed of one IFC Justice from each Member Fraternity, chosen by that Member Fraternity, and shall be chaired by the IFC Vice President of Risk Management and Judicial Affairs.

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

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

- A. Be an Active Member, in good standing, of an IFC Member Fraternity.
- B. Maintain good academic standing with the University of Maine.
- 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, University of Maine 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 for the IFC General Body.
- F.
  - L. Must complete formal judicial policies and procedures training prior to serving on an IFC Judicial Board hearing.

**Section IV. Term of Office of IFC Justices**

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 or Alternate Representative for the IFC General Body.

**Section V. IFC Judicial Policy**

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

**Section VI. IFC Judicial Board Hearing Justice Selection**

The IFC Vice President of Judicial Affairs will select five (5) Judicial Committee justices, as predetermined by an alphabetical rotation of the Member Fraternities, to hear a case. In the event the IFC Judicial Committee rotation for service on a Judicial Board hearing falls upon an IFC Justice whose Member Fraternity is involved in the alleged violation, the rotation will skip to the next Member Fraternity in the alphabetical rotation.

**Section VII. IFC Judicial Board Hearing Attendance**

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 Committee.
- 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 of Judicial Affairs for potential judicial review.

**Section VIII. IFC Judicial Board Hearing Voting Policies**

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.

**ARTICLE VII – IFC COMMITTEE**

**Section I. Ad Hoc Committees**

The IFC Executive Board or the IFC President may form ad hoc committees as deemed necessary to perform the work of the IFC. The IFC President shall appoint the ad hoc committee chairman and committee members with the concurrence of the IFC Executive Board.

**Section II. IFC Committee Meeting Policies**

All committees of the IFC 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 committee members present shall constitute a quorum in order to conduct committee business.
- C. Each committee shall meet as called by its committee chair.

## **ARTICLE VIII – CONSTITUTIONAL AMENDMENTS**

### **Section I. Constitutional Amendments**

Amendments to the Constitution may be proposed by any member of the IFC General Body or by the collective IFC Executive Board. This Constitution 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**

This Constitution 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.

# BYLAWS OF THE INTERFRATERNITY COUNCIL AT THE UNIVERSITY OF MAINE

## 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 leaders.
- 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. Shall serve at the chief executive officer of UMIFC.
- K. Shall enforce the constitution of the UMIFC, and shall carry out all policy and action decided upon by the UMIFC.
- L. Shall appoint other officers of the UMIFC, with the advice and approval of the UMIFC.
- M. Recommend to the UMIFC the removal of any officer or committee chairman for failure to discharge his duties.
- N. Shall coordinate with the Panhellenic Council President to support Greek unity. In so doing, shall attend all regular University of Maine Panhellenic Council meetings.
- O. Shall attend all General Student Senate, Student Government Cabinet meetings for the purpose of submitting a report.
- P. Shall act as a liaison to the Executive Budget Committee for all funding requests by the IFC.
- Q. Shall co-Sign all checks disbursed by the UMIFC.
- R. Shall formulate a weekly report to be given to the President of the University, Vice President of Student Affairs, Dean of Students, Director of Campus Activities, Office of Fraternity and Sorority Affairs, Director of Judicial Affairs, President of UMSG Inc., President of the Panhellenic Council, and members of the UMIFC.
- S. Shall hold 10 officer hours per week, which shall include meetings attended.
- T. Shall perform such other duties as directed by the UMIFC.
- U. Shall follow any other guidelines set forth by the University of Maine Student Government.

V. Shall act as a liaison to the University of Maine Student Government Inc.

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

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

- A. Shall serve as the chairman of all UMIFC Chapter Delegate Meetings.
- B. Preside as the Chief Executive Officer of all Ad Hoc Committees.
- C. Shall coordinate with all UMIFC Vice Presidents on the delegation of completion of ad hoc committee goals.
- D. Preside over UMIFC meetings in the absence of the President.
- E. Shall coordinate with the Panhellenic Council Vice President of Programing and Philanthropy to support Greek unity.
- F. Shall plan and run Greek Week in collaboration with the Vice President of Programing and Philanthropy and their committee.
- G. Shall develop new member educations programs for the Greek community covering the topics of; academic achievement, leadership development, values and ethics, alcohol and drug abuse, hazing, sexual assault/abuse, academic achievement, career preparation, and civic engagement.
- H. Shall serve as an ex-officio officer at all UMIFC meetings.
- I. Act as a proxy to any meeting the UMIFC President is unable to attend and submit a report if necessary.
- J. Shall attend all meetings organized by the UMIFC President.
- K. Shall hold 7 officer hours per week, which shall include meetings attended.
- L. Shall perform such other duties as directed by the UMIFC.
- M. Shall act as a liaison to the University of Maine Student Government Inc.

## **Section III. IFC Vice President of Recruitment**

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

- A. Serve as chair of the IFC Recruitment Committee.
- B. Utilize technology in recruitment and marketing efforts.
- C. Produce and distribute promotional materials to all incoming students and unaffiliated students.
- D. Develop recruitment workshops and programs for Member Fraternities.
- E. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new member recruitment.
- F. Maintain an interest list of Potential New Members.
- G. Collect and maintain accurate New Member Rosters for each Member Fraternity.
- H. Provide advice and support to Member Fraternity recruitment officers.
- I. Shall attend all meetings organized by the UMIFC President.
- J. Shall perform such other duties as directed by the UMIFC.
- K. Shall act as a liaison to the University of Maine Student Government Inc.

#### **Section IV. IFC Vice President of Finance**

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

- A. Serve as chair of the IFC Finance Committee.
- B. Supervise the semester budget process.
- C. Collect IFC Member Fraternity dues or other assessments as needed.
- D. Maintain accurate records throughout the year through invoicing and receipts.
- E. Maintain current information for accurate Member Fraternity rosters.
- F. Review and approve all IFC Expenditure Request Forms and IFC Reimbursement Request Forms.
- G. Make all disbursements with a cosigner.
- H. Prepare financial statements monthly and at the end of each term for distribution to all Member Fraternities.
- I. Make bank deposits when necessary and in a timely manner.
- J. Provide advice and support to Member Fraternity financial officers.
- K. Shall serve as administrator of all UMIFC funds.
- L. Shall serve as an ex-officio officer at all UMIFC meetings.
- M. Shall prepare a fall and spring financial report for all UMIFC members.
- N. Shall coordinate with the Panhellenic Council Treasurer to support Greek unity.
- O. Shall co-sign all checks issued from the UMIFC with the UMIFC President.
- P. Shall attend all meetings organized by the UMIFC President.
- Q. Shall perform such other duties as directed by the UMIFC.
- R. Shall act as a liaison to the University of Maine Student Government Inc.

#### **Section V. IFC Vice President of Scholarship**

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

- A. Coordinate a scholarship chair orientation program for Member Fraternities.
- B. Collect and distribute academic performance rankings.
- C. Publish important academic dates and deadlines.
- D. 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.
- E. Work individually with member fraternity scholarship chairs below the all-men's grade point average.
- F. Build and maintain relationships with faculty, academic offices, and academic honorary societies.
- G. Provide advice and support to Member Fraternity scholarship officers.
- H. Shall attend all meetings organized by the UMIFC President.
- I. Shall perform such other duties as directed by the UMIFC.
- J. Shall act as a liaison to the University of Maine Student Government Inc.

## **Section VI. IFC Vice President of Philanthropy**

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

- A. Collect and Report Social Service information from member fraternities.
- B. Organize, develop and implement social service opportunities for member fraternities on Maine Day.
- C. Inform the UMIFC Legislative Board of potential social service events.
- D. Shall assist the UMIFC Vice President in planning philanthropic events.
- E. Shall hold 4 office hours per week.
- F. Shall serve as an ex-officio officer at all UMIFC meetings.
- G. Shall act as a resource officer for fraternities represented by this body.
- H. Shall attend all meetings organized by the UMIFC President.
- I. Shall perform such other duties as directed by the UMIFC.
- J. Shall act as a liaison to the University of Maine Student Government Inc.
- K. Shall hold 1 philanthropic event during term.

## **Section VII. IFC Vice President of Communications**

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

- A. Serve as secretary of the IFC General Body.
- B. Shall distribute minutes to all UMIFC members, IFC Advisor, and President of UMIFC, no more than 48 hours after the last regular and duly constituted meeting of the UMIFC.
- C. Shall update the Greek Calendar.
- D. Develop and execute a public relations and social media strategy.
- E. Develop service projects and philanthropic events for Member Fraternities.
- F. Collect and report Member Fraternity community service hours, philanthropic dollars, and activities.
- G. Collect and disseminate information on the fraternity community to all campus and community media sources.
- H. Keep the media informed on upcoming events or potential news.
- I. Establish a positive working relationship with external constituents.
- J. Assist in the development of various IFC publications and outreach programs.
- K. Provide advice and support to Member Fraternity community service/philanthropy officers.
- L. Shall serve as administrator of all UMIFC advertising and external communication.
- M. Shall prepare advertisements promoting UMIFC events.
- N. Shall prepare informative tools to be used in the recruitment of fraternity men.
- O. Shall coordinate with Panhellenic Council Public Relations chair to promote Greek unity and philanthropy.
- P. Shall attend all meetings organized by the UMIFC President.

- Q. Shall hold 4 office hours per week, not including meetings attended.
- R. Shall perform such other duties as directed by the UMIFC.
- S. Shall act as a liaison to the University of Maine Student Government Inc.
- T. Shall provide advice and support to member fraternity public relations officers.

## **Section VII. IFC Vice President of Risk Management and Judicial Affairs**

The duties and responsibilities of the IFC Vice President of Risk Management and Judicial Affairs are as follows:

- A. Shall attend all meetings organized by the UMIFC President.
- B. Shall hold 4 office hours per week, not including meetings attended.
- C. Shall update the Risk Management policy (IFC)
- D. Assist in creating/updating emergency response plans and risk management policies (Individual Chapters)
- E. Create/update emergency contact list and pass out to required people (presidents, fire, police, etc.)
- F. Schedule and organize at least 1 event (speakers, conferences, roundtables, or workshops) dealing with risk management per academic semester.
- G. Shall enforce the Risk Management policy and work with the VP of Judicial Affairs for those chapters that fail to comply.
- H. Keep track of member fraternities' progress towards the Risk Management Award.
- I. Shall provide advice and support to member fraternity risk management officers.
- J. Serve as chair of the IFC Judicial Committee and serve as the non-voting Chief Justice of all IFC Judicial Board hearings.
- K. 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. the general values-based conduct of fraternity men.
- L. Ensure proper filing and preparation for all judicial actions.
- M. Ensure compliance with all IFC judicial action imposed upon a Member Fraternity.
- N. Educate Member Fraternities on the IFC Constitution and Bylaws, judicial processes, and risk management policies.
- O. Conduct judicial policy and procedures training for new IFC Judicial Committee justices.
- P. Assist in conflict mediation between Member Fraternities.
- Q. Review all IFC governance documents, at least annually.
- R. Shall serve as an ex-officio officer at all UMIFC meetings.
- S. Shall act as a resource officer for fraternities represented by this body.
- T. Shall cooperate with the Panhellenic Council and administration to oversee new member education mandated by the school.



- U. Shall attend all meetings organized by the UMIFC President.
- V. Shall perform such other duties as directed by the UMIFC.
- W. Shall act as a liaison to the University of Maine Student Government Inc.

### **Section VIII. IFC Vice President of Diversity and Inclusion**

The duties and responsibilities of the IFC Diversity and Inclusion are as follows:

- A. Coordinate diversity and inclusion programming for member chapters.
- B. Promote inclusion within member chapters in order to make the fraternity community more welcoming and inclusive to individuals from diverse backgrounds.
- C. Publish important educational programming dates and deadlines.
- D. Collect and distribute information about campus diversity and inclusion programming and resources.
- E. Build and maintain relationships with faculty, academic offices, and/or departments that support diversity and inclusion.
- F. Provide advice and support to member chapter new member education officers and programming officers to provide diversity and inclusion programming.

## **ARTICLE II – ROLE OF THE IFC REPRESENTATIVE**

### **Section I. IFC Representative**

The duties and responsibilities of all IFC Representatives are as follows:

- A. Attend all regularly scheduled UMIFC meetings.
- B. Provide a weekly report of their chapter's relevant doings and upcoming events at each meeting.
- C. Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community.
- D. Represent the larger fraternity community's interests.
- E. Inform his Member Fraternity of the actions, discussions, and workings of the IFC General Body.
- F. Serve as a liaison between the IFC General Body and his respective Member Fraternity.
- G. Serve as an active member of IFC Standing Committees and Ad Hoc Committees, as necessary.
- H. Represent the highest ideals of fraternity life to the greater campus community.

## **ARTICLE III – ROLE OF THE IFC JUSTICE**

### **Section I. IFC Justice**

The duties and responsibilities of an IFC Justice are as follows:

- A. Serve as an impartial justice, as called, on IFC Judicial Board hearings.
- B. Uphold:
  - 1. the IFC Constitution, Bylaws, Code of Conduct, and policies;
  - 2. the rules and regulations of [college/university]; and
  - 3. the general values-based conduct of fraternity men.
- C. Maintain confidentiality in all judicial hearings, matters, and deliberations.

## **ARTICLE IV – ROLE OF IFC STANDING COMMITTEES**

### **Section I. IFC Recruitment Committee**

The IFC Recruitment Committee shall assist the IFC Vice President of Recruitment in the development and implementation of activities, programs, and resources that foster its Member Fraternities' ability to implement a successful and quality recruitment effort while ensuring no restrictive policies are imposed on new member recruitment.

### **Section II. IFC Finance Committee**

The IFC Finance Committee shall assist the IFC Vice President of Finance in the development of IFC fiscal policies, annual budgets, and programs that assist Member Fraternities' financial officers. The Committee shall also review and/or propose changes to the IFC dues structure.

## **ARTICLE V – 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:
  - 1. Multicultural Competence.
  - 2. Leadership Development
  - 3. Recruitment and Intake
  - 4. 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 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 **the** University of Maine 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 **[college/university]** 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 **[college/university]** during each academic year.

## **ARTICLE VI – FINANCIAL MANAGEMENT POLICY**

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

The IFC Fiscal Year shall be from June 30 to June 30.

### **Section II. IFC Biannual Budget**

The Vice President of Finance and the IFC Finance Committee shall propose a biannual budget to the IFC Executive Board by three weeks into the start of each semester. Upon adoption by the IFC Executive Board, the budgets shall be presented to the IFC General Body for ratification.

### **Section III. IFC Contingency Account**

The IFC Budget shall include a contingency account that equals 10-15% of the overall expenses. The contingency account shall be utilized for cost overruns in budgeted areas and/or unanticipated, unbudgeted items, such as new IFC programs developed after the budget was finalized. At the end of the fiscal year, any amount remaining in the IFC Contingency Account shall be carried over to the next fiscal year.

### **Section IV. 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.

### **Section V. Expenditure Approval**

The IFC President and the IFC Vice President of Finance shall approve all budgetary expenditures. Requests for budgetary expenditures shall be made utilizing the IFC Expenditure Request Form. All expenditure requests shall be submitted at least two weeks prior to the date of the requested disbursement.

### **Section VI. Requests for Reimbursement**

Individuals or Member Fraternities conducting business on behalf of the IFC may request a reimbursement for their expenses utilizing the IFC Reimbursement Request Form. All reimbursement requests shall be submitted within two weeks of the purchase and are subject to the approval of the IFC President and IFC Vice President of Finance.

### **Section VII. Signature Requirements for Financial Accounts and Transactions**

The signature of both the IFC President and IFC Vice President of Finance shall be required on all IFC financial accounts and transactions.

### **Section VIII. Financial Reporting**

The IFC Vice President of Finance 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.

### **Section IX. Financial Record Keeping**

The IFC Vice President of Finance 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 X. Independent Annual Financial Audit**

An independent audit of all IFC financial accounts shall occur within two weeks of the end of the fiscal year by a certified public accountant.

## **ARTICLE VII – MEMBER FRATERNITY FINANCIAL OBLIGATIONS**

### **Section I. IFC Active Member Fraternity Dues**

The semester dues for each Member Fraternity shall be fixed as follows:

- A. Semesterly membership dues for fraternities with chapter status shall be as follows:
  - a. Dues of \$10.00 per active member.
  - b. Dues of \$5.00 per new member or pledge.
- B. Semesterly membership dues for fraternities with colony status shall be as follows:
  - a. Dues of \$5.00 per active member.
  - b. Dues of \$2.50 per new member or pledge.

### **Section II. 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 III. IFC Member Fraternity Dues Assessment**

The aggregate total of dues assessed shall be based upon each Member Fraternity's semester Active Member Roster that is filed with the IFC President in accordance with the requirements of Article III, Section III(E) of the Constitution. The IFC Vice President of Finance shall invoice each Member Fraternity within one week of receipt of an Active Member Roster or New Member Roster. Invoices shall be paid within two weeks of receipt.

### **Section IV. Delinquent Payments**

Any amount unpaid by the due date shall result in a 10% penalty and loss of representation in the IFC General Body until payment has been made. Any amount unpaid within one month of the due date shall result in the Member Fraternity being referred to the IFC Vice President of Judicial Affairs for possible judicial action.

## **ARTICLE VIII – 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 or marijuana.
- 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 IX – IFC JUDICIAL POLICY**

### **Section I. IFC Judicial Powers and Responsibilities**

Per Article VI, Section I of the IFC Constitution, the IFC shall be a self-governing organization with an independent Judicial Committee who shall have jurisdiction over cases involving alleged member fraternity violations of IFC policy, including but not limited to:

- A. The IFC Constitution, Bylaws, Code of Conduct, and policies;
- B. the general values-based conduct of fraternity men.

### **Section II. 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, as outlined in the Bylaws;
- F. Right to appeal the decision, as outlined in the Bylaws.

G. Right against double jeopardy.

### **Section III. 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 submitting an IFC Judicial Complaint Form to the IFC Vice President of Risk Management and Judicial Affairs. The IFC Vice President of Risk Management and Judicial Affairs shall promptly review and investigate the allegation. Upon determination that an allegation has merit, the IFC Vice President of Risk Management and Judicial Affairs may charge a Member Fraternity with a violation.

### **Section IV. Notification of Charges**

Once the IFC Vice President of Risk Management and Judicial Affairs has determined the filed complaint has merit, 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. Date, time and location of their informal judicial hearing;
- B. Description of the alleged violation; and
- C. Due Process Rights.

### **Section V. Investigatory 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 of Risk Management and Judicial Affairs prior to circulation.

### **Section VI. Informal Judicial Hearing**

Upon a finding of the IFC Vice President of Risk Management and Judicial Affairs that a filed complaint has merit, he shall offer the charged Member Fraternity the opportunity to participate in an Informal Judicial Hearing.

In cases in which the charged Member Fraternity accepts an Informal Judicial Hearing, the IFC Vice President of Risk Management and Judicial Affairs shall meet with a representative of the charged Member Fraternity to discuss the allegations of the complaint. Within three (3) business days of the Informal Judicial Hearing, the IFC Vice President of Risk Management and Judicial Affairs 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 three (3) 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.

### **Section VII. Prohibited Sanctions for Informal Judicial Hearings**

The IFC Vice President of Risk Management and Judicial Affairs shall not recommend suspension or loss of IFC recognition through an Informal Judicial Hearing. Should the IFC Vice President of Risk Management and Judicial Affairs believe suspension or loss of IFC recognition is warranted, the case shall automatically be referred to a Formal IFC Judicial Board hearing.

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

If:

- A. the charged Member Fraternity rejects having an Informal Judicial Hearing;
- B. the charged Member Fraternity rejects the Informal Judicial Hearing recommendation for resolution; or
- C. the IFC Vice President of Risk Management and Judicial Affairs determines the allegation is egregious enough to warrant potential suspension or loss of IFC recognition;

the IFC Vice President of Risk Management and Judicial Affairs shall convene a Formal IFC Judicial Board Hearing.

In accordance with Article VI, Section VI, of the IFC Constitution, the IFC Vice President of Risk Management and Judicial Affairs will select five (5) Judicial Committee justices, as predetermined by an alphabetical rotation of the Member Fraternities, to hear the case. In the event the IFC Judicial Committee rotation for service on a Judicial Board hearing falls upon an IFC Justice whose Member Fraternity is involved in the alleged violation, the rotation will skip to the next Member Fraternity in the alphabetical rotation.

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

### **Section IX. 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 to serve on the Judicial Board for the hearing, and the IFC Vice President of Risk Management and Judicial Affairs. 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.
- C. Hearing Process:
1. Initiation of the Hearing: The IFC Vice President of Risk Management and Judicial Affairs 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.
  2. Overview of Judicial Hearing Process: The IFC Vice President of Risk Management and Judicial Affairs shall outline the process for the remainder of the hearing as follows:
    - a. Presentation of alleged charges, violations, and investigatory evidence against the charged Member Fraternity shall be presented by the IFC Vice President of Risk Management and Judicial Affairs:
      - i. Charged Member Fraternity may ask questions;
      - ii. IFC Justices may ask questions;
    - b. Presentation of charged Member Fraternity:
      - i. IFC Justices may ask questions;
    - c. Calling of Witnesses
      - i. Charged Member Fraternity may ask questions;
      - ii. IFC Justices may ask questions;
    - d. Charged Member Fraternity may give final statement;
    - e. IFC Justices deliberate in closed session to determine findings of responsibility and if necessary, appropriate sanction(s).

**Section X. Conflicts of Interest**

In the event the IFC Vice President of Risk Management and Judicial Affairs' Member Fraternity is involved in the alleged violation, the highest ranking IFC Executive Board officer, starting with the IFC President, as listed in Article V, Section II of the IFC Constitution, shall serve in his stead.

**Section XI. 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 XII. Non-Status Sanctions**

The following are sanctions that may be imposed by the IFC Judicial Board and/or IFC Vice President of Risk Management and Judicial Affairs (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 XIII. 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.

### **Section XIV. Duration of Sanctions**

Judicial action shall specify the duration and deadlines of any sanctions imposed. After such specified time, if the Member Fraternity has fulfilled the requirements of the sanctions imposed, the Member Fraternity shall return to good standing. In the event the Member Fraternity does not fulfill all of the requirements of the sanctions imposed, the IFC Vice President of Risk Management and Judicial Affairs shall convene a Formal IFC Judicial Board Hearing to determine future course of action.

### **Section XV. Notification of Findings**

Within three (3) business days of any Informal or Formal Judicial Hearing, the IFC Vice President of Risk Management and Judicial Affairs shall communicate in writing to the charged Member Fraternity, its inter/national headquarters, and its chapter advisor, as well as any relevant University of Maine administrators, the alleged violation, the findings of the hearing, and any sanction(s) imposed.

The IFC Vice President of Risk Management and Judicial Affairs shall notify the IFC General Body of any sanctions imposed upon a Member Fraternity through any Informal or Formal Judicial Hearing.

### **Section XVI. 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. Appeals shall be made in writing to the IFC 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.

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

### **Section XVII. Non-Status Sanctions Appeals**

The IFC Executive Board shall hear appeals for Non-Status Sanctions. The IFC Vice President of Risk Management and Judicial Affairs 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 proceedings. 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 Non-Status Sanctions.

### **Section XIX. Status Sanctions Appeals**

The IFC General Body shall hear appeals for Status Sanctions. The IFC Vice President of Risk Management and Judicial Affairs 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 decision. Upon completion of the Member Fraternity appeal presentation, all representatives of the Member Fraternity shall be dismissed from the meeting, including the Member Fraternity's IFC Representative and Alternate Representative.

The IFC General Body shall first vote on whether to uphold the status sanction, which shall require a two-thirds (2/3) vote. In the event the IFC General Body fails to uphold the decision, the IFC General Body shall determine by a two-thirds (2/3) vote to either dismiss the charge(s) with no sanctions or to alter the sanctions imposed.

The decision of the IFC General Body shall be final with no further appeal rights.

### **Section XX. Composition of the IFC Judicial Board**

The IFC Judicial Board shall consist of the judicial/standards executive of each chapter or another appropriate, elected representative.

## **ARTICLE X – EXPANSION POLICY**

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

In accordance with the North-American Interfraternity Conference's Position on Open Expansion, the IFC at the University of Maine 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 the University of Maine 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.

## **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 high school GPA of 2.5 for first semester freshmen; or
- B. a minimum cumulative college GPA of 2.5.

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

Under the guidance of the IFC Vice President of Recruitment, 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.

The IFC Vice President of Recruitment shall solicit and maintain a Potential New Member Roster, which shall be a roster of men interested in fraternity recruitment, and shall make that list available to each Member Fraternity.

### **Section IV. Year-Round Recruitment**

Member fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and timelines as determined to best serve that Member Fraternity.

### **Section V. Member Fraternity Recruitment**

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

- A. Values-based;
- B. Alcohol-free and illegal 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 X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment.

**Section VI. 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.

**Section VII. Report of New Members**

Each Member Fraternity shall require their new members to complete a New Member Registration form with the Office of Fraternity & Sorority Affairs within 72 hours of accepting their bids.

**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.

Each Member Fraternity shall submit an updated New Member Roster to the IFC Vice President of Recruitment within one week of any New Member disassociating / de-pledging.

**Section IX. Comity**

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.

**ARTICLE XII – PUBLICATION AND DISTRIBUTION OF CONSTITUTION AND BYLAWS**

**Section I. 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.

**ARTICLE XIII – AMENDMENTS**

**Section I. Amendments**

These Bylaws may be amended by a two-thirds (2/3) affirmative vote of the IFC General Body provided notice of the proposed amendment has provided to Member Fraternities at the preceding regularly scheduled business meeting.

**Section II. Adoption**

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.

## **POLICIES OF THE UMIFC**

### **HAZING POLICIES**

#### **SECTION I. Hazing Definition**

Hazing shall be defined as any action or situation created intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

#### **SECTION II. Hazing Consequences**

Activities defined as hazing, and any other activities that are not consistent with federal law, state law, ritual, or the regulations and policies of the University of Maine shall be subject to judicial sanctions by any and all authorities involved including but not limited to the UMIFC, the University of Maine, the fraternities respective national organization and United States Judicial System. Violators of these by laws will be subject to immediate UMIFC revocation upon a two-thirds (2/3) vote of the total membership of the UMIFC.

### **RISK MANAGEMENT POLICIES**

#### **SECTION I. Risk Management**

All fraternities recognized by the UMIFC shall adhere to both the UMIFC “United Risk Management Policy” as well as their chapter’s own risk management policy.

#### **SECTION II. Violations of Risk Management Policies**

The UMIFC Executive Board has the right to suspend any fraternity if it is found to be in violation of any risk management policy set forth by the fraternity’s national or international fraternity, UMIFC, Student Conduct Code, University of Maine Student Government, Inc., University of Maine, or the National Interfraternity Conference (NIC). The UMIFC Executive Board may only do so with a two-thirds (2/3) vote of the UMIFC Legislative Body.

### **INTRAMURAL POLICIES**

#### **SECTION I. Participation in Intramurals**

- A. Participation in the University of Maine Greek Life Intramurals is allowed to chapters and colonies given the following circumstances:
  - a. The chapter or colony is in good standing with the UMIFC.
  - b. No person shall participate in an intramural activity on the behalf of a recognized chapter of the UMIFC unless they are on the chapter's active roster filed with the University of Maine Office of Fraternity and Sorority Affairs, they have signed in as a pledge or new member with the Office of Fraternity and Sorority Affairs, or have registered as an active graduate member with the Office of Fraternity and Sorority Affairs.
- B. No person shall participate in an intramural activity on the behalf of a recognized chapter of the UMIFC unless they are a student at the University of Maine.

## **SECTION II. Intramural Guidelines**

All UMIFC recognized fraternities will follow the guidelines set forth in the "Campus Recreation Intramural Sports Handbook" of the appropriate year. A violation of these guidelines will be subject to the review of the UMIFC.

## **SECTION III. Violations of Intramural Policies**

Any fraternity recognized by the UMIFC found to be in violation of these policies are subject to judicial sanctions deemed fit by the UMIFC Executive Board up to and including suspension of the fraternities right to participate in the University of Maine Intramural League. If a fraternity is on intramural suspension they cannot receive the BC Kent Trophy.

## **ATTENDANCE POLICY**

- A. All member fraternities shall follow the attendance policy as outlined in the UMIFC Constitution. If the President or representative cannot attend a regularly scheduled UMIFC meeting they must send a proxy in their stead. If for any reason no one from a fraternity (President, representative, or proxy) can attend a UMIFC meeting they must notify the UMIFC President twenty-four (24) hours before the beginning of the meeting. The chapter must submit that they will be absent as well as for what reason. The President shall use his discretion to determine if the chapter should be excused. In the event the fraternity is excused they will not be penalized in any way. If the fraternity is not excused they will be notified at least six (6) hours before the meeting through an email to the fraternities President. If the fraternity is still absent from the meeting they will be sent to the IFC Judicial Board.
- B. Violations of the attendance policy shall be as follows:
  - a. In the event that both a fraternity's President and representative are absent at any regular UMIFC meeting and a proxy has not been sent for them, that fraternity will be fined \$25.00.



- b. In the event that both a fraternity's President and representative are absent at two (2) regular UMIFC meeting and a proxy has not been sent for them on both occasions, that fraternity will be fined \$50.00.
- c. In the event that both a fraternity's President and representative are absent at three (3) regular UMIFC meeting and a proxy has not been sent for them on all occasions, the UMIFC Executive Board shall place that fraternity on suspension. The UMIFC Executive Board may only do so with a two-thirds (2/3) vote of the UMIFC Legislative Body.

## **SCHOLARSHIP POLICY**

### **SECTION I. Failure to Meet the Standard G.P.A.**

- A. Failure to meet the standard G.P.A. (2.7 cumulative G.P.A.) shall result in the fraternity involved being placed on one of the following:
  - a. Academic Probation- Recognized fraternities on probation shall do the following:
    - i. File an academic plan with the University of Maine Office of Fraternity and Sorority Affairs.
    - ii. Work with the UMIFC Executive Board and the Office of Fraternity and Sorority Affairs to complete said academic plan.
  - b. Academic Suspension – Recognized fraternities on suspension shall have the following rights revoked:
    - i. Participation in Intramural Playoffs.
    - ii. The ability to place 1<sup>st</sup> in Greek Life sponsored events.
    - iii. Ability of members to serve as UMIFC committee chairs.

A fraternity on Academic Suspension must also:

- iv. File an academic plan with the University of Maine Office of Fraternity and Sorority Affairs.
- v. Work with the UMIFC Executive Board and the Office of Fraternity and Sorority Affairs to complete said academic plan.

### **SECTION II. Sanctioning**

- A. A fraternity shall be placed on Academic Probation by the UMIFC Executive Board under the following circumstances:
  - a. A fraternity fails to meet the standard G.P.A. as set in the UMIFC Constitution for one (1) semester.
  - b. A chapter previously on academic suspension increases their G.P.A. by .1 but is still below the standard G.P.A.
- B. A fraternity shall be placed on Academic Suspension by the UMIFC Executive Board under the following circumstances:
  - a. A fraternity previously on Academic Probation does not meet the standard G.P.A. or increase their total G.P.A. by .1 from the previous semester.
  - b. A fraternity fails to complete any part of their Academic Probation to the satisfaction of the UMIFC Executive Board.

- C. A fraternity shall receive additional punishment by the UMIFC Judicial Committee under the following circumstances:
- a. If a fraternity does not meet the standard G.P.A. or increase its total G.P.A. by 0.1 for three (3) consecutive semesters. In this situation there will be a vote taken at the UMIFC Judicial Committee Meeting. A two-thirds (2/3) vote is needed to pass the Judicial Committee's punishment. If the vote does not pass, the fraternity in question will stay on Academic Probation.
  - b. A fraternity fails to comply with any stipulations outlined in Section I.

### **POLICY ON AUXILIARY GROUPS**

Each Member Fraternity shall prohibit women's auxiliary groups (i.e. "little sisters") within their chapters as well as provide ongoing education to its members on its policy prohibiting women's auxiliary groups.