

CONSTITUTION AND BYLAWS
OF
THE UNIVERSITY OF KANSAS INTERFRATERNITY COUNCIL

CONSTITUTION

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**CONSTITUTION OF
THE UNIVERSITY OF KANSAS
INTERFRATERNITY COUNCIL**

PREAMBLE

We, the men of the International General Fraternities of the University of Kansas, realizing the need to strengthen the fraternity community, and in order to secure a greater unity in our aims and objectives, and to effectively regulate the affairs of the member fraternities of the Interfraternity Council, and to strive to promote a positive fraternal image will serve, support, educate, and advise our fellow fraternity men and the greater Lawrence community, as well as collectively work to advance the University of Kansas and its fraternity community. To all this, we do ordain and establish this Constitution for the Interfraternity Council of the University of Kansas,

ARTICLE I: NAME

The name of this organization shall be the “Interfraternity Council of the University of Kansas”, and shall be abbreviated as “IFC.”

ARTICLE II: MISSION STATEMENT

The Interfraternity Council is the representative government for all 23 current chapters at the University of Kansas. Our purpose is to represent the various sentiments and concerns of the fraternity community to the University, its administration, and the general KU/Lawrence community while striving to promote a positive fraternal image. We regulate the affairs of IFC chapters, support them, educate them and advise them, so as to strengthen relations amongst the chapters themselves, between the fraternity community and University of Kansas, and to aid in the development of each individual member to his highest potential.

ARTICLE III: PURPOSE

- Section 1.** The purpose of the Interfraternity Council shall be to:
- A. Promote and strengthen the relations between fraternities;
 - B. Act as the representative government of all IFC member fraternities;
 - C. Schedule, organize, and regulate recruitment and new member activities for all IFC member fraternities;
 - D. Promote interfraternal competition in scholarship, athletics and activities
 - E. Cooperate with the University, campus and local community organizations on matters of common interest;
 - F. Refer actions to the University or IFC Judicial Board for fraternity violations of University or IFC regulations and actions detrimental to the sorority and fraternity (SFL) community;
 - G. Provide educational programs and informational services that will aid member fraternities;
 - H. Represent the sentiments and concerns of the entire fraternity community, the University,

- its administration and legislative bodies;
- I. Promote the sorority and fraternity community by informing the University and the non-affiliated and Lawrence communities of the merits and accomplishments of the sorority and fraternity community
 - J. Act as a liaison between the member fraternities and any outside agency, group, or organization.
 - K. Help facilitate the recruitment process to ensure the strength of all IFC chapters.

ARTICLE IV: MEMBERSHIP

Section 1. The Interfraternity Council of the University of Kansas shall be comprised of any inter/national general fraternity undergraduate chapter or non-North American Interfraternity Conference (NIC), but still inter/national fraternity recognized by the University of Kansas as a student organization whose purpose is to cultivate fraternalism among its members.

Section 2. Maintaining Membership Status

- A. In order for a chapter to retain full membership status, and all associated privileges, in the Interfraternity Council the following criteria must be met:
 - 1. The Fraternity must be a registered student organization through the Student Involvement and Leadership Center at the University of Kansas, and must remain in good standing with KU Sorority and Fraternity standards.
 - 2. The fraternity must maintain the minimum number of members required by its inter/national organization to remain in good standing
 - 3. The fraternity must maintain a collective grade point average of 2.7 for at least two consecutive semesters.
 - 4. Failure to meet the above said criteria shall result in actions determined by the Judicial Board. This membership entitles the fraternity to all privileges and obligations contained within this Constitution and By-Laws.

- B. Provisional Membership (Colony Membership)
 - 1. Provisional Membership is eligible to any undergraduate social fraternity colony that is currently participating in the expansion process. Provisional Membership is not to include interest groups.
 - 2. This membership shall include all privileges and obligations entitled to Full Membership except the following:
 - A. Provisional members may not hold an IFC executive officer position
 - B. Provisional members may not vote on IFC Constitutional issues, but may vote on a proposed IFC bylaw motion.
 - C. Provisional Members are eligible to participate in all Recruitment and Programming functions as well as any other events funded by IFC, permitted that they are in good standing with the Inter-Fraternity Council.
 - 3. Provisional membership shall expire upon acquiring Full Membership status

Section 3. The Interfraternity Council shall have jurisdiction over all matters concerning colonization.

Section 4. A chapter petitioning for membership in the Interfraternity Council must receive the approval of the Student Involvement and Leadership Center administration and a three-fourths affirmative vote of all General Assembly voting members.

ARTICLE V: ADVISORS

Section 1. The advisors to IFC shall include the designated IFC advisor from SILC, and the Program Director of Fraternity and Sorority Life.

Section 2. The Fraternity and Sorority Life Advisor(s) shall serve in an advisory capacity to the University of Kansas IFC, the IFC Executive Board and Appointed Officers, and all standing and special committees.

ARTICLE VI: GENERAL ASSEMBLY

Section 1. The legislative body of the Interfraternity Council shall be known as General Assembly, and shall consist of the President and one representative from each member fraternity. Each member fraternity can name two alternatives at the beginning of each semester, who are eligible to vote in the absence of the president or representative.

Section 2. All voting matters of the General Assembly shall be resolved by the required vote of the total eligible voting membership present at the meeting.

ARTICLE VII: EXECUTIVE BOARD

Section 1. The agenda of the Interfraternity Council shall be directed and organized by a board composed of the executive officers of the Interfraternity Council. The Executive Board shall consist of the:

- President
- Vice President
- Director of Recruitment
- Director of Risk Reduction
- Director of Leadership and Member Development
- Director of Scholarship
- Director of Public Relations
- Director of Community Service and Philanthropy
- Director of Conduct

Section 2. Officers of the Interfraternity Council Executive Board shall be initiated members of fraternities in good standing with and holding regular membership in the University of

Kansas Interfraternity Council. Further, an officer of the IFC Executive Board shall not concurrently be a voting representative of the IFC General Assembly from his fraternity (president, IFC representative, or named alternate). Additionally, an officer may not concurrently serve as President, Vice President, Social Chairman, or Risk Manager of his own chapter. If the individual holds one of these positions in his chapter at the time of his election to the IFC Executive Board, then the term of office of said chapter position must expire by the end of the current semester. Similarly, if the individual holds a position on the IFC Executive Board at the time of his election to one of said chapter positions, then the term of office of the IFC Executive Board position must expire by the end of the current semester.

Officers of the Interfraternity Council Executive board shall:

1. Have at least a 3.0/ 4.0 cumulative GPA or a 3.0/ 4.0 GPA for the semester preceding their election, while taking a minimum of 12 credit hours per semester.
2. Have completed one year of academic course work, while attending a university. Coursework as a high school student does not fulfill this requirement.
3. While in office, take a minimum of 12 credit hours. If the officer does not need to enroll in 12 credit hours to graduate he can contest this through the procedure in ARTICLE VII: Section 5. Recall of Executive Officers.
4. Maintain at least a 3.0/4.0 GPA for the semesters in office.
5. Be active members in good standing of fraternities holding regular membership in the University of Kansas IFC.
6. To be considered for IFC President, a candidate must have previously served on the IFC Executive Board, or their respective chapter executive board, and be a third-year student at the University. In the case that no one with these qualifications runs, other candidates will be considered.
7. To be considered for Director of Recruitment, a candidate must have previous IFC recruitment experience. In the case that no one with this qualification runs, other candidates will be considered.
8. To be considered for Director of Conduct, a candidate must be a third-year student at the University. In the case that no one with this qualification runs, other candidates will be considered.

Section 3. In the case of a tie vote in the General Assembly, the President shall be entitled to one vote in the matter at hand.

Section 4. Selection of Nominating Committee

- A. The Nominating Committee shall be comprised of no more than 10 Chapter Presidents from the Interfraternity Council. The Nominating Committee should consist of 10 individuals that is representative of the ratio between unhoused and housed organizations rounded to the nearest whole number. Chapter Presidents must be from chapters in good standing with the IFC and the University.
- B. Applications for the Nominating Committee will be made available no later than five weeks

prior to IFC elections and will close three weeks prior to elections.

C. The current IFC Executive Board will have one week to select the Nominating Committee from the applicant pool.

D. The outgoing IFC President will chair the Nominating Committee.

Section 5. Election of Executive Officers

A. Applications for Interfraternity council executive board will be sent out to chapter presidents no later than four weeks before election night. Each applicant must complete and turn in the application to the IFC office 2 weeks prior to the election night in order to be reviewed by the Nominating Committee.

B. Once applications are due, the nominating committee will review them and select candidates to present speeches two weeks before the night of the assigned election date. Each speech shall have a maximum of three minutes and each question portion shall have a maximum of 5 minutes. If a man is running for more than one position, he must give a speech for each position she is running for. After each candidate presents their speech(s) the nominating committee will then select officers for the slate.

C. The slate will consist of ONE candidate per position. The slate will be sent out to chapters. Chapters have the opportunity to challenge the slate for up to one week.

D. If a chapter chooses to challenge they will need to present their alternate choice(s) to the nominating committee. The alternate choice(s) has 24 hours after the window of challenging has ended to submit an application for the desired position.

E. The nominating committee will review the alternate choice(s) to check for eligibility. The alternate choice(s) will need to be in attendance the night of elections to present their speech of 3 minutes maximum and answer the question portion for 5 minutes maximum.

F. On the night of elections, all slated candidates should be present if possible. If needed, chapter delegates will listen to the alternate choice(s) and slated candidates present their speeches and answer questions. Chapter delegates will then vote on the slate.

G. The nominating committee member may be in attendance, but cannot vote. Each chapter still has voting rights regardless of whether or not their president is serving on the nominating committee. The nominating committee can only answer questions the chapter delegates may have before voting.

Section 5. Recall of Executive Officers

A. In the event that an executive officer fails to sufficiently carry out the duties and responsibilities of his post, his officer status is subject to review, and if necessary, recalled by the General Assembly.

B. The procedure for review and recall of an executive officer shall be as follows:

1. Any voting member of the General Assembly may make a motion to review an executive officer. The member making the motion will be given an opportunity to explain his reasoning for proposing the review. The executive officer will not be given the opportunity to respond. The General Assembly must approve the review with a two-thirds vote in the affirmative in order for the review to

proceed.

2. If the review is approved by the General Assembly, the Judicial Board will hold a hearing to investigate the performance and potential recall of the executive officer.
3. The Judicial Board shall make a recommendation to the General Assembly in support of or opposition to the recall of the officer in question. The recommendation shall be presented at the first meeting of the General Assembly after the Judicial Board hearing. This recommendation shall be accompanied by a presentation of the Chief Justice explaining the reason of the recommendation. The executive officer in question shall also be allowed an opportunity to respond to the Judicial Board recommendation.
4. After the completion of the above process, a two-thirds vote by the General Assembly in favor of recall shall result in the removal of said officer from his position on the Executive Board.

Section 6. Vacancies of Office

- A. Nominations for vacant officer positions shall be taken at the first meeting of the General Assembly following the vacancy of said position.
- B. A general election for the executive position shall be held between all nominees at the next regular General Assembly, with the installation of the duly elected officer immediately following his election.

Section 7. The executive board shall create or endorse the creation of all standing committees necessary with approval of two-thirds of the General Assembly and all Ad-Hoc committees necessary with the approval of the Interfraternity Council President.

Section 8. All appointed officers shall be appointed by the Interfraternity Council Executive Board through an application and interview process.

ARTICLE VIII: JUDICIAL BOARD

Section 1. It shall be the duty of the IFC Judicial Board to hear, judge and act on any written complaint regarding an infraction of the IFC Constitution and Bylaws, or any action detrimental to the SFL community by any member of the IFC. Additionally, it is up to the Judicial Board to keep accurate public record of the judicial hearing's verdict.

Section 2. The Judicial Board shall be composed of one Chief Justice and four Associate Judges. The Chief Justice will be the IFC Director of Conduct.

Section 3. Those eligible to serve on the Judicial Board shall have served or currently be serving one

of the following roles of the member fraternities at the University of Kansas: president, vice president, judicial standards chairmen, treasurer or risk management chairman. Past members of the IFC Executive Board are also eligible.

In addition, members of the IFC Judicial Board shall:

- A. Have at least a 3.0/ 4.0 cumulative GPA or a 3.0/ 4.0 GPA for the semester preceding his election.
- B. Have completed one year of academic course work, while attending a university. Coursework as a high school student does not fulfill this requirement.
- C. While in term, take a minimum of 12 credit hours per semester unless he does not need 12 hours to graduate in the same semester.
- D. Maintain at least a 2.7/4.0 GPA for the semesters in term.
- E. Be active members in good standing of fraternities holding regular membership in the University of Kansas IFC.
- F. Provide a letter of recommendation from the current chapter president.

Section 4. The term of a Judicial Board member shall be two consecutive semesters. The only exception to this rule is if a former justice wishes to run for Director of Conduct. Members shall be selected in the following manner:

- A. Elections for the next term shall be held at the last regular meeting of the General Assembly in both the Fall and Spring Semester. Two Justices will be elected at the end of each semester.
- B. The Director of Conduct will be elected along with the rest of the IFC Executive Council at a regular meeting no later than the first week of November.

Section 5. Members of the Judicial Board shall not be eligible to run for re-election to the Board each year.

Section 6. There shall be no more than one member from a chapter on the Judicial Board at any given time.

Section 7. All duties, guidelines, policies, and processes of the Judicial Board shall be contained in the IFC Judicial Board Manual. This manual shall be used and interpreted as a Bylaw to the IFC Constitution.

Section 8. In order to hold a hearing, three justices must be in attendance.

Section 9. The Chief Justice will call and preside over all Judicial Board meetings. The Board shall meet at least once a month and when deemed necessary by the Chief Justice.

Section 10. After two unexcused absences by any Justice, he will be replaced.

Section 11. If the status of any justice comes into question, the Director of Conduct will hold an

investigation and the IFC executive council will vote for a final decision. If the status of the Director of Conduct comes into question, the IFC executive council will vote for a final decision, withholding the Director of Conduct's vote. For any measures to be taken, a two-thirds vote is required.

ARTICLE IX: MEETINGS

- Section 1.** Regular meetings shall be scheduled bi-weekly with at least two Joint Meetings per semester by the President of the Interfraternity Council. Special meetings may be called at any time by the President or on the written notice to the President by any Council member pending the approval of the Executive Board.
- Section 2.** The order of business and protocol of all meetings of the Council shall abide and refer to the current edition of Robert's Rules of Order except in those areas provided for in the Constitution.
- Section 3.** A representative from each regular member fraternity shall be responsible for attending regular meetings and notifying his chapter of all regular and special meetings of the Interfraternity Council.

ARTICLE X: AMENDMENT TO THE CONSTITUTION

- Section 1.** A. Any motion to amend, revise, alter, or revoke an article of the constitution or bylaws shall be tabled after an initial reading of said motion in front of the General Assembly. The said motion shall be voted upon at the next General Assembly meeting and require a two-thirds affirmative vote to be amended.
- B. A yearly review of both bylaws and constitution shall be conducted by the Interfraternity executive council and the IFC advisors to ensure the governing documents are up to date.

ARTICLE XI: BYLAWS AND AMENDMENT TO THE BYLAWS

- Section 1.** The governing statutes shall be dictated and specified by the Bylaws of the Interfraternity Council of the University of Kansas.
- Section 2.** Any motion to suspend, alter, amend, or revoke the Bylaws of the Interfraternity Council of the University of Kansas shall be tabled after an initial reading of said motion in front of the General Assembly. The said motion shall be voted upon at the next General Assembly meeting and requires a simple majority affirmative vote to be enacted.

**BYLAWS OF
THE UNIVERSITY OF KANSAS
INTERFRATERNITY COUNCIL**

Section 1. Expansion and Colonization Policies

A. General Philosophy

1. The following policy and procedures for expansion and colonization on the University of Kansas campus are for the purpose of controlling growth and maintaining the current strength of the IFC Community.
2. The IFC and University jointly reserve the right to invite specific national fraternities to colonize at the University.
3. Any new North-American Interfraternity Conference (NIC) fraternities shall be subject to the expansion policy from the time of first contact with the IFC and/or any Fraternity and Sorority Life Advisor until accepted as a member of the IFC.
4. The University and IFC does not recognize local fraternities. All men's fraternities who desire membership in the IFC at the University of Kansas must have affiliation with a national organization recognized as a member of the NIC.
5. Expansion can be defined as a step by step process and the completion of one or more steps in no way guarantees a commitment to extend an invitation to colonize.
6. The aim of any expansion efforts should be for the long-term benefit of all male students to have the opportunity to join a fraternity and all efforts should be focused on bettering the IFC.

B. Expansion Procedures

1. Application process can begin in one of two ways:
 - a. Through a formal expansion plan initiated by the IFC and the Office of Fraternity and Sorority Life.
 - b. Through a formal prospectus to colonize by any NIC affiliated inter/national headquarters.
2. All information should be turned into the IFC staff/IFC advisor and expectations will be set forth through the advisors.
3. Once the application process has begun, the following are duties of the IFC and the Office of Fraternity and Sorority Life:
 - a. Obtain and review prospectuses from interested inter/national organization.
 - b. Any fraternity with interest in colonizing at KU will abide by a contract created by the office of fraternity and sorority life and approved by the IFC president detailing mutual expectations and services to be provided in order to facilitate and colony's development
 - c. Provide colony with all information regarding current IFC policies, procedures, and a calendar of events.
4. Once the application process has begun, the following are duties of the petitioning organization:
 - a. The petitioning organization must register as a student organization with the Student Involvement and Leadership Center.
 - b. It is the responsibility of a colony to:

- i. Attend all IFC meetings as a petitioning status member.
 - ii. Receive all services granted to the full status members of the IFC, except for voting privileges.
 - iii. Pay dues to the IFC Vice President for Administrative Affairs after a consultation session with said officer.
 - iv. Comply with all University and IFC rules and regulations, IFC Constitution and Bylaws.
 - v. Maintain an active alumni advisory committee as prescribed through the inter/national fraternity and the Office of Fraternity and Sorority Life
 - vi. As represented by the colony president, meet with their respective Office of Fraternity and Sorority Life Advisor at least once a month.
 - vii. Provide IFC and their respective Office of Fraternity and Sorority Life Advisor with a report three (3) times per semester on the status of the colony.
 - viii. Encourage participation in all SFL activities and programs.
 - ix. Turn in all paperwork by the established deadlines.
 - x. Have a national representative visit a minimum of three times per academic year for as long as it exists as a colony of the national fraternity or a petitioning member of the IFC, whichever is longer.
 - xi. Exist as a petitioning status chapter for not less than two semesters and not more than four semesters.
 - xii. Have the minimum number of members required by its inter/national organization and a demonstrated ability to grow beyond this size.
 - xiii. Notify the appropriate University administration and the IFC of plans to become chartered during the semester prior to action of their general fraternity.
 - xiv. Maintain a collective grade point average at or above a 2.70 for two successive semesters.
- c. Within one calendar month of the commencement of colonization, the following shall be provided to the Office of Fraternity and Sorority Life:
- i. Anticipated timeline for colonization at the University of Kansas
 - ii. Number of traveling consultants, description of program and commitment of time to the said colony.
 - iii. List of local alumni that will be working with the colony.
 - iv. Inter/national expansion budget and amount allotted to KU colony.
5. Full Status Membership of IFC
- a. A petitioning status chapter or colony may petition the IFC for full membership only after being granted a charter from their national fraternity.
 - b. A petition for recognition as a full status member must be made no later than one month after the chartering of the chapter.
 - c. The said petition shall be presented at any regular IFC meeting as new business and voted upon at the next meeting in old business.
 - d. Acceptance of the said petition to admit the chapter as a full status member of the IFC requires a two-thirds (2/3) vote by the IFC General Assembly.
6. Meet at least once a week with the IFC advisor at a predetermined time and place to

discuss fraternal matters.

Section 2. Officer Responsibilities

- A. It shall be the responsibility and duty of all elected or appointed officers to maintain, uphold, and follow the Constitution and Bylaws of the Interfraternity Council. It shall be the responsibility of officers to inform and educate individual chapter members of behavior or actions that are not in accordance with either University or IFC policy.

Section 3. Executive Board

- A. The Executive Board shall:

1. Meet at least once a week at a predetermined time and place to discuss fraternal matters.
2. Attend all regular meetings of the IFC and any special meetings deemed necessary by the President.
3. Maintain six (6) office hours per week.
4. Receive a stipend of \$250.00 per semester while in office.

- B. **President** shall:

1. Maintain overall responsibility for the operation of the Interfraternity Council and serve as the Interfraternity Council representative to the campus and community.
2. Work with the Interfraternity Council Executive Board and Advisor(s) in all matters pertaining to the University of Kansas Interfraternity Council.
3. Call and preside over all meetings of the Interfraternity Council.
4. Act as an ex officio member of all committees, and to monitor the progress of each.
5. Appoint or approve any committee members, committee chairmen, or member at large to any IFC committee.
6. Create and set an agenda for the General Assembly with the endorsement and approval of the Executive Board.
7. Endorse all activities of the council that promotes the best interests of the fraternity community.
8. Serve as the KU representative at intercollegiate fraternal meetings.
Work actively with SFL alumni for the advancement of the SFL Community.
9. Routinely review the Interfraternity Council Constitution and Bylaws and oversee revision when needed.
10. Work with the Panhellenic Association President, the National Pan-Hellenic Council President and the Multicultural Greek Council President.
11. Sign all contracts involving the University of Kansas Interfraternity Council and be authorized to countersign IFC checks.
12. Coordinate and distribute an IFC semester calendar of events.
13. Share the responsibility as the media liaison with the Vice-President for Public Relations.
14. Maintain and turn over all files pertaining to the office, and help develop long-term goals to ensure continuity.
15. Work to promote a positive relationship between University officials and council chapters
16. Work with the Director of Public Relations to ensure that both the council and individual chapters are keeping their official websites up-to-date and appropriate
17. Maintain consistent communication with chapter leaders

18. Set goals for the council to follow, and said goals should be discussed soon after taking office
19. Promote programming about important campus issues
20. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.
21. Complete the AFLV Awards binder for Council Management
22. The IFC President will sit as the head of the nominating committee for Executive Officer elections.

C. **Vice President** shall:

1. Serve as acting President in all capacities due to the absence of the President.
2. Handle all correspondence of the Interfraternity Council.
3. Act as the official liaison between the IFC Judicial Board, and oversee the collection of any Judicial Board fines.
4. Record and preserve minutes and attendance of the meetings and to properly notify all member fraternities of scheduled meetings of the council.
5. Maintain accurate information of all activities and correspondence of the council.
6. Control the collection and distribution of all dues, fines, assessments, and other finances of the council, and make financial reports of all transactions when necessary.
7. Allocate donations to local and campus organizations that are agreed on by the executive board.
8. Jointly manage the SFL Programs checking account with Panhellenic Association Vice-President, and be authorized to sign SFL Programs and Interfraternity Council checks.
9. Prepare and administer a budget approved by the Executive Council and two-thirds affirmative vote of the General Assembly.
10. Prepare and file all insurance and tax forms of the Interfraternity Council.
11. Ensure that the IFC office is sufficiently stocked with the office supplies necessary for daily business and maintain order and cleanliness in the office.
12. Call roll at the beginning of each meeting and email minutes from the previous meeting to all appropriate parties.
13. Provide an IFC Vice-President biannual financial report at the beginning of each term and a monthly financial report at the first IFC meeting of each month.
14. Undertake or assist in special projects or assignments delegated by the President.
15. Maintain and turnover all files pertaining to the office.
16. Acquire signatures on a contract from each executive board member, acknowledging his responsibility to perform the duties required of the position he holds
17. Oversee the AFLV Awards Process
18. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

D. **Director of Recruitment** shall:

1. Carry out the duties and functions of the Interfraternity Council in areas pertaining to membership.
2. Work with the Office of Admissions to provide incoming and current students with information on the SFLcommunity.
3. Respond and handle inquiries pertaining to recruitment activities.

4. Call and chair Recruitment roundtables with Chapter Recruitment Chairs on an as needed basis. At minimum the officer will call and chair a roundtable at the beginning of their term..
5. Be responsible for and advise all activities pertaining to Informal, Formal, and Fall Recruitment
6. Be responsible for education of chapters, recruitment chairmen, and Potential New Members in regards to recruitment.
7. Be responsible for all bid card collection for both the fall and spring semester new members.
8. Maintain office hours during the summer and give IFC Recruitment presentations at all summer orientation sessions. A summer salary will be included in the IFC budget at \$10/hour. During this time period, the Director of Recruitment may be asked to assist with other SFL projects.
9. Be authorized to countersign IFC checks during the summer for Formal Recruitment.
10. Undertake or assist in special projects or assignments delegated by the President.
11. Maintain and turnover all files pertaining to the office.
12. Create an efficiency report comparison to cost per Potential New Member for Formal Recruitment.
13. Encourage work with other councils to encourage successful recruitment techniques and cultural diversity.
14. Promote and enforce substance free recruitment activities.
15. Complete the AFLV Awards binder for Membership Recruitment.
16. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

E. **Director of Risk Reduction** shall:

1. Distribute, collect, and store Event Notification Forms.
2. Collaborate with Director of Conduct to review and sanction chapters for Joint Alcohol Policy violations by sending them before the IFC Judicial Board.
3. Revise and maintain the Joint Alcohol Policy.
4. Educate on topics that deal with risk reduction topics: (i.e. sexual assault, fire prevention, crime prevention, hazing).
5. Call and chair any chapter social chairmen or risk manager roundtable as needed.
6. Undertake or assist in special projects or assignments delegated by the President.
7. Continually promote chapter self-governance through the responsibilities listed above.
8. Serve as the direct liaison and coordinator for the IFC partnership with the University's Sexual Assault Prevention and Education Center.
9. Maintain and turnover all files pertaining to the office.
10. Complete the AFLV Awards binder for Risk Reduction and Management.
11. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

F. **Director of Leadership and Member Development** shall:

1. Maintain and improve community relations.
2. Serve as the primary advisor to the Junior Interfraternity Council
3. Conduct a New Member Education roundtable to inform chapter presidents and new member

- educators of new member education best practices at the end of the Spring Semester.
4. Promote, track, and encourage fraternity man leadership in campus organizations.
 5. Serve as a coordinator/advisor for joint events with the National Pan-Hellenic Council, the Panhellenic Association and the Multicultural Greek Council.
 6. Coordinate the Interfraternity Council and Panhellenic Association Awards process and ceremony.
 7. Undertake or assist in special projects or assignments delegated by the President.
 8. Continually provide education that promotes a chapter's ability to practice self-governance in the new member education process.
 9. Maintain and turnover all files pertaining to the office.
 10. Complete the AFLV Awards binder for Leadership and Education Development.
 11. Serve as the officer in charge of representing the IFC community during KU Homecoming.
 12. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

G. **Director of Scholarship** shall:

1. Coordinate and prepare educational and scholarship programs for the SFL Community in conjunction with Panhellenic, National Pan-Hellenic Council and the Multicultural Greek Council.
2. Call and chair a roundtable with the Chapter Scholarship Chairs at least once per semester.
3. Undertake or assist in special projects or assignments delegated by the President.
4. Oversee the academic status of individual IFC chapters.
5. Meet with individual chapters on an as-need basis to provide academic consultation.
6. Maintain and turnover all files pertaining to the office.
7. Compile statistics related to graduation rates among fraternity members vs. general undergraduate students.
8. Compile a list of University resources and provide to chapters.
9. Manage a needs-based tutoring fund that IFC members can apply for to assist with tutoring fees.
10. Implement interfraternal goodwill academic competitions among all council chapters.
11. Publicly recognize students who have achieved academic success.
12. Complete the AFLV Awards binder for Academic Achievement.
13. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

H. **Director of Public Relations** shall:

1. Assume all public relations duties concerning the Interfraternity Council including the advertising and promotional activities of the council and its committees.
2. Serve as the liaison to the University Daily Kansan.
3. Coordinate the Fraternity Ambassador Program in partnership with Admissions.
4. Be responsible for developing and implementing a comprehensive Public Relations campaign for the IFC including publishing and distributing all IFC publications, preparing news releases, and advertising for the IFC and Chapter Events.
5. Be responsible for all matters pertaining to the website.
6. Share the responsibility as the media liaison for the IFC with the IFC President.

7. Undertake or assist in special projects or assignments delegated by the President.
8. Work with all SFL councils to promote a good image for the community.
9. Review AFLV awards packet each year to ensure IFC compliance.
10. Maintain and turnover all files pertaining to the office.
11. Complete the AFLV Awards binders for Public Relations.
12. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

I. Director of Philanthropy and Community Service shall:

1. Be responsible for all matters pertaining to community service and philanthropy including the distribution of a calendar of community service events, aiding all chapters in the advertisement, and overall process of community service and philanthropy.
2. Be responsible for the development and coordination of community service and philanthropic events in conjunction with all SFL Councils.
3. Inform chapters of opportunities for community service and philanthropy.
4. Serve as an advisor for any community or philanthropic partnership the council takes on.
5. Call and chair IFC roundtables with the Chapter Community Service Chairs and Philanthropy Chairs at least twice per term.
6. Undertake or assist in special projects or assignments delegated by the President.
7. Create and distribute a calendar of events for IFC philanthropy events.
8. Maintain and turnover all files pertaining to the office.
9. Complete the AFLV Awards binder for Community Service and Philanthropy.
10. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.

J. Director of Conduct shall:

1. Call and preside over all Judicial Board meetings.
2. Properly enforce the IFC Judicial Board manual.
3. Break any ties in an IFC Judicial Board Hearing.
4. Consistently review the judicial board manual in order to ensure that it remains relevant and updated.
5. Maintain a high ethical standard both as an individual and as a judicial board.
6. Communicate with IFC member chapters throughout the judicial process, and follow up with chapters to ensure completion of sanctions.
7. Coordinate training sessions for the newly elected justices with a qualified campus professional.
8. Continually promote chapter self-governance through the responsibilities listed above.
9. Co-Host one roundtable per semester to educate on University and IFC conduct policies and procedures with the Director of Leadership and Member Development.
10. Actively monitor the needs of the council and consistently review the IFC constitution to ensure that it is meeting the needs of its constituents.
11. Complete the AFLV Awards binder for Self-Governance and Judicial Affairs.

K. IFC Advisor shall:

1. Be knowledgeable of the events, activities, and issues related to IFC and its Executive Board,

- as well as its member chapters.
2. Provide guidance and counsel to IFC and its Executive Board on matters relating to the SFL Community on a local and inter/national level, and to university administration.
 3. Attend Executive Board and General Assembly meetings.
 4. Serve without a vote on any matters concerning IFC and its Executive Board.

Section 4. Appointed Officers

- A. All appointed officers shall attend and report at all regular Interfraternity Council meetings unless specifically informed otherwise by the Interfraternity Council President. Appointed officers are ex-officio non-voting members of the General Assembly, unless the above stated member is a voting representative of his chapter. All appointed officers shall report regularly to their respective Executive Board officers as well.
- B. All appointed officers will be appointed by the Executive Board through an application process and a formal interview process. Appointed officers may be reappointed for additional terms, but reappointments must follow the formal procedure for initial appointment. The former appointed officer will be considered alongside all other applicants for the post.
- C. The appointed officers will be selected no later than the first General Assembly of the spring semester and their term will last until the end of the fall semester.
- D. To be eligible for an office, a IFC member must:
 1. Have at least a 3.0 cumulative grade point average prior to election and maintain a 3.0 cumulative grade point average throughout their term in office.
 2. Must have completed at least 12 hours from the University of Kansas and be a full time student.
 3. Shall be members in good standing of fraternities holding regular membership in the University of Kansas IFC.
- E. The appointed officers of the Interfraternity Council shall be as follows:
 1. **IFC Senator** shall:
 - a. Attend all regular meetings of the University of Kansas Student Senate and represent the IFC in all voting matters
 - b. Report back to IFC on the activities of the Student Senate.
 - c. Work directly with and serve under the President.
 - d. Follow all rules dictated by Student Senate and fulfill all Student Senate obligation

Section 5. Expenses

- A. A \$35.00 new member fee will be assessed for each fraternity new members when the Interfraternity Council bid card is submitted. If the new member does not attend the University or disassociates before the start of the school session, the new member fee will be refunded. A

\$23.00 active fee will be assessed for each fraternity member whose name appears on the chapter's grade release. Bills will be paid during the fall semester when billed by the Vice President for Administrative Affairs based on the current roster for each chapter. A \$20.00 new member fee will be assessed for new members that join in the spring semester. Dues can only be looked at every third year for increase unless voted upon by the council as a whole and passed by a 2/3 majority vote. (*Last Due Change August 20, 2015*)

- B. The expenses incurred by the Interfraternity Council shall, in the absence of any fixed sort of income, be met by assessments upon the member fraternities of said council as authorized by the representatives thereof.
- C. The Vice President for Administrative Affairs shall submit a recommendation for a SFL Programs assessment to the General Assembly for ratification. This assessment will include all programming expenses for member fraternities for the academic year. Ratification shall take place at the final General Assembly of the spring semester and all moneys shall be due by September 1 of the following year.
- D. Each fraternity will be notified by mail or at General Assembly meetings for the charges due to the Interfraternity Council. Upon receipt of the invoice, payment is due in full. The payment penalty schedule is as follows:
 - 0 – 14 days: No Penalty
 - 15 – 30 days: Monthly finance charge of 10 percent of remaining balance.
Possible suspension of voting privileges.
 - 31- 60 days: Continued finance charge.
Inter/national office contacted and advised of the delinquency.
Suspension of voting privileges.
 - 60 + days: Continued finance charges.
Loss of all Interfraternity Council privileges and referral to the
Judicial Board for further review.
- E. A member fraternity may appeal to the Executive Board for an alternative payment schedule which would waive the above stated plan. Any given plan shall be approved with a $\frac{3}{4}$ majority vote of the executive board.
- F. Rosters are due two weeks after the start of each semester to the SILC office in order to bill out dues in a sufficient time.

Section 6. Use of Interfraternity Council Funds

- A. The Executive Board and/or the General Assembly of the Interfraternity Council shall not use their funds to purchase any alcoholic beverages.

Section 7. Auditing of the Interfraternity Council Books

- A. An independent audit of the Interfraternity Council books shall be conducted with the following

provisions:

1. The auditors may not be students.
2. The results of the audit shall be published and disseminated to all member fraternities.
3. Any member fraternity may request an audit of the Interfraternity Council books. The member fraternity shall make a request to the Executive Board or to the General Assembly.
4. The financial records of the Interfraternity Council shall be accessible at all times to the member chapters.

Section 8. Recruitment Policy

A. Purpose

1. To promote and strengthen the membership programs of the member fraternities.
2. To control and manage liability and risk involved with the serving of alcohol.
3. To adhere to state and federal laws regarding alcohol.

B. Definitions

1. Fraternity member includes: the actions of members, new members, and alumni.
2. Alcohol: any intoxicating spirit, including 3.2% beer.
3. Prospective Members: Any person not a member of said fraternity who is present at an informal or formal recruitment event.
4. Recruitment event: Any action, formal or informal, by one or more active members or new members to meet, experience, develop associations with and/or, persuade any non-members in an attempt to provide the opportunity for membership to a fraternal organization.

C. Regulations

1. Recruitment is Alcohol Free.
 - a. All fraternities may hold formal or informal events both in their houses or other locations as long as they are alcohol free.
 - b. Members can attend as long as they are not under the influence of alcohol and/or illegal substances. Alcohol and Alcohol Paraphernalia are strictly forbidden during all recruitment events. A citation or warning may be issued for, but not limited to the following:
 - i. Having containers or beverages containing alcohol in plain sight anywhere in a chapter facility
 - ii. Having empty containers or beverages that either once held alcohol or promotes alcohol in plain sight anywhere in the chapter facility
 - iii. Having signs, posters, etc. depicting or advertising alcoholic beverages in plain sight anywhere in a chapter facility.
 - c. Prospective members may not bring any alcoholic beverages to a recruitment event.
 - d. No fraternity member may drink with a prospective new member at a recruitment event.
 - e. No fraternity member may give alcohol to a prospective new member at a recruitment event.
 - f. No fraternity member may purchase for or otherwise provide alcohol to any prospective

- new member at a recruitment event.
- g. No fraternity may coordinate or facilitate any event in which a prospective member who is not of legal age enters a drinking establishment and/or consumes an alcoholic beverage.
 - h. No fraternity shall assist or take part in any instance in which a prospective member misrepresents his identity. This includes, but is not limited to both illegally manufactured identification cards and valid identification cards belonging to a person of legal drinking age
2. No fraternity shall display items that are considered demeaning to a group of individuals. These items include, but are not limited to, banners, billboards, and signs that express racist, sexist, or other offensive sentiments.
 3. No chapter shall permit verbally degrading, slanderous, or offensive language, particularly against any other chapter. Every chapter is to promote their own chapter and speak of all others with fondness and community demeanor. The objective of recruitment week is to introduce potential new members to the SFL Community in hopes that they will join a chapter after experiencing the recruitment process.
 4. No fraternity members shall allow females to help with chapter recruitment efforts during any Recruitment period. This includes attending chapter events or passing out recruitment information.
 5. All promotional materials must reflect the values of the SFL Community and be in good taste.
 6. Fraternities must notify the IFC no later than one week prior to any recruitment event by filing a recruitment event notification form with the IFC office. Failure to do so will result in a referral to the IFC Judicial Board.
 7. Fraternities must allow the IFC Executive Board onto their premises if they so request in order to confirm adherence to the IFC Recruitment Policy.
 8. No fraternity shall host or be involved in any social function-taking place 24 hours prior to or after a recruitment event.
 9. No fraternity members shall talk negatively about any other fraternity, in any manner whatsoever, at any time in a conversation with any prospective member.
 10. No fraternity shall contact any new member who has already signed with another chapter.

D. Periods and Procedures

1. Informal Recruitment
 - a. This recruitment period is open and perpetual.
 - b. At any time, a prospective member may be in contact with a fraternity or in attendance at

- a registered chapter recruitment event.
 - c. A prospective member, who is not yet a KU student, may sign an IFC issued bid card with the intent to become a new member at a respective fraternity anytime after the signing date established by the Director of Recruitment. This date shall not be before the first Sunday in January.
 - d. An enrolled KU student may sign an IFC issued bid card at any time.
 - e. All informal fraternal recruitment matters must adhere to the regulations outlined in said Recruitment Policy.
2. Formal Recruitment
- a. This recruitment period shall take place no later than the last weekend in June but at least two weeks prior to the deadline set by the Department for Student Housing for contract cancellation with no financial penalty.
 - b. All registration, scheduling, transportation and housing accommodations shall be arranged by the Director of Recruitment.
 - c. No fraternity shall contact any prospective member, in any manner, during formal recruitment, once daily visitations are over.
 - d. Unless extenuating circumstances are presented to the Vice-President for Recruitment, and permission for withdrawal is granted, participation from all IFC member fraternities is mandated.
 - e. Any bid extend to a prospective member shall be honored for no more than 14 days.
 - f. All formal fraternal recruitment matters must adhere to the regulations outlined in said Recruitment Policy.
3. Fall Recruitment
- a. This is a recruitment period aimed at current KU students who are not associated with an IFC member fraternity.
 - b. Events and publicity shall be coordinated by the Vice-President for Recruitment.
 - c. All chapters are eligible to participate.
 - d. Any prospective member may join a fraternity for the current semester during fall recruitment, for the spring semester or may inquire about joining the following school year.
 - e. All fall recruitment matters must adhere to the regulations outlined in said Recruitment Policy.
4. Chapters may only sign perspective members that are a senior in high school or older.
5. The time frame and schedule for formal recruitment will be determined by the end of the spring semester
- A. Within the informal recruitment process there will be an open house in the spring and fall semester that will be set by the Director of recruitment.

E. Violations

- a. Any action either by an individual fraternity member, group of fraternity members or an entire chapter believed to not be in compliance with the said Recruitment Policy shall be referred to the IFC Judicial Board. The individual filing the complaint shall file said complaint no later than two weeks after the alleged violation has occurred.
- b. In addition to the procedures outlined in the Judicial Board Manual, the following

additional steps shall be taken:

- i. The IFC Director for Recruitment will be notified of the complaint filing via a written statement from the IFC Judicial Board Chief Justice.
 - ii. The IFC Director for Recruitment will be asked to provide a written statement detailing the alleged violators historical compliance with the Recruitment Policy.
 - iii. The IFC Director for Recruitment will be asked to provide a separate written statement recommending an appropriate sanction if the alleged violator is found to not be in compliance with the said Recruitment Policy.
- c. Subsequent violations during the same recruitment period of the said Recruitment Policy by the same chapter shall result in additional scrutiny and the possibility of additional sanctions.

F. Recruitment Advisory Committee

1. Recruitment Counselors shall consist of the two Head Recruitment Counselors as Co-chairs, the Director of Recruitment and Recruitment Counselors from each chapter of The University of Kansas Panhellenic Association. Recruitment Counselors shall be selected by March 1st of the year in which they will be serving.
2. Duties. It shall be the duty of the Recruitment Counselors to assist prospective members during the Formal Recruitment process.
3. Recruitment counselors must have a 2.7/4.0 scale GPA
4. Recruitment counselors must stay in the Residence Hall during the formal process to assist the Director of Recruitment.

Section 9. Membership and Pledging

- A. In accordance with the membership program rules and procedures of the Interfraternity Council, a man is considered pledged/associated with a fraternity of the University of Kansas when the official bid card for that membership program period has been properly submitted to the IFC Vice President for Recruitment.
- B. A deadline to return bid cards will be set each semester by the IFC Vice President for Recruitment. All fraternities will be assessed a new member fee with each bid card received, and payment will be due at the time it is requested by the IFC Vice President for Administrative Affairs. Prior to assessment of new member dues for each semester, the Interfraternity Council will distribute a new member roster based on the bid cards received and establish a due date for corrections to said roster. Chapters will be responsible for checking and returning said roster in accordance with the guidelines set forth by the IFC Vice President for Administrative Affairs. All billing will be based on the corrected roster, and full payment will be due at the time it is requested by the IFC Vice President for Administrative Affairs.
- I. Chapter presidents must update membership roster via Rock Chalk Central by the first Friday each semester
- C. If any man is pledged/associated to any fraternity of the University of Kansas and the

pledgeship/association is annulled or removed by the pledge/associate or fraternity at the University of Kansas, the said man may not room, board or pledge/associate at another fraternity at the University of Kansas until the completion of one week.

- D. Any signing must be done at a time set by the IFC Director of Recruitment as outlined in Section 6, D.
- E. Infraction of any or all of the rules regarding signing of new members will result in referral to Judicial Board.

Section 10. Initiation and Pledgeship/New Member/Associate Rules

- A. A man must be regularly enrolled at the University of Kansas before he is eligible for initiation. He must also be officially pledged/associated in a Interfraternity Council member fraternity for the time period in the academic year specified by the fraternity's inter/nationals immediately prior to the initiation.
- B. To be eligible for initiation, a man must qualify with his inter/national fraternity's guidelines, as well as his local chapter's guidelines. Each chapter must also maintain a formal academic standard as a prerequisite for each new member to qualify for initiation.

C. Governing Council Risk Management/Hazing Policy

1. Each chapter must submit a copy of an agenda or minutes from a meeting or educational program which outlines that they have discussed the University, Council, National Headquarters and state/federal Anti Hazing policies with their chapter each Fall Semester. Chapters must also educate their members on their respective council's Risk Management Policies. They can be done at the same meeting. All members must sign a sheet stating that they have seen and understand these policies. Resources with the information on these policies can be found at <http://silc.ku.edu/greeklife/> documentation due by the date specified in the Community Standards Program.

2. The Interfraternity Council follows the University of Kansas Anti-Hazing Policy.

The University of Kansas policy on and definition of hazing is provided in the *Code of Student Rights and Responsibilities*, Article 22. Section A # 2, which states:
“Engages in hazing of another person for the purpose of initiation or admission into, affiliation with, or continuation of membership in any organization operating under the sanction of the University. Hazing includes, but is not limited to, any action, activity or situation which recklessly, negligently or intentionally endangers the mental or physical health, welfare or safety of a person, creates excessive fatigue, sleep deprivation, mental or physical discomfort, exposes a person to extreme embarrassment or ridicule, involves personal servitude, destroys or removes public or private property, or implicitly or explicitly interferes with the academic requirements or responsibilities of a student. It is presumed that

hazing is a forced activity regardless of the apparent willingness of an individual to participate in the activity. Apathy or acquiescence in the presence of hazing is not neutral; both are violations of this rule.”

Section 11. Grade Release Program

- A. The rules and regulations contained in the guidelines for the Interfraternity Council Grade Release Program will be adhered to by all member fraternities.
- B. When distributed, the grade release forms will contain the deadline for returning the completed forms. Failure to meet this deadline can result in the fraternity not being allowed to compete in the Interfraternity Council Scholarship competition, as well as a chapter average not being completed.
- C. Once the completed grade release forms are returned to the Student Involvement and Leadership Center, any changes must be made in writing to the Program Director of Fraternity and Sorority Life.

Section 12. Attendance

- A. If any fraternity should be absent, delegate or president, from an Interfraternity Council meeting in a single academic year having been duly notified, the following steps shall be taken:
 - 1. One absence- A written notice will be sent to the chapter president noting the absence.
 - 2. Two absences- A written notice will be sent to the chapter president, the Corporation Board President, and Chapter Advisor noting the absence.
 - 3. Three or more absences- The fraternity will be fined \$100.00 per representative absent per meeting. The Corporation Board President, Chapter Advisor, and the inter/national fraternity office will be notified of the further absences. Failure to pay before the next IFC meeting will result in suspension of voting privileges and referral to the Judicial Board.
- B. Other meetings called by IFC Officers
 - 1. The Vice Presidents for Administrative Affairs, Scholarship, Public Relations, Community Service and Philanthropy, and Interfraternal Relations all have the right to hold one mandatory meeting per semester for the respective chairmen in each member fraternity (SEE SECTION 11 TABLE 1 BELOW).
 - a. Respective chairman must be notified at least ten days prior to the meeting in order for the meeting to be valid.
 - b. The purpose of these meetings will be to inform the chapters of community events, and or rules and regulations of the IFC Council, or University.
 - c. Failure to attend a mandatory meeting will result in a fine of 50 dollars being assessed to the chapter.
 - 2. The Vice Presidents for Recruitment, and Risk Management will have the right to hold two mandatory meetings per semester for the recruitment/risk management chair of each member

fraternity.

- a. Respective chairman must be notified at least ten days prior to the meeting in order for the meeting to be valid.
- b. The purpose of these meeting is to educate and inform the chapter chairmen on the rules and regulations of recruitment and social functions that are written in the recruitment/Joint Alcohol Policy.
- c. Failure to attend a mandatory meeting by the recruitment/ risk management chair will result in a fine of 50 dollars being assessed to the chapter. Additionally, the chapter will also be placed on recruitment/social probation until a meeting can be scheduled between the respective Vice President and the respective chairmen.
- d. Probation means that there will be no social functions and/or recruitment events occurring even if they are already registered with the council until as stated above a meeting is scheduled and conducted with the Vice President for Recruitment and/or Risk Management.

-Section 11 Table 1-

IFC Officer

President
Administrative Affairs
Public Relations
Interfraternal Relations
Educational Programs and Scholarship

Community Service and Philanthropy

Respective Chairman

Chapter President
Chapter Treasurer
Chapter Designated Representative
Chapter Designated Representative
Chapter Scholarship Chair and
Chapter Membership Education Chair
Chapter Community Service Chair and

(If a Chapter Designates a Representative for a meeting, the respective Director must be notified prior to the meeting)

Section 13. Little Sister Program

A. No fraternity shall organize or sponsor a “Little Sister”, “House Sweetheart” or similar program(s) at the University of Kansas.

Section 14. Live Animal Policy

A. No fraternity shall allow live animals at any fraternity event or on fraternity property. The exception withstanding that Chapter house corporations may allow house directors to have pets (domesticated animals only) and/or members requiring Emotional Support Animals (ESA) with prior approval.

Section 15. THE UNIVERSITY OF KANSAS PANHELLENIC ASSOCIATION & INTERFRATERNITY COUNCIL SOCIAL POLICY

I. Statement

- a. All University of Kansas Interfraternity Council (IFC) and Panhellenic Association (PHA) member chapters shall operate in a manner consistent with all University, local, state, and federal laws and policies concerning the sale, purchase, serving or consumption of alcohol.
- b. Where University, local, state, federal or International Organizational policies are stricter those policies and sanctions will prevail over this document.

II. Purpose

- a. To promote responsible attitudes and behaviors concerning alcohol use at SFL social functions.

III. Definitions

- a. **Non-member:** any person excluding new members, initiated member, and those members currently of alumni status.
- b. **Potential New Member:** Any persons not a member of a said fraternity or sorority or any persons not currently enrolled as a student at the University of Kansas who is seeking membership to a Panhellenic and Interfraternity Council chapter.
- c. **Member:** Any persons that is a new member, initiated member, or of alumni status of a said fraternity or sorority.
- d. **Social Event:** The possession, sale, use or consumption of alcoholic beverages, while on chapter premises or during a fraternity or sorority event, in any situation sponsored or endorsed by the chapter, or at any event an observer would associate with the fraternity or sorority, must be in compliance with any and all applicable laws of the state, province, county, city, and institution of higher education, and must comply with the [guidelines stated in this document] (from FIPG Risk Management Policy).
- e. **BYOB Event:** An event where invited members or guests, if of age, bring their own drinks. (See BYOB Event Guidelines)
- f. **Host:** Any chapter or organization that plans, pays for, is invited to attend as a whole and/or participates in as a whole.
- g. **Good Standing:** When an IFC/PHA chapter has no outstanding fines and is not on social or any other type of probation with either IFC/PHA, their International Organization, or the University of Kansas and has completed their student organization registration with the SILC office.
- h. **Guest List:** A list of members and/or guests invited to attend the event. This list must include their names and can include birthdates and any other relevant information.

IV. Event Management Guidelines

- a. No one under the legal drinking age is to consume or purchase alcohol.
- b. No chapter funds shall be used for the purchase of alcohol.
- c. Every participating chapter is equally responsible for the event regardless of the location.
- d. Paid, professional security guards are required in relation to the total number of expected attendants. See "Security" section for ratio requirements.
- e. No bulk quantity of common source alcohol shall be purchased by the chapter (i.e. kegs or cases)

- f. The purchase of alcohol shall in no way be undertaken or coordinated by members on behalf of the chapter. Each member that is 21 years of age, or older, shall purchase alcohol for only himself/herself.
- g. Any function where the proceeds from the sale of alcohol are donated to a charitable organization, philanthropy or to the chapter itself are prohibited.
- h. Open Events, meaning those with unrestricted access by non-members of the fraternity, without specific invitation, where alcohol is present, are forbidden.
- i. A third party vendor or an off-premise location (i.e. bar, restaurant, hotel, bowling alley, etc.) shall provide the “cash bar” service where the individual of-age consumer pays for each individual drink.
- j. Regarding guests:
 - i. Non-members must receive a specific invitation to attend the event. Their specific invitation is by means of being placed on a guest list.
 - ii. There will be no joint guest lists between chapters. Each participating chapter submits their own guest list to their respective councils.
 - iii. Within the event notification packet, a completed PNF, chapter roster, and list of dates are required.
- k. No potential new member shall be present at any event with alcohol.
- l. Co-Sponsoring events shall consist of no more than four chapters. Events with five or more chapters are prohibited.
- m. Sober Monitors must be present at all types of events (alcoholic and non-alcoholic) and remain there throughout the entire event and must follow all guidelines under the “Sober Monitor” section-
- n. For any social event involving alcohol, safe transportation shall be provided for all members and guests from the specified meeting location, venue and back.
 - i. Safe transportation shall be provided from the chapter house or designated chapter meeting location to and from the event for all chapter members and guests.
 - ii. Safe transportation shall be provided for guests from the chapter house or designated chapter meeting location to the specified meeting location after the function ends.
 - iii. The provided transportation must be used by all members and guest to and from the event.
 - iv. Transportation is to be used only by all members and guests
 - v. Transportation company should be stated on the Party Notification Form (PNF).
- o. When the Social Policies are violated the Vice President for Risk Management and or President from the Interfraternity Council and or the Panhellenic council will report the infraction to Judicial Board and or Honor Court. The Judicial Board and or Honor Court will decide the sanctions from the infraction.
- p. **Guidelines Specific for Events With Alcohol**
 - i. IFC chapters may host at the chapter house depending on their International Organization’s policies.
 - 1. Panhellenic Chapters may not co-sponsor a social function with alcohol

- at any Interfraternity Council chapter facility.
- ii. Any purchase of alcohol for any chapter-sponsored event shall be by the individual through a “cash bar” service in which each drink is purchased separately.
- iii. No members, collectively or individually, shall purchase for, serve to, or sell alcoholic beverages to any minor (i.e. those under legal “drinking age”)
- iv. Chapters must check identification before or upon entering the venue location and designate those who are of legal drinking age from those who are not (i.e. with wristbands or “X”s).
- v. The necessary security per number of guests should be in attendance. See Security section for guidelines.
- vi. Food and non-alcoholic beverages must be served. See “Food and Non-Alcoholic Beverages” section for guidelines.

q. Guidelines Specific for Third Party Vendor Events

When an event utilizes a third party vendor/caterer, the host chapter(s) must have the vendor complete a Third Party Vendor Checklist and Agreement indicating that the vendor is responsible for:

- i. Providing proper licensing by the appropriate state or local authority.
 - 1. This might involve both a liquor license and a temporary license to sell on the premises of the event.
- ii. Providing a minimum of \$ 1,000,000 of general liability insurance bond/policy.
 - 1. The certificate of insurance must show that the vendor has "off premise liquor liability coverage and names as additional insured University the local chapter, House Corporation and general fraternity/sorority.
- iii. Agreeing in writing to cash sales only for drinks at market value, collected by the vendor, during the event.
- iv. Drink specials and chapter-subsidized drink specials are not permitted.
- v. A room rental fee which includes a drink special for your group is not permitted.
- vi. The Third Party Vendor fee includes a set amount of free alcohol. [e.g. ten free pitchers, forty well drinks, free drink ticket per member] is not permitted.
- vii. Third Party Vendor that requires a certain amount of sales throughout the night is not permitted.
- viii. Third Party Vendor that provides free drinks for officers, organizers, or specials for all the women is not permitted.
- ix. Assume in writing all responsibilities that any purveyor of alcoholic beverages would assume in the normal course of business.
 - 1. Checking for age 21 identification and clearly marking, those of legal drinking age with a wristband.
 - 2. Not serving minors.
 - 3. Not serving individuals who appear intoxicated.
 - 4. Maintaining control and distribution of all alcoholic beverages.
 - 5. Removing all remaining alcohol at the end of the event (no excess alcohol is to be given or sold-to the chapter).

r. **Guidelines Specific for BYOB Events**

- i. All functions that are BYOB must be registered with IFC/PHA through a Party Notification Form (PNF). See “PNF Guidelines”
- ii. No alcohol is to be stored in a member’s room during BYOB social functions.
- iii. Beer tabs, tickets, or punch cards are required to ensure that the members and guests only receive the number of beverages they brought in.
- iv. Non-members must receive a specific invitation to attend the event. Their specific invitation is by means of being placed on a guest list.
- v. On the BYOB guest list each specific invitation must be accompanied with a specific name designated as a specific member’s guest.
- vi. There shall be no more than a 3:1 ratio of non-members to members

s. **Guidelines Specific for Events Without Alcohol:**

- i. Each chapter is asked to sponsor at least two (2) non-alcoholic events during a calendar year (December 1 to November 30). The events must be approved by the IFC and PHA Vice Presidents for Risk Management in advance and shall be registered with IFC and PHA.
- ii. The following events will not count towards the completion of the provision: Rock Chalk Review brainstorming parties, new member events, recruitment activities, and philanthropic events will not count towards completion of the provision.
- iii. By completing the above criteria (Section r, article i and ii) will be considered as part of the criteria for Chapter Excellence, and Risk Management Awards for Panhellenic and IFC Awards Night as well as the SFL Standards Initiative.
- iv. Non-alcoholic events may have up to four host chapters. Events with five or more host chapters will not be permitted.

t. **Party Notification Forms (PNF)**

- i. All events must be registered with the Interfraternity Council and the Panhellenic Association through the use of a Party Notification Form (PNF). The primary purpose and intent of the event notification form is to provide the Interfraternity Council and Panhellenic Association with the information necessary to determine if social events are in accordance with alcohol and risk management policies.
- ii. All Panhellenic chapters need to sign the Electronic Party Notification Agreement in order to submit the PNF by e-mail.
- iii. All PNFs should be sent to ifcriskmgmt.ku@gmail.com and will be time stamped by the time and date that the document was received. Panhellenic PNFs will be submitted to this website automatically through the electronic form.
- iv. **Each** hosting chapter must turn in a PNF.
- v. Deadlines for PNFs are as follows:
 1. For IFC chapter events with alcohol, PNFs will be due at least **4 business days prior to the event.**
 2. For IFC chapter events without alcohol, PNFs will be due at least **48 hours prior to the event.**
 3. For PHA chapter events with alcohol, PNFs will be due at least **one**

week prior to the event.

4. For PHA chapter events without alcohol, PNFs will be due at least **one week prior to the event.**
- vi. Any person fitting the definition of a non-member must be placed on a guest list and designated as a non-member. A copy of the guest list (with the names alphabetized) must be turned in **48 hours prior to the event of function.** This is for events for both councils.
- vii. The IFC Vice President for Risk Management and the PHA Vice President for Risk Management will develop the format of the Party Notification Form. This notification will contain information regarding the nature of the event, time, date, location, and any other pertinent information needed for the safety and security of the chapter and the event.
- viii. Failure to complete the Party Notification Form within the appropriate timeframe will result in the following fines that will be based on per member registered with the IFC or Panhellenic Association.
 1. For the first infraction:
 - a. A chapter will be fined \$0.25 per member if the PNF is turned in within 24 hours after the deadline.
 - b. A chapter will be fined \$0.50 per member if the PNF is turned in between 25 and 48 hours after the deadline.
 - c. A chapter will be fined \$0.75 per member if the PNF is turned in between 49 and 72 hours after the deadline.
 - d. A chapter will be fined \$1.00 per member with a maximum fine of \$200 if the PNF is not turned in 72 hours after the deadline.
 2. For the second infraction:
 - a. A chapter will be fined \$1.50 per member if the PNF is turned in within 24 hours after the deadline.
 - b. A chapter will be fined \$1.75 per member if the PNF is turned in between 25 and 48 hours after the deadline.
 - c. A chapter will be fined \$2.00 per member if the PNF is turned in between 49 and 72 hours after the deadline.
 - d. A chapter will be fined \$2.50 per member with a maximum fine of \$500 if the PNF is not turned in 72 hours after the deadline.
 3. For the third infraction,
 - a. A chapter will be fined \$3.00 per member if the PNF is turned in within 24 hours after the deadline.
 - b. A chapter will be fined \$3.75 per member if the PNF is turned in between 25 and 48 hours after the deadline.
 - c. A chapter will be fined \$4.25 per member if the PNF is turned in between 49 and 72 hours after the deadline.
 - d. A chapter will be fined \$5.00 per member with a maximum fine of \$800 if the PNF is not turned in 72 hours after the deadline. It will also result in an appearance before the Judicial Board or

Honor Court.

- ix. Infractions will be measured on a semester basis.
 - a. Late, missing or incorrect PNFs will result in the Vice Presidents Risk Management on IFC and PHA notifying the Judicial Board or Honor Court respectively.
- x. A chapter may only be fined once for each PNF submitted.
- xi. Any appeal is to be made directly to the Judicial Board or Honor Court, but only in the case of extenuating circumstances.
- xii. Payment of PNF fines must occur within **10 days** of fine notification or before the next scheduled event (whichever is first). Failure to pay a fine will result in the chapter not being in good standing with the IFC and PHA councils and the Judicial Board or Honor Court will decide on the amount and or sanctions associated with the fine.
- xiii. Fines will be paid to their respective councils and distributed for educational, philanthropic, or scholarship purposes.

u. Guest Lists

i. **All events must have a guest list.**

- 1. A guest list is prepared and turned in 48 hours prior to the event of the event and contains the names of all members and guests attending the event.
- 2. Your national organization may have a specific guest to member limit—some use two guests per member, while others use three.
- 3. A guest list is not a sign-in list. The student directory is not a guest list. A chapter membership list is not a guest list.
- 4. The purpose of the guest list is to limit attendance to those persons who know a member and to have a witness list in the event something does occur which may end up in court two or more years later
- 5. A copy of the “guest list” of invited individual guests' names must be maintained and monitored at the door or entry to the function.
- 6. Only persons on the “guest list” should be granted admission into a function where alcohol is present. Each individual guest’s identity shall be verified with an appropriate ID. Persons who will be consuming alcohol at the function must demonstrate that they are of legal drinking age with a government issued ID.

v. Security

- i. Paid, professional security guards are required in relation to the total expected party attendance. Required for all events taking place at all events with alcohol:
 - 1. 2 security guards for 1-200 people
 - 2. 3 security guards for 201-300 people
 - 3. 4 security guards for 301-400 people
 - 4. 5 security guards for 401-500 people
 - 5. 7 security guards for 501-600 people
 - 6. 8 security guards for 601-700 people

- ii. Events without alcohol that have more than two hosting chapters must follow the above member to security guard ratios.
- iii. Security is not required for an event without alcohol with two or less hosting chapters but is recommended. It is up to the chapter's inter/national policies on whether the event needs security. The IFC Risk Management Chairman and Panhellenic Risk Mana may also have the right to require security at events without alcohol if deem it is necessary.

w. Sober Monitor Guidelines

- i. Sober Monitors should remain sober before, during and after the event.
- ii. Sober Monitors' names must be stated on the PNF.
- iii. There should be a proper ratio of sober monitors to attendants:
 1. 2 sober monitors for 1-200 people
 2. 3 sober monitors for 201-300 people
 3. 4 sober monitors for 301-400 people
 4. 5 sober monitors for 401-500 people
 5. 7 sober monitors for 501-600 people
 6. 8 sober monitors for 601-700 people

x. Food and Non-Alcoholic Beverages

- i. A reasonable quantity of non-alcoholic beverages and food shall be provided in a visible location through the duration of the function.
- ii. There should be two non-alcoholic beverages per underage person in attendance.
- iii. There should be two servings of non-salty food for every person in attendance.

y. Electronic Notification Form Agreement

- i. The Electronic Notification Form shall be filled out by all Panhellenic Chapter representatives and renewed in event the said chapter turns over Chapter President, Risk Management and Chapter Social Chair.

z. Amendments to the Joint Alcohol Policy

- i. The Interfraternity Council and Panhellenic Association shall be combined into a single voting body exclusively for the purpose of Joint Alcohol Policy amendments.
- ii. Representation in this body is to be distributed in the following way; each chapter is allocated a total of one vote which is cast by the voting representative of each chapter as specified by their respective council's procedure.

A vote of two-thirds of the total unified voting body in favor of an amendment will be required to adopt said amendments to the joint alcohol policy.

Section 16. Sexual Assault Prevention Education Policy

- I. All chapters are required to complete at least two educational trainings through the Sexual Assault Prevention and Education Center (SAPEC) each academic year.
- II. One training is to be conducted with the new/associate members during the fall semester.
 - A. One training is to be conducted with the total membership (new/associate and initiated

- members) of the chapter during the fall or spring semester.
- III. Annually, the IFC Executive Board and representatives from SAPEC will meet to determine the required programming for chapters. Required trainings will be selected from the following options:
- A. Bystander intervention;
 - B. consent education;
 - C. drug/alcohol-facilitated assault;
 - D. healthy relationships;
 - E. sexual assault recognition & response; or
 - F. other programs as developed by SAPEC.
- I. Each year, the IFC Executive Board will determine the percentage of membership required in attendance at SAPEC educational trainings. Attendance will be tracked and reported by SAPEC. If no attendance percentage is determined, the default requirement will be 80% for new/associate members as well as total membership.
- II. All new/associate and initiated members are responsible for completing the University's mandatory online sexual assault training prior to participating in SAPEC training.
- III. If a chapter has already completed the required educational programming during the prior academic year, they may opt for one of the other programs listed in Section II. Chapters will be required to correspond with a SAPEC representative to determine alternative programming.
- IV. Chapters will be responsible for requesting educational programming online through the SAPEC website (<http://sapec.ku.edu>) or emailing sapec@ku.edu. All requests should be submitted a minimum of three (3) weeks in advance and include the following:
- A. Organization's full name
 - B. Contact information for designated chapter officer coordinating the training
 - C. Group size
 - D. Member rosters with email addresses
 - E. Program location
- V. All required programs must be completed in a University room or classroom with audio/visual capabilities. Chapter facilities will not be used for required trainings.
- VI. Any trainings required as a result of IFC or University sanction will be in addition to the two required annual trainings.
- VII. All required trainings will qualify as educational programming through the Sorority and Fraternity *Community Standards* program if the required attendance percentage is met.
- VIII. Chapters that complete additional trainings above and beyond the two required programs will be eligible for the Partners in Prevention Award through the Sorority and Fraternity *Awards and Recognition* program.

Section 17. Definition and distinction between community service and Philanthropy

- B. Community service event** is defined as an event in which an individual is actively participating in serving the outside community. Examples include but not limited to, volunteering at the Lawrence Humane Society, Jubilee Café, and Natural Ties
 - i.** Donating money to a philanthropic event and/or attending a philanthropic event does not count towards community service hours.
 - ii.** Taking part in one's respective chapter philanthropy does not count as community service
 - iii.** One member may only record up to 20 hours of community service per activity per semester. All other documentation requirements of community service hours will be in compliance with SFL standards requirements.
 - iv.** Individual member service requirement: Each semester, the chapter must cumulatively acquire an average of at least 10 service hours per member. These hours are to be turned in to the appropriate council officer
- C.** The term "**philanthropy**" is used to describe the granting of money to nonprofit organizations
 - i.** Each chapter holds one philanthropy event per year, donating funds or goods to the national or local philanthropic organization, with at least 75% of membership participating

Section 18. Chapter Activity Infringement on University, Community, and Campus

- A.** No chapter activities shall interfere with the orderly process of the University. The nature of "interference" includes, but is not limited to, entering a classroom or lecture hall during class without instructor's consent, disruptive behavior on campus, and unauthorized use of University facilities and green space.
- B.** Any chapter in violation of this section will be referred to the Judicial Board for investigation and possible sanction.
- C.** Activities found to be in violation of the Code of Student Rights and Responsibilities may also be referred to the Office of the Vice Provost for Student Success for possible judicial action.
- D.** This section does not affect chapter activities approved through the University Events Committee, such as chapter service projects, philanthropies, and tables on Wescoe Beach or the Union Plaza.

Section 19. Hard Alcohol Policy

- A.** No hard alcohol may be possessed or consumed in any fraternity's chapter house or chapter property.
- B.** Hard alcohol is defined as any alcohol containing more than 26 proof (13% ABV).
- C.** Chapters will be responsible for establishing policies and procedures for enforcing ban on hard alcohol. These policies and procedures should be included in chapter governing documents and submitted annually in accordance with the SFL Community Standards program.
- D.** This policy is designed to promote health and safety of our community. Any chapter who abuses this policy can be subject to disciplinary action for impeding the order process of the IFC Judicial Board.

Section 20. Amnesty Policy

- A. Chapters seeking immediate medical assistance on behalf of persons experiencing alcohol-related emergencies will not be sanctioned for violations of IFC social and alcohol-related policies.
- B. This policy is designed to promote health and safety of our community. Any chapter who abuses this policy can be subject to disciplinary action for impeding the order process of the IFC Judicial Board.

Section 21. Serenade Policy

- A. To ensure that cross-council serenades are appropriate by reviewing the content of any form of serenade from any IFC chapter if deemed inappropriate in any manner. The use of inappropriate behavior in serenades, such as lyrics and choreography, is prohibited. Pick up lines are prohibited. The review of the serenade includes the right to provide the found content to all IFC chapter presidents. If found inappropriate, the chapter in question will be subject to IFC judicial board review
- B. A representative from each chapter must inform the Director of Risk Management of a serenade through the designated reporting process at least one week in advance. If the Director of Risk Management is not informed of the serenade in advance, it will not be allowed to take place. Those found in violation of this policy will be brought in for a Judicial Board Hearing.
- C. IFC Officers will be allowed to attend scheduled serenades without giving notice to the chapters.

Resolution 1. Usage of the KU SFL Logo

- A. The logo should not be altered in anyway unless approved by the President of the Interfraternity Council, President of the Panhellenic Association, Vice President of Public Relations for the Interfraternity Council, Vice President of Public Relations for the Panhellenic Association.
- B. The KU SFL logo should not be used in connection with, but not limited to, any event that: promotes the consumption of alcohol, use of drugs, promotes or condones hazing, any event that is not in accordance with state and local laws, University policies, or Interfraternity Council and Panhellenic Association constitution and bylaws.
- C. The only available color variations are as follows:



**Sorority &
Fraternity Life**

- D. If any other color variations are desired, a request must be submitted and approved by the individuals named in item I.
- E. Any other regulations set forth by the university concerning the use of the Jayhawk must be adhered to when using the SFL logo.