

CONSTITUTION of THE INTERFRATERNITY COUNCIL
UNIVERSITY OF LOUISIANA at LAFAYETTE
Revised 11/ 2009

PREAMBLE

Realizing that to promote the best interest of the University of Louisiana at Lafayette and Interfraternity relations in general, and to inspire higher idealism and tolerance of mind and spirit, cooperation must be fundamental to all fraternity life, and a fraternal influence should be present in all university activities, we, the members of this council, do hereby ordain and establish this constitution.

ARTICLE I
NAME

SECTION 1: This organization shall be known as the Interfraternity Council (IFC) of the University of Louisiana at Lafayette.

ARTICLE II
PURPOSE

SECTION 1: To coordinate the National Interfraternity Conference (NIC) fraternities of UL Lafayette in order to make them as effective as possible.

SECTION 2: To support the positive development of individual fraternity members and their chapters.

SECTION 3: To serve as the representative of NIC fraternities to University administration.

SECTION 4: To provide a medium for exchange of ideas and information between the various NIC fraternities.

SECTION 5: To provide such services as may be deemed necessary to the fraternity.

ARTICLE III
MEMBERSHIP

SECTION 1: Any social fraternity chapter or colony affiliated with a national/international fraternity which maintains membership in the North American Interfraternity Conference (NIC), and is recognized as a social fraternity by University of Louisiana at Lafayette must hold membership in the IFC.

SECTION 2: Any fraternity chapter that drops below a membership of 10 initiated members shall be evaluated by the Executive Council (EC).

SECTION 3: To maintain regular membership in the IFC, a chapter must fulfill the following requirements:

1. *Dues*- pay IFC dues as specified in the By-Laws
2. *Meeting Attendance*- earn a record of satisfactory attendance at meetings of the IFC
3. *Membership*- give proof of a minimum of 10 initiated members; grade roster should be provided
4. *Scholarship*- each chapter must maintain at least a 2.2 G.P.A. which shall include the new member class G.P.A., the active chapter G.P.A., and not be on academic probation
5. *Chapter Advisors*- chapters should have an interested active advisor; each chapter must have a faculty advisor (i.e. an employee of UL Lafayette and approved by the IFC advisor)
6. *Public Service*- chapters must contribute significantly to the campus and community in the area of public service and participate in at least one service project per year

SECTION 4: New Members Requirements

1. Fraternities can only invite students to join who meet the following criteria: minimum G.P.A. above or equal to a 2.2 G.P.A. (would be according to latest performance whether high school or college), registered for a minimum of nine (9) credit hours, and is a matriculating University of Louisiana at Lafayette student.
2. The New Member period will only last for eight (8) weeks, beginning date will be determined by the Office of Greek Affairs.

SECTION 5: IFC chapters and members who violate the Student Code of Conduct, Alcohol and Drug Policy, and Anti Hazing Policy are subject to disciplinary actions.

ARTICLE IV MEETINGS

SECTION 1: A regular meeting of the IFC shall be held every week beginning with the regular Monday meeting. No meetings shall be held during "Dead Week" periods of final examination, periods of official University vacations, or summer sessions.

SECTION 2: The IFC shall be composed of two official delegates one being the President of said fraternity and the other to be appointed by the fraternity. IFC Executive Council cannot be counted as a delegate.

SECTION 3: An official delegate who is unexcused from any regular or special meeting of the IFC shall be fined \$25, which will be added to the bill of the fraternity who he represents.

SECTION 4: Special meetings may be called by the IFC president or by a written request of the majority of the council. Special meetings must consist of a quorum and follow all the rules and procedures of regular meetings.

SECTION 5: The IFC president may request particular fraternity officers or delegates in attendance at certain council meetings. Failure to comply, without submitting an excuse within 48 hours of notification shall constitute a \$25 fine.

SECTION 6: A quorum shall consist of the majority of the chapters empowered to vote under this constitution.

SECTION 7: Each fraternity shall have one vote.

SECTION 8: No proxy votes will be accepted for any question.

SECTION 9: Order of Business

1. Call to order
2. Roll call
3. Reading and acceptance of minutes
4. Officer reports
5. Old business
6. New business
7. Advisors reports
8. Voluntary remarks
9. Adjournment

SECTION 10: Robert's Rules of Order Revised shall govern in cases not governed by the IFC Constitution and By-Laws.

ARTICLE V OFFICER ELECTIONS

SECTION 1: The IFC shall hold nominations for president, vice-president of recruitment, secretary, and treasurer at the second to last meeting of the semester.

SECTION 2: The council shall hold elections at the next to last meeting of the fall semester.

SECTION 3: IFC President must have served as their chapter's representative for at least one semester.

SECTION 4: The IFC President may not serve as president of their perspective chapter or SGA President.

SECTION 5: All IFC officer candidates must have a minimum cumulative GPA of 2.2.

SECTION 6: Runoffs- elections will be done by a secret ballot; simple majority vote will determine the winner. If no candidate receives a simple majority on the first ballot, runoffs shall be held immediately between the two majority candidates on the second ballot.

SECTION 7: Vacancies in any office shall be filled at the first meeting of the IFC following the declaration of the vacancy. The newly elected officer shall assume the office immediately and will serve the remainder of the term of the vacated office.

ARTICLE VI IFC APPOINTMENTS

SECTION 1: All non-elected positions shall be appointed by the IFC President after interviews for such positions have been filled. These positions include IFC Vice President of Communication, Committee Chairmen, and Committee Members.

SECTION 2: The IFC President, at his discretion, may replace any appointed position.

ARTICLE VII IFC OFFICERS

SECTION 1: The officers of the IFC shall be the President, Vice-President of Recruitment, Vice President of Communication, Secretary, and Treasurer. These positions will compose the IFC Executive Council.

SECTION 2: The Executive Council shall not have the right to vote unless in the event of a tie, then the presiding officer will cast the deciding vote.

SECTION 3: Any officer missing two consecutive meetings in semester or a total of four meetings in a year will have his office declared vacant unless legitimate reasons are presented and approved by the IFC.

SECTION 4: All members of the Executive Council must attend the Southeastern Interfraternity Conference

ARTICLE VIII DUTIES OF IFC OFFICERS

SECTION 1: President

- A. To preside over all regular, special, and Executive Council meetings and to perform all duties customary to the office of President
- B. To call special meetings where and when needed as is specified by the guidelines set earlier in this constitution
- C. To serve as an ex-officio member of all committees
- D. To serve as an official representative of the IFC on such committees of the University and to other special agencies and meetings of which the IFC is a part
- E. To serve as the general supervisory officer and see that all projects and activities of their organization are efficiently carried out
- F. The President shall vote only in the event of a tie

- G. The President shall enforce all rules and regulations set forth in the IFC Constitution and By-Laws.

SECTION 2: Vice-President of Recruitment

- A. Shall be in charge of coordinating Recruitment for the Fall & Spring
- B. To assume all duties and responsibilities of the President in the event of his absence or his inability to act.
- C. To be directly responsible for the efficient and effective operation of all committees and serve as ex-officio member of these committees.
- D. To perform such executive functions as may be delegated to him by the IFC President.
- E. Shall enforce all rules and regulations set forth in the IFC Constitution and By-Laws.

SECTION 3: Vice-President of Communication

- A. To serve as liaison to all agencies which publish campus news and information
- B. To serve as liaison between the Office of Recreational Sports and the Office of Greek Affairs
- C. To provide yearly programming for the IFC and Executive Council
- D. To be directly responsible for the efficient and effective operation of all committees and serve as ex-officio member of these committees
- E. To perform such executive functions as may be delegated to him by the IFC President
- F. Shall enforce all rules and regulations set forth in the IFC Constitution and By-Laws.

SECTION 4: Secretary

- A. Keep and record accurately all minutes of IFC meetings and distribute copies of said minutes promptly to all member fraternities and present them at the weekly meetings
- B. Keep an accurate and complete roll of all official delegates and take the roll at each IFC meeting
- C. Keep all records of all laws and amendments thereto
- D. Be responsible for all general files of the council. Keep all archives and records of the council
- E. Notify fraternities and/or members of sanction imposed upon them by the IFC
- F. Keep copies of each chapter current roles on files
- G. Notify all IFC members of meetings and functions
- H. Shall act as a parliamentarian of the IFC regarding question of procedure using the latest edition of Robert's Rules of Order Revised
- I. Shall enforce all rules and regulations set forth in the IFC Constitution and By-Laws.

SECTION 5: Treasurer

- A. Handle all financial matters of the IFC
- B. Make a monthly financial report of the IFC
- C. Submit a proposed budget to the IFC not later than the second meeting of each semester
- D. Audit the IFC's books in the second month of each semester with a report due the first week of the following month
- E. Be responsible for the collection of fines and dues to the member fraternities as they become due
- F. Allocate moneys according to the adopted budget
- G. Notify council members of delinquent bills
- H. Shall enforce all rules and regulations set forth in the IFC Constitution and By-Laws

SECTION 6: All officers shall be well versed on the IFC Constitution and By-Laws and have a working knowledge of Robert's Rules of Order Revised.

ARTICLE IX FRATERNITY CONDUCT

SECTION 1: Fraternities will uphold the highest ideals and traditions of our society

SECTION 2: Fraternities will uphold Code of Student Conduct

SECTION 3: Members not adhering to these standards can be called for review

SECTION 4: Activities that result in undue physical stress or any subtle or covert technique that will impair, make captive, or destroy an individual's freedom of thought will not be tolerated

SECTION 5: This organization will adhere to all policies and regulations of the University of Louisiana at Lafayette and the Board of Trustees of State Colleges and Universities

SECTION 6: All fund raising activities shall be carried out in accordance with the rules and policies of the office of Student Affairs and the UL Lafayette Union

SECTION 7: There will be no little sister or auxiliary groups to be affiliated with any member group of the Inter-Fraternity Council

ARTICLE X AMENDMENTS

SECTION 1: This constitution may be amended at regular meeting of the IFC by a $\frac{3}{4}$ vote of the delegates represented in the IFC provided the proposed amendment is presented in writing

SECTION 2: A By-Law shall be defined as any bill specifically designed in its body as a policy and adopted by not less than $\frac{2}{3}$ total membership of the IFC

BY LAWS OF THE INTERFRATERNITY COUNCIL
UNIVERSITY OF LOUISIANA at LAFAYETTE
Revised 11/2009

I. CHAPTER RESPONSIBILITIES

- A. Any member fraternity which is delinquent in the submission of requested information will be fined \$5.00 per day the information is late.
- B. All chapters must file updated copies of fraternity constitutions, and Risk Management policies yearly with the Office of Greek Affairs. Chapters must file New Member programs each semester with the Office of Greek Affairs.

II. COMMITTEES

- A. The Vice President of Communication will oversee all committees and appoint the chairman for each committee.
- B. The committee chairman with the consent of the Executive Council may fine any committee member for an unexcused absence from a committee meeting. This fine is not to exceed \$25.00.
- C. Committees are responsible to the Vice President of Communications for their organizations, operation, and productivity of the committee in their charge.
- D. All committees must submit a written report to Vice President of Communication before each weekly meeting.

III. DUTIES AND RESPONSIBILITIES OF STANDING COMMITTEES

A. RECRUITMENT COMMITTEE

- 1. To plan and coordinate the IFC recruitment program.
- 2. To see that all IFC recruitment regulations are followed.
- 3. To present the recruitment rules and agenda to council by the 2nd meeting of the semester prior to recruitment.
- 4. To keep accurate files on all potential new members assembled by the recruitment committee.
- 5. See that all material needed for the recruitment program is in supply.
- 6. See that all members of the IFC are kept informed regarding all recruitment Rules and changes.
- 7. Work with IFC Public Relations chairman to publicize IFC recruitment.

B. SCHOLARSHIP COMMITTEE

- 1. To promote academic excellence within the Greek system.
- 2. Accumulate and record chapters' GPA each semester.
- 3. Keep records of all fraternity members' rank and status.
- 4. Administer IFC scholarship awards.

5. Forward names of scholarship award recipients to Public Relations chairman for publication.

C. PUBLIC RELATIONS

1. Act as liaison between campus news agencies and all IFC fraternities.
2. Assist and aid chapters, colonies, and IFC chairman in positive Public relations programs.
3. Rebut any negative public relations about NIC fraternities of IFC when necessary.

IV. IFC FINANCES

- A. Notification of payment of IFC dues to be determined by the Office of Greek Affairs each semester.

Dues per semester are determined as follows:

Basic IFC Membership	\$100/semester
Actives	\$5/semester

B. Budgets

1. Any allocation of IFC funds which exceeds \$100 for any purpose must be approved by a majority vote of the IFC.
2. The IFC treasurer shall not allocate any funds above the amount approved by IFC.

- C. The Greek Advisor must countersign all checks.

V. MEMBERSHIP ROLES

- A. All member fraternities and colonies shall submit accurate roles, including student CLID. The roster due date to be determined by the Office of Greek Affairs each semester
- B. Fraternities are required to notify the IFC secretary and the Dean's office of any changes concerning members' status within the fraternity or the addition of any new members or transfers, etc. This must be reported within thirty days from the date the classification of a member changes.

VI. HOUSING POLICY

- A. All fraternities will be subject to the housing guidelines set forth by the University of Louisiana at Lafayette.
- B. All houses must project a general appearance such that they do not demean the university's Greek system as a whole.
- C. Any repairs to a given house must be done in a timely manner.
- D. General up keep of fraternity row including parking lot will be done by a given fraternity on a monthly rotating basis during the fall and spring semesters.

FRATERNITY HOUSING GUIDELINES

Revised 12/09

Student Organizations may be held responsible for the acts of individual members.

Section 1: Specific Guidelines for Residents of Fraternity Houses

1. All residents of fraternity housing must be current students enrolled for the immediate semester and they must also be on the chapter's active roster submitted to the Office of Greek Affairs. Resident Rosters must be submitted by the chapter president each semester no later than two weeks into the semester. Changes in residential rosters must be done regularly with the Office of Greek Affairs as needed.
2. No females are permitted to reside in the chapter house.
3. Organized distribution of alcohol is not permitted in the chapter houses, unless the event is a registered party/gathering with the University and is provided by a third party vendor. Only members of the chapter who are 21 or older (of legal drinking age), may be allowed to have alcohol in their possession. Alcoholic glass containers are prohibited.
4. All chapters are responsible for maintaining their own yard, chapter house, and assigned area of the parking lot and respective ditches. If chapters do not clean their designated areas or cut grass in a timely manner, the University reserves the right to have the yard cleaned/cut and the chapters will be billed for the services. Any defects in the house, surrounding lot or overall fraternity house appearance are to be repaired immediately. The University reserves the right to impose time limitations for any such required or suggested repairs.
5. Parking in areas not designated for parking is prohibited 24 hours and will result in towing, immobilization or tickets being issued. Parking on Fraternity house lots, i.e. front or back yards, is absolutely prohibited and are subject to being towed without warning. All vehicles parking at Fraternity Row must be properly registered with the University Parking and Transit Office. Those that are not properly registered are subject to towing at the owner's expense.
6. Any proposed construction or placement of additional structures/fixtures of houses on Fraternity Row or house lot must first be approved. These structures must be approved by Facilities Management (Physical Plant) and the Office of Greek Affairs.
7. The only pets that are allowed inside the house are fish.
8. Fraternities are responsible for maintaining appropriate security of their house. Vandalism and theft cannot be deterred in the house if it is not secure.
9. All chapters are responsible for maintaining the safety standards as set forth by the Louisiana Office of the State Fire Marshal.
Website:<http://sfm.dps.louisiana.gov/>. Phone: 1-800-256-5452.

Section 2: Fraternity Row Common Area Cleanup

1. Every fraternity on the row will have a month that they are in charge of cleaning up the common areas of fraternity row. This will be done on a rotation basis.
2. The Office of Greek Affairs will conduct routine inspections of the row.
3. Each fraternity must have at least two scheduled clean-ups during their month in which the following areas must be cleaned up:
 - a. Around the dumpster – pick up all extraneous trash and bags and put in dumpster.
 - b. Parking lot – pick up all trash in the parking lot area and put in dumpster.
 - c. Grass area on perimeter road – pick up all trash in grass areas that are NOT in front of a house. This means the area from the PKT house around to the SAE house. This includes the entrance to the row that is opposite side of SAE. Go into the ditch area and pick up trash also. Pay special attention after the grass has been cut. Trash comes out of the tall grass once it has been cut.
 - d. Weed Eat – around the fire hydrants in the parking lot.
 - e. Call for dumpster pick up – call the Office of Greek Affairs if the dumpster is full and needs to be immediately emptied.
4. Fraternities are responsible for keeping up their own yard according to the Fraternity row housing guidelines. Fraternity monthly clean –up only pertains to common areas of the row.
5. The schedule for clean up is as follows:

a. January 15 – February 14	Theta Xi
b. February 15 – March 14	Pi Kappa Alpha
c. March 15 – April 14	Phi Kappa Theta
d. April 15 – May 14	Sigma Alpha Epsilon
e. May 15 – June 14	Kappa Sigma
f. June 15 – July 14	Kappa Alpha Order
g. July 15 – August 14	Lambda Chi Alpha
h. August 15 – September 14	Theta Xi
i. September 15 – October 14	Pi Kappa Alpha
j. October 15 – November 14	Phi Kappa Theta
k. November 15 – December 15	Sigma Alpha Epsilon
l. December 15 – January 14	Kappa Sigma
6. Rotation of clean up will continue in the pattern as listed above.

Section 3: City and University Policy

1. Each fraternity is expected to follow all City Ordinances and University Policy.
2. If a fraternity is hosting an event with alcohol all alcohol policies must be followed as listed in the Events with Alcohol Policy.
3. If a fraternity is hosting an event at the house where there will be live music, that fraternity is responsible for obtaining a Noise Permit from the City of Lafayette. Contact Mr. Melancon with Lafayette Consolidated Government at (337) 291-8677.

Rules Governing Events with Alcohol

As part of the University community, all students, staff, faculty and recognized organizations are obligated to be familiar with and follow the University's Alcohol and Drug Policy. Further, individuals and organizations are expected to adhere to the requirements listed below when hosting a function where alcoholic beverages are present

1. All local, state, and federal ordinances shall be observed. Laws governing the legal drinking age will be strictly followed. No individuals under the age of 21 may consume or be in possession of any alcoholic beverage.
2. President and social chair/risk management chair from the organization must attend a workshop sponsored by the UL Lafayette Office of Drug and Alcohol Education and Prevention each academic year before any functions with alcohol are held. Typically this workshop is held in October of the fall semester and January/February of the spring semester. Alcohol certification will be for one year only. Alcohol certification will be valid from date of the workshop to the next workshop the following year.
3. All guidelines, policies and regulations pertaining to risk and alcohol management that are provided by the UL Lafayette Alcohol and Drug Policy should be followed.
4. Organizations must abide by all guidelines, policies, and regulations pertaining to risk and alcohol management as provided by the respective national organization and/or National Risk Management Insurers.
5. All events must be registered with the Dean of Students Office no less than two weeks in advance. If an event is cosponsored both groups must register the event.
6. No open parties are allowed. For on-campus closed parties, a guest list must be turned in within 4 days after the event to the Dean of Students Office. Acceptable closed parties include:
 - a. Sorority/fraternity event (social)
 - b. Event with alumni group
 - c. Invitation only parties. The University reserves the right to advise each organization of the number of invitations allowed.
 - d. Guest lists are not required to be turned in for off campus closed parties.
7. All members and guests must have a pictured identification card. Individuals who are old enough to drink legally will be identified by wristbands provided by the third party vendor. Only those who are 21 years of age or older will be permitted to drink alcoholic beverages. Carding for alcohol will be conducted by the third party vendor. High school students and anyone under 18 years old will not be allowed in the event. Carding for entrance of age into the party for on-campus

events will be done at the party entrance by the Event Risk Manager (or his/her designee) and University Police.

8. A minimum of two officers must be present at the function to serve as security for on-campus events. The University reserves the right to require more security based on the number of guests expected. The contract with the University Police must be approved two weeks prior to the event. Role of the officer(s) at on-campus parties:
 - a. UP along with Event Risk Manager will check ids at the entrance of the party to make sure those entering the party are at least 18 and not in high school.
 - b. Check the third party vendor bartenders for valid bar cards.
 - c. Check to make sure third party vendor is only selling keg beer and wine.
 - d. Walk through the party to help with problems, disruptions, and address policy violations. Generally, officer(s) will not enter bedrooms of a fraternity house, unless emergency circumstances are present that necessitate the need to enter an area.
 - e. Will shut down the party if alcohol is present that is not provided by the third party vendor.
 - f. Monitor the activities of the third party vendor in regards to carding properly for the alcohol sales.
9. There must only be one party entrance for on-campus events.
10. A third party vendor must provide the alcohol for the event. A third party vendor:
 - a. Must be a licensed caterer and/or licensed establishment that will provide trained bartenders. These bartenders must be employed by the same licensed caterer/establishment and may not drink during the duration of the event.
 - b. Must check ids and serve alcoholic beverages to only those who are 21 and older.
 - c. Must possess a \$1,000,000 liability policy.
 - d. Must serve only keg beer and wine for on-campus events. Any other drink must be approved in writing on a case by case basis through the Dean of Students Office prior to the event. Guests may use cash only to pay for their own beverages. Tabs in the name of the organization or members of the organization are not allowed.
 - e. Must keep all alcohol in their control at all times.
 - f. Place a wristband on those drinking alcoholic beverages for on-campus parties.
 - g. For on-campus parties, notify University Police if they see alcohol at the party that is not provided by the third party vendor.
 - h. It is very important that the Event Risk Manager and other event planners have a meeting in person with the third party vendor to discuss details of the event. Planning over the phone is not suggested.

11. The organization will designate one member as an Event Risk Manager. This person will serve as contact person to the University Police or licensed establishment and will not drink during the entire duration of the event. Role of the Event Risk Manager:
 - a. Make sure all University rules and policies are being followed.
 - b. The liaison for the third party vendor for the event. Must communicate with third party vendor the policies of the University and also other policies that the organization may have about parties with alcohol that are more strict than University policy.
 - c. Coordinate designated drivers taking home members not able to drive home.
 - d. Liaison with University Police for on-campus parties.
 - e. For on-campus parties work with the officer(s) to check ids at the entrance of the party to make sure those entering the party are at least 18 and not in high school.
 - f. For on-campus parties make sure only alcohol is provided by the third party vendor and that no other alcohol is present at the party.
 - g. For on-campus events, make sure only one party entrance is being used.

12. The organization will provide two Designated Drivers. In case of cosponsored event then each organization must provide two Designated Drivers.

13. Non-alcohol beverages shall be provided at the function. Water is not considered a non-alcoholic beverage.

14. An appropriate amount of food shall be provided at the function.

15. The organization members shall not permit, tolerate, encourage or participate in drinking games.

16. No common sources of alcohol shall be distributed at any time by organization members or guests i.e. kegs, keg balls, jungle juice, and bottles of liquor. This includes tailgating at football games.

17. During the event, the chapter will prominently display three "Don't Drink and Drive" posters in the alcohol distribution area, near the entrance/exit, and in the common area.

18. If an event is held at the UL Alumni Center a separate event registration form is required. University Police must be hired. Sodexo must be hired as the third party vendor. In the event that the alcohol is donated please discuss specifics with the Dean of Students Office.

19. Organizations are prohibited from having an event that is sponsored by any tobacco company. This includes accepting money or give-a-ways from the tobacco company.

20. If event is at a fraternity house then the band/music should project noise away from the neighborhood and keep the door shut at all times.
21. Greek organizations must submit structural approval form if applicable.
22. If event is at a fraternity house the exterior will be cleaned up within 18 hours of event. This time frame may be shorted by the Dean of Students Office if there is a major event going on in the area.