

# The By-Laws of the University of Richmond Interfraternity Council



**Last Amended**

April 7, 2023

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By  $\frac{3}{4}$  vote of the Interfraternity Council

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**ARTICLE I. Duties of Officers**

### **Section I. President**

- A. Have overall responsibility for the operation of the Interfraternity Council.
- B. Call and preside over all meetings of the Interfraternity Council.
- C. Serve as an ex-officio officer of all IFC committees, including but not limited to a presence at each IFC Accountability Meeting.
- D. Appoint IFC Representatives to serve on committees of the IFC Executive Board.
- E. Oversee the transition of responsibilities to the newly elected Executive Board.
- F. Meet with the IFC Advisor within the Center for Student Involvement once a week or as scheduled for one on one meetings.
- G. In coordination with the Executive Board, create and publish an IFC Annual Report at the conclusion of the Fall Semester with summary information on recruitment, social events, community service, philanthropy, and other accomplishments.
- H. Perform all other duties usually pertaining to this office.

### **Section II. Vice President of Administration**

- A. Perform all the duties of the President in his absence, inability to serve, or at his call.
- B. Serve as IFC Treasurer, including the responsibilities of:
  - a. Create an annual budget for all IFC activities.
  - b. Collect dues and fines from member Fraternities.
  - c. Inform member Fraternities of any debts owed to the IFC.
- C. In coordination with the IFC President, send pertinent IFC updates to all fraternity members via MailChimp with information on IFC decisions, updates, regulations, events, and any other relevant information.
- D. Coordinate with the IFC Advisor within the Center for Student Involvement , the IFC Executive Board, and Chapter Presidents to maintain and update the Interfraternity Council website with information to maintain transparency about the IFC and member Chapters.
- E. Take minutes during all Interfraternity Council meetings and IFC Executive Board meetings.
- F. Annually review the IFC Constitution, Bylaws, and Chapter Accountability Process.
- G. Additional duties as assigned through the course of position tenure.

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

- A. Establish all relevant dates, times and structure of recruitment no later than a week before the beginning of the recruitment semester.
- B. Coordinate all other recruitment activities, such as police protection, scheduling of rooms, etc.
- C. Maintain contact with the Recruitment Chairs of IFC member Fraternities throughout the course of the Fall semester and during Spring Recruitment
- D. Ensure the registration of interested and eligible candidates.
- E. Market recruitment to the entire Freshman male population.

#### **Section IV. Vice President of Programming**

- A. Coordinate programs which further the goals of the IFC including positive social relations across campus, supporting all IFC fraternity members, and giving back to the University and local communities through community service and philanthropy.
- B. Oversee such Greek activities which involve the cooperation of all fraternities
- C. Act as the liaison between the Inter-Fraternity Council, the Panhellenic Council, and National Pan-Hellenic Council to organize those activities which involve all Greek organizations for projects on and off campus
- D. Organize committees with membership from fraternities which shall be necessary to properly perform the above duties.
- E. Vice President of Programming is recommended to organize one IFC-wide social event and one IFC-wide philanthropy event per semester.

#### **Section V. Vice President of Community Relations**

- A. Manage actively the IFC Instagram page.
- B. Manage the IFC newsletter to IFC community members, and in conjunction with the VP of Recruitment to potential new members.
- C. Work with the Center for Student Involvement to expand and manage the IFC website, with the goals of transparency and communication.
- D. Market relevant IFC events to the student body through the use of social media, physical posters, signs, and other advertisements.
- E. Work in conjunction with the rest of the Executive Board to build relationships across campus organizations to drive multilateral participation and support for each others' events.
- F. Work in conjunction with the rest of the Executive Board on public relations matters.
- G. Assist the rest of the IFC Executive Board members as needed.

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## **ARTICLE II. Finances**

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#### **Section I. Administration**

- A. All checks issued on behalf of the University of Richmond Interfraternity Council shall be signed by the Vice President of Administration.
- B. All payments due to the University of Richmond Interfraternity council shall be made to the Vice President of Administration, who shall record them. Checks for payments shall be made payable to "The University of Richmond Interfraternity Council."

#### **Section II. Member Dues**

- A. The Interfraternity Council shall determine the dues of each Interfraternity Council member Fraternity on a per-person basis annually before the beginning of the Fall Semester.
- B. The dues of each Interfraternity Council member Fraternity shall be payable on or before October 1 for the Fall semester and March 1 for the Spring semester.
- C. Interfraternity Council member Fraternities who are late in their dues payments will be fined \$50.00 each day, and placed on social probation until dues are paid in full.

**Section III. Fines**

- A. Any fines owed to the IFC must be paid within two weeks of the time incurred, unless a previous arrangement was made. If these debts are not cleared within this time frame, the member Fraternity shall lose all social privileges as well as their right to vote in all official IFC meetings.
- B. The IFC withholds the right to automatically draw fines out of the Chapter's account to the IFC account. A receipt will then be given to the President of the Chapter at the following meeting showing the transaction.

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**ARTICLE III. Meetings**

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**Section I. Administration**

- A. The Executive Board must report all action taken by the Executive Board at the next regular meeting of the IFC through officer reports and record the action in the minutes of that meeting.

**Section II. Attendance**

- A. A quorum shall be required before any official meeting of the IFC may begin. The necessary quorum for meetings of the IFC shall consist of three quarters (3/4) of the voting members.
- B. Provided the meeting was set more than 48 hours in advance, IFC members who are absent or tardy in excess of five (5) minutes to two (2) meetings (including Executive Board meetings) without giving the IFC President or VP of Administration 24 hour notice of the absence or tardiness will incur a \$100 fine for their chapter. Acceptable excuses are verifiable sickness, family emergency, or University conflict. For any other reason, the absence should be considered "unexcused." Each additional violation will result in another \$100 fine.
- C. Unexcused tardiness or absences in excess of two (2) occasions will result in automatic removal from office for IFC Executive Board Members or in the case of a Chapter President an automatic \$250 Chapter fine. Presidents who fail to attend 50% of meetings will be subject to further disciplinary action.

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**ARTICLE IV. Recruitment**

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**Section I. Administration**

- A. Fraternities shall have the opportunity to recruit in both the fall and spring semesters, provided they extend bids by an appropriate date as specified by Article V, Section I, subsection B.
- B. The use of derogatory language in reference to another fraternity is prohibited.
- C. Removing or defacing recruitment advertisements during the formal recruitment period is prohibited.
- D. Non-compliance with the regulations pertaining to the acceptance of pledges that are not registered recruits, during the formal recruitment period, will be fined.

- E. Should anyone have a complaint concerning a possible recruitment violation, that individual should contact the Interfraternity Council by submitting a written complaint of the alleged violation to the IFC Recruitment Chair or the IFC President. The IFC reserves the right to consider each alleged recruitment violation on an individual basis.
- F. All charges pertaining to the alleged violations of these rules shall be brought to the attention of an IFC Executive Officer within 24 hours of learning of the alleged violation upon which the appropriate chapter President will be immediately notified.

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## **ARTICLE V. New Member Process & Initiation**

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### **Section I. Administration**

- A. The new member process shall not exceed five weeks in length.
- B. New member processes must start at a date that ensures completion of the process before last day of classes each semester
- C. No new member process shall extend into finals week.

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## **ARTICLE VI. Hazing**

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### **Section I. Hazing Policy**

- A. All forms of hazing and pre-initiation activities that are defined as hazing are strictly prohibited.
- B. “Hazing is defined as any action taken or situation created, intentionally, whether on or off Fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue; physical and psychological shocks; wearing, publicly, apparel which is conspicuous and not normally in good taste; engaging in public stunts and jokes; morally degrading or humiliating games and activities; late night sessions which interfere with scholastic activities; and any other activities which are not consistent with the regulations and policies of the University of Richmond Interfraternity Council.”

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## **ARTICLE VII. Community Service**

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### **Section I. Regulations**

- A. Each semester, each member Fraternity is required to complete a total number of community service hours equal to an average of 3 hours per brother.
- B. Failure to meet the required number of hours will result in a \$10 per member fine which will be donated to the member Fraternity’s usual charity, or a charity of the IFC Executive Board’s choice.
- C. The hours must be voluntary and not dictated by either the University or by any court system.

- D. The hours completed by members before affiliation are not to be included.
- E. Volunteering for University sponsored events without pay is accepted.
- F. Fundraising for charitable organizations is accepted, but fundraising efforts for individual chapters are not accepted.

## **Section II. Reporting**

- A. Hours must be reported to the Vice President of Administration before the last day of finals.
- B. Required information consists of the total number of hours worked by the member Fraternity, the number of hours worked at each service activity/event/organization, and proof of hours worked.
- C. Proof of hours worked is to be submitted digitally to a dropbox monitored by the Vice President of Administration. Proof consists of screenshots of an email by the organization for which the service work was done verifying the total number of man hours volunteered on a particular occasion.

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## **ARTICLE VIII. Philanthropy**

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### **Section I. Regulations**

- A. Each academic year, each member Fraternity is required to organize and host a philanthropy event to contribute in some way other than community service to a charitable cause. This includes but is not limited to fundraising, food drives, or durable goods drives.
- B. Failure to meet this requirement will result in a \$15 per member fine which will be donated to the member Fraternity's usual charity, or a charity of the IFC Executive Board's choice.

### **Section II. Reporting**

- A. Each member fraternity is required to submit a report to the Vice President of Administration for their respective philanthropy events within a week of the conclusion of the event. The report should include: a description of the event, a description of the organization the event raised money for, the amount of money raised, and proof of money raised.

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## **ARTICLE IX. Social Activities**

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### **Section I. Social Lodge Events**

- A. Lodge parties must be registered with the Center for Student Involvement no later than 14 days in advance.
- B. If all member Fraternities hosting lodge parties on the same day do not serve alcohol ("dry"), then guest lists are not required and Fraternities are not bound by member to guest ratios and are subject only to their respective building capacity limits.
- C. If any Fraternity hosting a lodge party on a given day serves alcohol in accordance with local laws and NIC rules, then Fraternities serving alcohol are subject to a three to one (3:1) guest to

member ratio, and Fraternities not serving alcohol are subject to a five to one (5:1) guest to member ratio. Guest lists must be determined in advance and submitted concurrently with the event registration.

- D. Fraternities must swipe students' Student ID cards to track attendance for all events on Presence for risk management purposes.
- E. Each Fraternity is required to have eight risk management members at a lodge party. They are to arrive thirty (30) minutes before the official start time of the party, and they are to be the last people out of the Lodge at the end of the event.

## **Section II. Off-Campus Social House Events**

- A. Fraternities are recommended to have eight risk management members at off campus house parties.
- B. Fraternities found to be holding an off campus social event at the same time of day that at least three (3) other Fraternities are having a lodge party will be fined a total of \$10 per member per event.
- C. Anything else?

## **Section III. Unrecognized Off-Campus Groups**

- A. Interfraternity Council member organizations are prohibited from sponsoring, co-sponsoring, or hosting events or activities, whether on or off campus, with any student organization/group that has lost its University recognition, has not complied with the University recognition/registration process, or is not endorsed or supported by an official department of the University or national organization with University pre-approval. Sponsoring, co-sponsoring, and hosting to be defined by the following:
  - a. If a reasonable onlooker would perceive the event or activity as a joint effort between an Interfraternity Council member organization and an unrecognized/unsanctioned group
  - b. Contribution of alcohol, risk team members, shuttles, venue, promotion, and any other form of financial, material and/or immaterial support by an Interfraternity Council member organization for an event in conjunction with an unrecognized/unsanctioned group
- B. These events and activities include, but are not limited to: social, recruitment, and philanthropy events. Interfraternity Council member organizations may support student groups who are in the registration and recognition process who have received approval from the Center for Student Involvement and/or the University at large.
- C. Fraternities found to be in violation of this policy will be fined \$10, with each subsequent event increasing the fine by an additional \$15 per member per event.

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## **ARTICLE X. Public Statements**

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**Section I: Written Statements**

- A. Written public relations statements requiring discretion concerning sensitive topics affecting multiple member Fraternities, the IFC, or reputations of the same are to be made by a three fourths ( $\frac{3}{4}$ ) vote of the Interfraternity Council.

**Section II: Verbal Statements & Interviews**

- A. When applying to the Interfraternity Council community as a whole, the President of the IFC shall have the sole discretion of making formal verbal statements or giving interviews. Any chapter members or chapter Presidents asked to make any such statements will refer the inquirer to the IFC President.

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**ARTICLE XI. Violations**

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**Section I: IFC Policy**

- A. Any violation of the Interfraternity Council Constitution or Bylaws that are not also violations of University policy will be dealt with in accordance with those documents, and otherwise at the discretion of the Executive Board.

**Section II: University Policy**

- A. Violations of University policy will be handled by the administration, with the Executive Board reserving the right to levy their own additional sanctions.