

**The Constitution and By-Laws
of the Northern Illinois University
Interfraternity Council
<http://www.huskiesifc.org/>**

PREAMBLE

We, the members of the Interfraternity Council of Northern Illinois University, as an integral part of fraternity and campus system, seek to develop a greater understanding among all Greek Letter Organizations, to attain solutions to our common problems, to assist each other and the University in attaining their educational and cultural objectives, do hereby establish this constitution.

ARTICLE I

Name

The general name of this organization shall be 'Interfraternity Council of Northern Illinois University', hereinafter referred to as the Interfraternity Council or IFC.

ARTICLE II

Purpose and Role

The purpose of the Interfraternity Council is to serve as the governing body overseeing fraternal organizations at Northern Illinois University. The Interfraternity Council consists of chosen representatives from their member organizations. The Council exists to serve these organizations by stimulating scholarship, providing leadership development, creating positive social outlets, encourage community service to NIU and its immediate area, and inspiring chapters to fulfill their founding principles. Further, IFC strive to create and maintain a respectable public image with NIU, and enhance any and all relationships possible between IFC, other Greek Councils, and Northern Illinois University.

ARTICLE III

Membership

There shall be two classes of membership: Regular and Associate.

- A. The REGULAR membership of the Interfraternity Council shall be composed of all chapters in good standing with Interfraternity Council.
- B. The ASSOCIATE membership of the Interfraternity Council shall be composed of colonies or interest groups in good standing with the Interfraternity Council colonies or interest groups.
- C. Both REGULAR and ASSOCIATE members must have a *Current Officers Form* turned into the IFC Board within the first two weeks of the new semester.
- D. Member Rosters must also be updated, with those being due November 15th and April 15th of each semester.
- E. Please see **Article XIX, Violations**, for specific information on not following this Article.
- F. Please see the **Attachments** section, following this Constitution, for the *Current Officers Form*.

ARTICLE IV

Meetings

- A. REGULAR. The Interfraternity Council shall hold at least one regular weekly meeting in time and place to be established at the beginning of the semester.
- B. SPECIAL. A special meeting of the Interfraternity Council may be called by the President when necessary and shall be called by him upon written request of any regular or associate member of fraternity at Northern Illinois University.
- C. The delegate from each regular/associate member fraternity of the IFC shall be responsible for notifying his chapter members of all regular and special meetings of the Interfraternity Council.

ARTICLE V
Rules of Order

The NIU Interfraternity Council shall be governed by Robert's Rules of Order, Newly Revised, except for matters specifically provided in the Constitution and By-laws.

ARTICLE VI
NIU Interfraternity Council

The administrative body of the Interfraternity Council shall be the Executive Board of the Interfraternity Council. It shall be the duty of the Executive Board to administer all business related to the overall welfare of Northern Illinois University and to compile rules governing the Interfraternity Council, including membership recruitment and new member education.

- A. **MEMBERSHIP** - The Northern Illinois University Interfraternity Council shall be composed of at least one delegate from each fraternity at Northern Illinois University and two members that are new members or new initiates (See **Article VII, Junior IFC**, for more information on this policy).
- B. **SELECTION OF DELEGATE** – Delegate/s shall be selected by their respective fraternity chapters to serve for a term of one-year. The selected delegate may NOT be on the IFC Executive Board.
- C. **DELEGATE VACANCIES** - When a delegate vacancy occurs, it shall be the responsibility of the fraternity concerned to select a replacement and to notify the Vice President of Administration of his name, address, e-mail, and telephone number. When a meeting of the Interfraternity Council occurs while a delegate vacancy exists, an alternate delegate of the fraternity concerned shall fulfill the duties of the delegate.
- D. **OFFICERS** - The officers of the Northern Illinois University Interfraternity Council shall serve as the officers of the Executive Board and shall have such responsibilities and duties as are described in By-laws of the Northern Illinois University Interfraternity Council.
- E. **VOTING** -
 - 1. The voting members of the Interfraternity Council shall be the delegates of each fraternity holding regular membership. If a delegate is absent, the alternate shall cast the vote of his fraternity.
 - 2. Two-thirds of the voting members of the Interfraternity Council shall be required to establish quorum for the transaction of business.
- F. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE VII
Junior IFC

The Junior IFC is created to bring the future fraternal leaders to IFC to understand IFC's purpose within the NIU Fraternity system. It is also created to inspire new members to become a future IFC delegate and/or a member of the IFC Executive Board.

- A. Each chapter will be required to bring at least two members, other than the chapter's official delegate, that are currently pledging or were initiated the previous semester.
- B. The two junior members from each chapter will be required to perform at least one specific activity together as a Junior IFC to promote Interfraternalism and networking.
- C. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE VIII
Officers

- A. The officers of the Northern Illinois University Interfraternity Council shall be President, Executive Vice President, Vice President of Finance, Vice President of Recruitment, Vice

- President of Risk Management, Vice President of Public Relations, Vice President of Administration, and Vice President of Community Service and Events, in that order.
- B. The officers shall be members from fraternities holding REGULAR membership in the Northern Illinois University Interfraternity Council. Members from fraternities holding ASSOCIATE membership shall not be eligible to hold office in Spring Semester.
 - C. The officer's term will begin at the end of Fall Semester following their election. They will then hold the position for an entire year, ending at the end of Fall Semester the following year. If for whatever reason, an officer cannot fulfill his duties to the IFC Executive Board, a special election will be held to find their replacement.
 - D. The officers must have a minimum 2.5 semester and cumulative GPA while in office.
 - E. It is suggested, that if a chapter member holds the position of Chapter President, Recruitment Chair, or New Member Education, that they consider their priorities before running for an IFC Executive Board position. They will be expected to represent IFC, and not their chapter, during recruitment and at any and all events where IFC is involved. No member may serve as Recruitment Chair for their chapter while simultaneously serving on IFC.
 - F. If an officer fails to perform his duties, the President will recommend removing him from the Exec. Board, whereas the Exec. Board will anonymously vote, requiring a majority to remove the failing officer from the Exec. Board. If the officer is removed from the board, the announcement will be made to the council and the executive board will schedule elections.
 - G. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE VIII.I Executive Board Responsibilities

The Executive Board shall:

- A. Appoint all standing and special committees and their chairperson and in making these appointments, recognize representation from all member fraternities.
- B. Administer routine business between meetings of the IFC when advisable and such other business as has been approved for action by IFC vote.
- C. Report all action taken by the executive board at the next regular meeting of the IFC through the VP of Administration and record the actions in the minutes of the meeting.
- D. Not miss more than two IFC meetings of any kind. If more than two meetings are missed the IFC exec shall take a vote to determine if the officer shall remain in his position. If more than three meetings are missed unexcused, the officer shall forfeit his position.
- E. For an absences to be excused it must be approved by the IFC President no less than 24 hours in advance unless in an emergency situation.

ARTICLE VIII.II Specific Officer Duties

- A. President
 1. Shall have overall responsibility for the operations of the IFC of Northern Illinois University, its programs, and officers;
 2. Shall call and preside at all regular and special meetings of Northern Illinois University IFC;
 3. Shall chair all President's Councils and IFC delegates;
 4. Shall report as required to the National Interfraternity Conference;
 5. Shall serve as the liaison to and schedule appropriate meetings with various university administrators;
 6. Shall hold and chair the election of IFC elected officers for the following year;
 7. Shall ensure the implementation and completion of IFC officer training, evaluation, goal setting, reports and program development as outlined in the job descriptions, constitution bylaws, officer expectations, officer goals and council goals;

8. Shall appoint a representative to serve as the official liaison of IFC to other Greek Councils, various student groups, and community groups; This appointee may be an IFC officer or delegate and will attend all four Greek Council meetings.
9. Shall maintain a complete and current president's file which will include: a copy of the current IFC Constitution, bylaws, standing rules, IFC budget, IFC resolutions, current correspondences, officer reports, chapter reports, goals and evaluations, etc;
10. Shall meet with chapter presidents twice yearly to evaluate chapter's status and to discuss any current concerns facing the chapter, IFC or Greek community;
11. Shall perform all other duties pertaining to council goals and specific officer goals;
12. Shall attend every IFC Executive Board meeting, President's Council meeting and delegates meeting and all other appropriate meetings as necessary;
13. Shall provide support including attendance at appropriate council-sponsored and cosponsored events (unless excused);
14. Shall meet regularly with the Greek to help plan and implement all aspects of IFC;
15. Ensure all officers utilize the IFC office space, if office space is available;
16. In conjunction with Advisors, supervise the transition of outgoing officers to new officers including passing on notebooks and resource material, end of semester/year reports, etc;
17. Appoint and disband special committees;
18. Prepare a semesterly evaluation of IFC officers and of IFC (for president);
19. Shall serve the sole liaison to any outside media source. The President must consult University Administration before speaking to any media. The duties of the liaison may be delegated to other officers of the IFC Executive board at the discretion of the President of the IFC.

B. Executive Vice President

1. In the President's temporary absence, perform the duties of that office;
2. Serve as the liaison to the NPHC, NPC, and UGC, unless liaison duties are granted by the IFC President to another;
3. Coordinate the UGC/Jellison awards;
4. Serve as internal affairs for the IFC executive board;
5. Shall specifically assist the Vice President of Risk Management during patrols of Greek row, sings & sing-backs, and other security related detail associated with Greek row and IFC events;
6. Develop and maintain a Greek scholarship program.
7. Schedule and oversee monthly scholarship chair roundtables;
8. Coordinate presenter list of educational programs for the council;
9. Assist VP of Finance in maintaining and promoting a Greek scholarship program.

C. Vice President of Finance

1. Work with Greek Advisors to prepare a budget to submit to the delegates;
2. Work with Greek Advisors to regulate the finances of the IFC in strict line with the budget;
3. Cooperate with the Student Association and apply for annual funding;
4. Collect all payments owed to IFC;
5. Notify President of IFC when a member fraternity has arrears;
6. Pay all bills owed by IFC;
7. Announce bank account balance to general IFC at least twice a month.

D. Vice President of Recruitment

1. Coordinate all system-wide recruitment programs;

2. Recommend recruitment programs to the Executive Board that may be beneficial to fraternity recruitment efforts;
 3. Make himself available to aid member fraternities with their own recruitment programs;
 4. Meet once a month with all member fraternities recruitment chairman as a group to discuss policies and ideas for recruitment;
 5. Develop recruitment calendar;
 6. Collect any data through surveys and evaluations on how to improve recruitment from year to year;
 7. Maintain an active recruitment list that includes potential new members who would be of value to chapters officially recognized by the IFC. The list will be made public to all recognized IFC fraternities. The information will be gathered on a year round basis and promoted through strategies created in part by the Vice President of Public Relations.
- E. Vice President of Risk Management
1. Coordinate Social Policy Training and risk management workshops;
 2. Organize and train the Greek Activities Patrol (GAP), while including all Greek Councils;
 3. Coordinate educational program;
 4. Work with police liaison.
 5. Design and implement an effective risk management system for sings and sing-backs
 6. Collect and report complaints and critical information from any security company contracted by the IFC on a bi-weekly basis.
 7. Work with Vice President of Finance to publicly announce all financial obligations made to any security company, police contract, or any other expenditures made to ensure the safety of the members of IFC recognized fraternities.
- F. Vice President of Public Relations
1. Assist the Panhellenic, NPHC, and UGC Vice Presidents of Public Relations in developing an overall Greek strategy to promote Greek life.
 2. Design pamphlets or any special interest booklets that may be beneficial to the fraternity community;
 3. Oversee the maintenance of IFC website;
 4. Specifically assist Vice President of Recruitment and Vice President of Community Service and Events with all advertising and promotions of IFC sponsored events and activities.
- G. Vice President of Administration
1. Serve as secretary and take the minutes of each session of Interfraternity Council and each meeting of the Officers;
 2. Maintain copies of all minutes and distribute to the following: NPC (PHC) president, NPHC president, UGC president, and IFC chapter presidents and delegates;
 3. Disseminate information of all member fraternities as requested by the officers or deliver mail that a member fraternity may receive at the IFC office;
 4. Be responsible for scheduling rooms for IFC meetings and events and fraternity chapter events;
 6. Develop executive board and delegate phone and email lists;
 7. Assist with the coordination of activity with the Leadership Academy;
 8. Assist with “Becoming a New Greek” (BANG);
- H. Vice President of Community Service and Events
1. Promote Greek unity through events geared toward including the entire community;

2. Coordinate, in conjunction with the National Panhellenic Council, National Panhellenic Council, and United Greek Council, one all Greek philanthropic or community service project a semester;
3. Serve as a liaison with the Greek Week committee;
4. Serve as a liaison with the Office of Campus Recreation to assist in coordinating Greek intramural teams;
5. Keep intramural points and award the Intramural Trophy annually;
6. Coordinate IFC Tugs;
7. Keep accurate and up to date records of the intramurals on the IFC website;
8. Serve as head of any committee formed in regards to Tugs, intramurals, and philanthropic events.

ARTICLE VIII.III

Election of an Officer

- A. Applications will be available on the website early in the fall semester. A due date will also be on the website. All men running for executive board positions must fill out an application.
- B. Only applications turned in by the deadline will be accepted and able to run during election (no one may run from the floor). All applications will be forwarded to each chapter president so that he may share them at the next chapter meeting and decide as a chapter which candidate they want to vote for. If any position is not filled during the regular election another election will be held the following week where people may run from the floor (as long as they meet the academic requirement of semester and cumulative GPA of 2.5)
- C. **ELECTION PROCEDURES:**
 1. Each candidate will have 3 minutes to give a short speech, candidates President and Executive Vice President will be allotted 5 minutes to give their speech;
 2. After the speech, each candidate will be asked one question developed by the current executive council;
 3. Chapter delegates will then have 2 minutes to ask questions of that candidate (it is encouraged that if you ask a question of one candidate that you ask it of everyone running for that position). NO council officer may ask any questions. If a council officer wants a question to be asked, he needs to ask a delegate to ask it for them, prior to the elections;
 4. After all candidates for a given position are finished, the council will deliberate for 5 minutes and discuss the candidate(s). Equal time will be given to each candidate, but if there are two (or more) candidates, and there is no discussion for one of them we will allow the entire time to be spent on the other(s);
 5. Voting:
 - a. Ballot voting will be used (ballots will be collected and counted by the VP of Administration);
 - b. Each REGULAR chapter will have one vote;
 - c. Each chapter delegate will be asked to put their chapter's name along with the name of the candidate they are in favor of on their ballot (the chapter does not have to put the name of a candidate down, if they feel there are no qualified candidates running they would put down "NONE");
 - d. A candidate will need a majority of the chapters voting to get elected;
 - e. In the event of a tie, the council will re-discuss the candidates for an additional 2 minutes (and hopefully new information will come about), another ballot vote will be taken, if there is still a tie, the council President will cast the tie-breaking vote;
 - f. In the event that more than two candidates run for the same position and no majority is achieved the person with the least amount of votes will be dropped and the top two will have a run-off (any ties will go through the same procedure as stated above);

- g. Any unfilled positions will be re-opened for candidates to run from the floor the following week (candidates from the floor will still need to meet all the requirements to be an officer).
- 6. After the voting has concluded the candidates will be brought back in and the winner will be announced;
- 7. Any candidate who is not elected may be considered for another position that has not yet been filled as long as they agree to.

ARTICLE IX Finance

- A. The Vice President of Finance, with Advisors, shall develop a semesterly budget for the Interfraternity Council.
- B. Dues will be \$15 per active member, including new/associate members.
- C. Dues will be due on November 30th and April 30th, two weeks after the chapters' final rosters are to be turned in.
- D. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE X Recruitment

For future reference, the following recruitment rules will be followed exactly, with the exception of the dates listed, which will change yearly based on when school starts and etc.

- A. During the fall, recruitment is formal, and all recruitment policies can be found in the **Attachments** section, following the Constitution, labeled *NIU IFC Recruitment Rules for Fall*.
- B. During the spring, recruitment is informal, and all recruitment policies can be found in the **Attachments** section, following the Constitution, labeled *NIU IFC Recruitment Rules for Spring*.
- C. Please see the **Attachments** section, following this Constitution, for the *Greek Membership Information Card (Whitecard)*.
- D. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE XI Hazing

- A. All forms of hazing, "Pledge day", any new member activity that includes alcohol, and/or pre-initiation activities, which are defined as hazing shall be banned.
- B. Hazing is defined as any action taken, or situation created, intentionally, whether on or off chapter premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities and situations include creation of excessive fatigue, physical and psychological shocks, publicly wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and jokes, morally degrading or humiliating games and activities, and any other activity which is not consistent with the regulations or policies of Northern Illinois University.
- C. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE XII Philanthropies

- A. All philanthropies will be registered with the VP of Community Service and Events or VP of Administration.
- B. Philanthropy dates will be approved on a first come first serve basis.

- C. Fraternities should not hold a philanthropy event on the same day as any other Greek letter organization.
- D. Alcohol is not allowed at any philanthropy event.
- E. Please see the **Attachments** section, following this Constitution, for the *Philanthropic Event Form*.

ARTICLE XIII
Community Service

- A. All community service hours must be turned in to the VP of Community Service and Events or VP of Administration.
- B. Please see the **Attachments** section, following this Constitution, for the *Community Service Events Form*.

ARTICLE XIV
Roundtables

- A. At least one roundtable shall be held by each officer each semester.
- B. At least one member from each chapter must attend each roundtable.
- C. Chapters shall be notified at least one week in advance about the date and location of a roundtable, or a change in a previous announcement.
- D. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE XV
Speakers

- A. A chapter that chooses to have a speaker come can ask the IFC President to make attendance mandatory for all IFC chapters. To do this, the chapter must:
 1. Ask the IFC President;
 2. Make sure that it is in a location where everyone will be able to sit (for instance, a speaker presenting in a regular size classroom will not be made mandatory);
 3. Invite the other chapters at least two IFC meetings in advance;
 4. Remember to remind the chapters every week thereafter until the speaker presents.
- B. If the IFC President decides to make the speaker mandatory, all chapters must attend with at least 50% of their active roster.
- C. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE XVI
Checklist/NIU Greek Relationship Statement

To help keep all of this information handy, a checklist has been created for chapter presidents to keep a timeline of everything they should be doing throughout the year. Also, going along with this, a 4 page NIU Greek Relationship Statement packet has been created to examine the minimum standards that NIU expects its fraternities to live up to.

- A. Please see the **Attachments** section, following this Constitution, for the *NIU Relationship Statement for Fraternities and Sororities Checklist and Relationship Statement*.

ARTICLE XVII
Social Policy

The NIU social policies have been clearly defined by Student Involvement and Leadership Development. The policies need to be read and understood by each chapter's president and social chairman. Along with an understanding of the IFC social policies, a social event guest list must also be turned in to SILD at least one hour before the social event is to be held.

- A. Please see the **Attachments** section, following this Constitution, for the *Greek Affairs Social Events Policies and Procedures*.

- B. Please see the **Attachments** section, following this Constitution, for the *Social Event Guest List*. *This attachment is just an example, the excel spreadsheet needs to be downloaded from the NIU IFC website and turned in.*
- C. Please see **Article XIX, Violations**, for specific information on not following this Article.

ARTICLE XVIII

Expansion

The IFC at NIU encourages any and all organizations to go through the expansion process via the NIU IFC. Any fraternity chapter wishing to be accepted on campus must undergo an approval process, despite their history at NIU and IFC. There will be no “grandfather” acceptance exceptions made to any of the articles and amendments of the expansion policy of the NIU IFC.

- A. Any nationally affiliated men’s fraternity, whether possessing NIC membership or not, may not colonize on NIU’s campus until the fall semester after the most recently chartered fraternity has had the opportunity to participate in one fall semester primary recruitment period as a fully recognized chapter (i.e. if Alpha Beta Fraternity receives its charter and chapter designation in May of 2013, the next fraternity may not colonize until August of 2015).
- B. Criteria for Non-Affiliated Organizations to become an Associate Member of IFC
 - 1. Executive Board members of the Non-Affiliated Organization must fully understand and abide by the Constitution and Bylaws of the NIU IFC
 - 2. The Non-Affiliated Organization is responsible for knowing and abiding by all University policies, procedures and other materials required with becoming affiliated at the University
 - 3. Must contact the Office of Student Involvement and Leadership Development
 - 4. Must send in an written Statement of Intent to the IFC Executive Board
 - a. Statement of Intent should answer the following questions: What is the current chapter size, when does the national organization plan to charter, is the National Fraternity affiliated with NIC, has the organization been in contact with the SILD office, are the officers aware of and knowledgeable on the NIU IFC Bylaws, how long has the organization been on campus, is the organization looking into a housing option, what does the organization stand for, how many members did the organization recruit in the previous semester – the most imperative question to be answered is, why does the organization seek recognition from the NIU IFC
 - 5. Must perform a formal presentation at an IFC Meeting following the completion of the Statement of Intent and after gaining approval from the IFC Executive Board to present at a specific IFC Meeting
 - a. The purpose of the presentation is to make all of the IFC Chapters aware of their presence on campus as well as what the organization stands for both nationally and locally
 - b. The presentation is to be given by the undergraduate members of the non-affiliated organization and
 - i. It is expected that the Executive Board be part of the presentation
 - c. It is expected that all IFC Chapter Presidents be in attendance or a member of the chapter executive board
 - 6. The average GPA of the current NIU chapter members, in the previous semester, must meet or exceed a 2.50
 - 7. Following the presentation, the IFC Executive Board shall vote in the Non-Affiliated Organization as an Associate Member of the NIU IFC
 - a. The criteria of the vote shall be dependent on the organization demonstrating an understanding of the NIU IFC Constitution & Bylaws as well as all University Policies & Procedures, the quality of the Statement of Intent and the quality of the formal presentation to the IFC chapters at an IFC Meeting

- C. A colony or interest group or associate chapter does not pay any dues to the IFC, but must abide by all IFC rules and regulations and must be in good standing with IFC
- D. Colonies and Interest groups and associate chapters do not share the same rights as member fraternities, and cannot vote or hold office on IFC
- E. An interest group may only perform a presentation seeking expansion three (3) times per academic semester. If the NIU IFC does not vote in support (a 'Yes' vote) of the expansion of the group presenting, that group may no longer present within the timeframe of that academic semester. Once a colony is recognized and receives its charter, it will automatically become a regular member fraternity of IFC.

ARTICLE XIX

Violations

The IFC Executive Board has the right to declare a minor violation, even if it is not specifically listed, and has the right to decide the consequence for that minor violation. All fines will be assessed throughout the semester, being recorded by the VP of Administration, and will need to be paid at the same date that all dues are to be turned in for that semester. Specific minor violations and their consequences are listed below, in order that they appear in the Constitution and By-Laws:

- A. Membership:
 - 1. A \$20 fine will be assessed for any chapter that does not have its *Current Officers Form* turned in by the first two weeks of the new semester.
 - 2. A \$20 fine will be assessed for any chapter that does not have a current member roster on hand with NIU by November 15th and April 15th of each year.
- B. NIU Interfraternity Council/Junior IFC
 - 1. If during an IFC meeting, a chapter is missing its delegate, or any of the two junior delegates, it will be given a verbal warning for the first two meetings. If a third IFC meeting is held and not all delegates are in attendance, the chapter will be put on probation and will no longer be able to vote for the rest of the semester.
- C. Officers
 - 1. If an officer earns a semester or cumulative GPA below a 2.5, that officer will be put on IFC probation. The officer will still hold all of their regular duties and powers, but will need to bring both their semester and cumulative GPA above a 2.5 the following semester, or they will be removed from the IFC Executive Board.
- D. Finance
 - 1. If a chapter is unable to finance their dues and fines by November 30th or April 30th, they will be put on IFC probation. If the chapter's finances the next semester are also not paid, that chapter will be put on suspension. If a third semester in a row is still not paid, the IFC will begin discussing the removal of the chapter from NIU, with a two-thirds vote being required to remove that chapter.
 - 2. If a chapter needs to make a payment plan, it is that chapter's responsibility to create a plan with the VP of Finance. If a payment plan is not made until the last minute and they do not pay on time, that chapter will be considered as not paying on time.
 - 3. For every day that the dues are not turned into the VP of Finance, \$1 per member per day will be added to the outstanding balance of that chapter. For instance, if a chapter has 22 members and pays 5 days late, they would originally owe \$330 (22 members x \$15, assuming they had no fines) plus \$110 (\$1 x 22 members x 5 days late) for a total amount due of \$440.
- E. Recruitment
 - 1. Any recruitment violations will be brought to mediation for further review.
- F. Hazing
 - 1. Any hazing violations will be brought to the Office of Community Standards & Student Conduct (CCSC) for further review.

- G. Roundtables
 - 1. A \$20 fine will be assessed for any chapter that does not send at least one delegate to the roundtables.
- H. Speakers
 - 1. A \$150.00 fine will be assessed for any chapter that does not send at least 50% of their chapter to an IFC mandatory speaker, and no social events will be approved for 4 weeks.
- I. Social Policy
 - 1. Any social policy violation will be brought to CCSC for further review.
- J. If a major violation occurs that is above the IFC Board jurisdiction, it will be brought to CCSC for further review.

ARTICLE XX
Amendments

This Constitution may be amended by two-thirds vote of the voting members of the Northern Illinois University Interfraternity Council, provided notice of the proposed amendment has been given in writing at the preceding meetings.

Attachments

Current Officer Forms.....p. 12

NIU IFC Recruitment Rules for Fallp. 14

NIU IFC Recruitment Rules for Springp. 16

Greek Membership Information Card (Whitecard)p. 17

Philanthropic Event Form.....p. 18

Community Service Events Form.....p. 19

NIU Relationship Statement for Fraternities and Sororities Checklist.....p. 20

NIU Greek Relationship Statementp. 22

Greek Affairs Social Events Policies and Proceduresp. 26

Example of the Social Event Guest Listp. 31

**Northern Illinois University
Sorority/Fraternity Officer Information**

Organization Name: _____

Chapter President: _____

Email: _____

Phone Number: _____

Chapter Vice President: _____

Email: _____

Phone Number: _____

1st Delegate: _____

Email: _____

Phone Number: _____

2nd Delegate: _____

Email: _____

Phone Number: _____

Recruitment Chairman: (if applicable) _____

Email: _____

Phone Number: _____

Chapter Advisor: _____

Email: _____

Phone Number: _____

Faculty Advisor: _____

Email: _____

Phone Number: _____

Chapter Philanthropy Chairman: _____

Email: _____

Phone Number: _____

Chapter Social Chairman: _____

Email: _____

Phone Number: _____

Chapter Community Service Chairman: _____

Email: _____

Phone Number: _____

House Director/House Mom: **(if applicable)** _____

Email: _____

Phone Number: _____

NIU IFC Recruitment Rules for Fall

Article I: General Recruitment Guidelines

1. All students must abide by the dry recruitment policy as stated below and by national fraternal organizations.
 - a. Northern Illinois University and National organization policy states that serving alcohol during recruitment events is strictly prohibited.
 - b. If a potential member, active member, recruitment counselor or Interfraternity Council (IFC) Executive Officer during any recruitment event observes any violation(s), including but not limited to alcohol, there will be a referral to IFC Judicial Board.
2. A committee headed by the IFC Risk Manager and each chapters Judicial Representatives will determine the judgment of any violations in recruitment rules referred to them.
3. No fraternity members will be allowed to entertain potential members behind closed doors. Each IFC executive officer and the IFC Risk Manager's Committee will have the right to see any room of the chapters. Failure to comply will result in a formal report and then referred to IFC Judicial Board.
4. All recruitment marketing must remain appropriate, the judgment of what is and what isn't appropriate is held within the IFC executive officers. Furthermore, any marketing occurring must be registered within and accepted by the Student Involvement and Leadership Development offices. Examples: letters, key chains, flyers, etc...
 - a. Any questions should on registration procedures should be asked to Melissa Williams (815-753-9727).
5. All rules, guidelines, revisions, and fines as they pertain to recruitment are subject to approval, interpretation, and implementation by the IFC Executive Officers.
6. **OPEN RECRUITMENT, WHICH STARTS THURSDAY, SEPTEMBER 4 FOR ELIGIBLE CHAPTERS**, is allowable if the individual chapter reaches its "potential new members" ICS Database contribution quota of 50% of the chapter's amount of members. For example, if Phi Gamma Delta has 50 chapter members, it must contribute at least 25 potential new member information cards into the ICS Database, which will be accounted and added to the ICS Database physically by IFC Officers and chapter delegates, before Thursday, September 4 and thus releasing them into open recruitment.
 - a. Be conscious that on MOVE IN WEEKEND all IFC chapters will be accumulating potential new member information cards as a single IFC organization, it is after move in weekend that individual chapters can begin claiming potential new member information cards as their quota.
7. Attractions in recruitment events must be appropriate, the use of strippers and or provocatively dressed women at recruitment events, such as a BBQ, are not tolerated in the use of recruitment.

8. The use of women in fraternity recruitment is allowable if it is in good taste. Panhellenic sorority women may not participate in any men's recruitment activities. All fraternity men are obligated to be gentlemen. The use of this privilege will be determined by the IFC Executive Board.
9. A fraternity member may not make any derogatory reference, hint, insinuate, or make any open statement degrading another member, chapter, or potential members.
10. Any off campus social event, including but not limited to, potential members with fraternity members, alumni, or the promotion of such an event is strictly prohibited. Manipulation of the rules of social policy in regards to recruitment will be punished heavily by the IFC Judicial Board.

Article 2: Recruitment Events

1. Any recruitment event prior to the beginning of open recruitment will be referred to IFC Judicial Board.
2. Each fraternity will be allowed to schedule open recruitment events, in which all potential members may attend.
3. Any fraternity attempting to distract or interfere with another chapter's recruitment event will be referred to Judicial Board. Examples include: harassment, fights, arguments, etc...

Article 3: Potential New Member Information Cards and New Member White Card Bidding

1. Absolutely no chapter may make any verbal or written invitation of membership to potential members until these potential members are registered within the IFC Database and have met other IFC requirements.
2. In order for a potential member to be "signed", the potential member must be registered within the database, and the recruitment chairmen of the chapters must report their white card(s) to either the IFC Vice President of Recruitment or the Office of Student Involvement and Leadership Development. Until that time, the new member is considered unsigned.
3. In the case of a new member white card being turned in and that new member being unregistered in the ICS Database, the chapter will receive a **\$10 fine** for each new member.
4. All processes regarding new member bidding and the violations of the rules are always under the review of the IFC Executive Officers.

NIU IFC Recruitment Rules for Spring

Article I: General Recruitment Guidelines

1. All students must abide by the dry recruitment policy as stated below and by national fraternal organizations.
 - a. Northern Illinois University and National organization policy states that serving alcohol during recruitment events is strictly prohibited.
 - b. If a potential member, active member, recruitment counselor or Interfraternity Council (IFC) Executive Officer during any recruitment event observes any violation(s), including but not limited to alcohol, there will be a referral to CCSC.
 - c. Violation(s) may be referred to the CCSC.
2. All meetings or recruitment events with potential members must be registered with the NIU IFC.
3. All rules, guidelines, revision and fines as they pertain to recruitment are subject to approval, interpretation and implementation by IFC Executive Officers.
5. Events for open recruitment include, but are not limited to open houses, lunches, dinners, and movie nights.
6. If potential new members of age would like to participate in a chapter's social events, their new member cards are to be turned into Fraternity & Sorority Life in the Office of Student Involvement & Leadership Development.
7. A fraternity member may not make any reference, hint, insinuate or make any open statement to directly criticize another chapter or fraternity member.
8. Any fraternity member for any reason will not harass potential members.

Community Service Event Form

Organization: _____ Date(s) of Event: _____

Location of Event: _____ Title of Event: _____

Benefiting Organization(s): _____

Contact Person: _____

Contact Phone/Email: _____

Description of Event:

Participants

_____ Members x _____ Hours Each = _____ Total Hours

Money Raised:

Total Amount of Money Raised: \$ _____

Total Amount of Food Donated: _____ Lbs.

Total Amount of Clothing Donated: _____ Lbs.

Verification:

Attach Verification of hours and money donated.

Example: Letter from organization thanking you for time and/or money.

Copy of returned check.

Signature of Organization Representative

Date

Philanthropic Event Form

Organization: _____ Date(s) of Event: _____

Location of Event: _____ Title of Event: _____

Benefiting Organization(s): _____

Contact Person: _____

Contact Phone/Email: _____

Description of Activities:

Staffing
_____ Members x _____ Hours Each = _____ Total Hours

Verification:

Attach Verification of hours and money donated.

Example: Letter from organization thanking you for time and/or money.

Copy of returned check.

Signature of Organization Representative

Date

NIU Relationship Statement for Fraternities and Sororities
Checklist

August

- Submit Copy of Insurance Certificate to Greek Affairs
- Submit Proof of Recognition from National Office to Greek Affairs

September

- Submit Academic Plan (within first two weeks of class)
- Report Philanthropy and Volunteer Hours for August (September 15)

October

- Submit List of Chapter Members Involved in Non-Greek Organizations to Greek Affairs (October 1)
- Report Philanthropy and Volunteer Hours for September (October 15)

November

- Update Member Rosters (November 15)
- Report Philanthropy and Volunteer Hours for October (November 15)

December

- Report Philanthropy and Volunteer Hours for November (December 15)

January

- Report Philanthropy and Volunteer Hours for December (January 15)

February

- Submit Chapter Success Plan/Greek Awards Application (February 1)
- Submit List of Chapter Members Involved in Non-Greek Organizations to Greek Affairs (February 1)
- Report Philanthropy and Volunteer Hours for January (February 15)

March

- Report Philanthropy and Volunteer Hours for February (March 15)

April

- Update Member Roster (April 15)
- Report Philanthropy and Volunteer Hours for March (April 15)

May

- Report Philanthropy and Volunteer Hours for April & May (May 15)

Other Requirements

- Designate Scholarship Chair
- Designate Faculty Advisor

- 2.50 GPA Requirement
 - Fall
 - Spring
- Update Officer Forms Each Time New Election/Appointment
- Designate Delegates to Attend Council Meetings
- 70% of Chapter Attends Educational Programs Approved by Council or University
- Send 4 Members to Leadership Conference Sponsored by Greek Affairs
- Send New Members to New Member Education Retreat Sponsored by Greek Affairs
- Establish Minimum GPA for Potential New Members
- Register Recruitment Events with Greek Affairs
- Submit New Member Cards within 1 Week of Signed Bid
- Establish Maximum Process Time for New Member Education
- Educate New Members on Relationship Statement
- Submit New Member Education Plan to Greek Affairs Before Program Starts
- Submit Documentation of City Inspection to Greek Affairs
- Sponsor Frequent Relationship Building Activities
- Attend at least 1 Program Event Sponsored by Another Chapter or Council
- Sponsor at least 1 Alumni/ae Program Each Year

Northern Illinois University Relationship Statement **A statement between Greek chapters, councils and the university.**

Minimum Expectations for the University

Sororities and fraternities at NIU should benefit from and take advantage of the many privileges provided. At NIU, recognized sororities and fraternities can expect the following of its University:

- Chapters will receive assistance from the Assistant Director for Greek Affairs, a full-time professional staff member, with normal business activities and chapter operations.
- Councils will receive support from a designated Student Involvement and Leadership Development Staff member.
- Chapters will be eligible to receive awards and honors for accomplishments.
- Chapters will receive assistance from the Office of Greek Affairs with educational and skills training for new and returning members.
- The Judicial Affairs Office will provide training and support to Councils in the self-governance process in areas such as judicial board training.
- The Greek Affairs Office will maintain resources for purposeful and balanced membership education programs.

Minimum Expectations for Chapters

The following expectations are required of each recognized sorority and fraternity at NIU:

ACADEMIC PERFORMANCE/SCHOLARSHIP

- Each chapter shall designate a Scholarship Chair to direct academic programming.
- Each chapter will designate a Faculty Advisor to assist with academic programming within the chapter.
- Each chapter will have a GPA requirement of a 2.25 every fall and spring semester.
- Each chapter will adopt a comprehensive academic plan to improve active member, new member, and all-chapter semester grade point averages.
- Each chapter will submit their academic plan to the Greek Affairs office within the first two weeks of the semester.

CHAPTER OPERATIONS AND ADMINISTRATION

- Each chapter will provide proof of recognition from their National Office.

- The Office of Greek Affairs and NIU will not recognize chapters without proof of their National Office recognition.
- Each chapter will follow the guidelines set forth by their National Organization.
- Each chapter will abide by the bylaws and constitution of their respective organization.
- Each chapter member must be a full-time student at Northern Illinois University.

Financial

- Each chapter will pay all dues to their respective council on time.
- Each chapter that does not meet its financial obligations will be suspended until such obligations are met.

Paperwork

- Each chapter will turn all Student Association, Greek Affairs, and New Member Cards in on time.
- Each chapter will update member rosters with their assigned designated Student Involvement and Leadership Development Staff member: rosters will freeze on April 15 and November 15 of each semester.
- Each chapter will update officer forms each time a new officer is elected/appointed.
- Each chapter will submit all paperwork in on time to meet deadlines; the University and, specifically, the Greek Affairs Office has the right to postpone any events, activities, etc. that apply to said paperwork.
- Each chapter will submit paperwork to the Assistant Director for Greek Affairs for approval before any events, activities, etc. are to take place; Chapters who do not submit the proper paperwork are subject to disciplinary actions.
- Each chapter will submit a chapter success plan each year by February 1.

CHAPTER LEADERSHIP

- Each chapter will send designated delegates to their respective council meetings.
- Each chapter will provide opportunities for members to become involved in student leadership outside of their chapter.
- Each chapter will encourage/promote sending an executive member to a national or regional leadership program each year.
- Each chapter will provide the Office of Greek Affairs with a list of chapter members involved in non-Greek organizations.
- Each chapter will report volunteer and philanthropy hours each semester by the 15th of each month.
- Each chapter will send seventy percent of its members to educational programs approved by its respective council or the University.

LEADERSHIP EDUCATION

- The Office of Greek Affairs will provide an annual leadership conference for Greek chapters.
- Each chapter will send a minimum of four members to participate at the Greek Affairs leadership conference.

- Each chapter will send new members to participate in the new member education retreat.
- Each chapter will collaborate with University departments for programming initiatives.

NEW MEMBER RECRUITMENT/INTAKE

- Each chapter will establish a minimum GPA for potential new members seeking to participate in recruitment and initiation.
- Each chapter will register recruitment events with the Office of Greek Affairs one week prior to the event.
- Each chapter will submit new member cards to their respective council within one week of a new member receiving and signing a bid.
- Each chapter will abide by the intake/recruitment rules set forth by their respective council and national policies.
- Each chapter is prohibited from providing alcohol at recruitment activities.

NEW MEMBER EDUCATION

- Each chapter will establish a maximum process time for new member education; chapters without a time limit must not exceed the eight-week time limit set forth by the University.
- Each chapter must abide by the new member education time limits set by their National Organization.
- Each chapter will educate new members regarding the Relationship Statement between the Office of Greek Affairs and the sororities and fraternities.
- Each chapter will submit a copy of their new member education plan before the program begins.

NONDISCRIMINATION/HAZING

- Each chapter will abide by the University policy on hazing.
- Each chapter will refrain from the hazing of any member of the Greek community, regardless of active, new, or potential status.
- Each chapter will foster a positive environment for learning and to ensure the safety, rights and dignity of every new and current member.
- Each chapter will promote an inclusive environment among its members.

CONDUCT/JUDICIAL

- Each chapter will abide by its National Organization's policy on alcohol and drug use.
- Each chapter will follow Federal, Illinois State and DeKalb City laws on alcohol and drug consumption.

- Each chapter will participate in the judicial board structure.
- Each chapter on probation or suspension will be publicly posted.

CHAPTER HOUSING

- Each chapter house will be kept clean and meet DeKalb fire codes.
- Each chapter house will adhere to DeKalb building codes and will provide documentation regarding inspection once each academic year; inspections to be arranged by each chapter.
- Each chapter inhabiting a house must provide a copy of their insurance certificate each year.
- Each chapter inhabiting a house will maintain the general upkeep of the property, which includes items such as shoveling snow and mowing lawns.

COMMUNITY RELATIONS

- Each chapter will sponsor frequent relationship building activities.
- Each chapter will sponsor at least one alumni/ae program each year.
- Each chapter will recognize that every action by an individual member of the Greek community, whether it be verbal or non-verbal, deliberate or unintentional, shapes the perceived image of the Greek system.
- Each chapter will seek opportunities to strengthen partnerships across campus and the community.
- Each chapter will establish and maintain trusting relationships with all constituents who include: members, prospective members, parents, alumni, volunteers, sorority and fraternity members, chapter house directors, university faculty, staff and administrators, local and campus community, and vendors.
- Each chapter will encourage members to experience and exercise citizenship.
- Each chapter will identify and communicate community needs that may be served by sororities and fraternities.