

# BYLAWS OF THE INTERFRATERNITY CONGRESS

Adopted December 2, 1987

Updated April 17, 2009

## Article I

### MEMBERSHIP

#### 1. Recruitment Rules:

- a. A Potential New Member (P.N.M.) shall be defined, during the Interfraternity Congress recruitment period, as any male undergraduate student who is not already a member of a social fraternity.
- b. Recruiting or a recruitment function shall be defined as any communication between a Fraternity member and a P.N.M. for the purpose of influencing the P.N.M.'s choice of a Fraternity. All recruitment functions are subject to the rules outlined in these bylaws.
- c. Recruiting will be permitted throughout the entire year with the exceptions of those times noted further in these bylaws.
- d. The Congress' "recruitment period" will be held as follows:
  - i. Each semester's recruitment period shall commence with Monday of the first week of classes and conclude with the bid date.
- e. Improper recruitment procedures include the following:
  - i. Any recruiting that involves alcohol. No Fraternity member, Fraternity advisors, or Greek Staff shall provide alcohol to, or consume alcohol with, or around, any P.N.M.
  - ii. Any derogatory action or comment expressed by a Fraternity member about another Fraternity or an individual member of a Greek letter society.
  - iii. Harassment or interference by one Greek member in the recruitment procedure of another, including modification or misuse of any other chapter's advertisements or chalkings.

- iv. Recruiting that occurs between the extension and acceptance dates of bids. However, specific questions posed by P.N.M.'s may be answered, provided the P.N.M. initiates contact with the Fraternity.
    - v. Coercing, intimidating, or forcing a P.N.M. to accept his bid.
    - vi. No recruitment events shall be held during summer orientation.
  - f. All Fraternity advisors and staff shall abide by all recruitment rules.
- 2. Bidding procedures:
  - a. A pledge bid is defined as a written invitation of pledgeship to a Fraternity.
  - b. Bid delivery shall be:
    - i. Limited to no more than twenty minutes.
    - ii. Delivered to the P.N.M. at a mutually agreeable location, especially with commuters.
  - c. Bid week shall be conducted as follows:
    - i. Bid week shall be the third week of each semester.
    - ii. Bids may be extended on the Monday of bid week between the hours of 6:00 PM and midnight. Should the Monday of bid week fall on an official University holiday, bids may be extended between the hours of 6:00 PM and midnight on Tuesday as well.
    - iii. The bid acceptance period will begin at noon, on the Wednesday of bid week.
  - d. Bids may be extended at any time between the end of bid week and the last day of classes each semester. Bids are not to be extended between the beginning of finals through bid week the following semester.
- 3. Depledging:
  - a. Depledging shall be defined as the official action of a pledge to withdraw himself from the pledgeship of a Fraternity, or a Fraternity's action to remove a pledge from its pledge program.
  - b. A pledge has the right to depledge at any time for any reason.

- c. A Fraternity has the right to depledge any pledge at any time for any reason.
  - d. All depledges must be reported to the Vice President of Membership and the Office of Greek Life within one week of depledging.
- 4. A student must be in good standing as determined by the University in order to be eligible to join or hold office in a social fraternity.
- 5. Hazing:
  - a. No chapter shall conduct hazing activities. Hazing activities are those 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 may include but are not limited to the following: use of alcohol; paddling in any form; creation of excessive fatigue; physical and psychological shocks; quests, treasure hunts, scavenger hunts, road trips or any such activities carried on outside or inside the confines of the chapter house; wearing of public apparel which is conspicuous and not normally in good taste; engaging in public stunts and buffoonery; morally degrading or humiliating games and activities; and any other activities which are not consistent with fraternal law, ritual or policy or the regulations and policies of the educational institution.”
  - b. Charges of hazing or infringements on the anti-hazing policy of the Congress shall be presented to the Interfraternity Judicial Board, which will take appropriate action.
    - i. Though, the I.F.J.B has the duty of disciplining any chapter guilty of hazing, it is the duty of all Fraternity men to prevent the occurrence of hazing in the Greek community of Case Western Reserve University.

## Article II

### FINANCIAL MATTERS

- 1. Assessments may be levied upon member fraternities of the Congress by a two-thirds vote of the entire Congress. The assessment must be proposed to the Congress at least one week before the vote.
- 2. Congress dues of \$3.00 per active member and \$1.50 per pledge shall be assessed to each member Fraternity and colony of the Congress. Bills shall be presented in writing to all chapters and colonies at the first meeting of the general body following the date on which chapter rosters are due, as stipulated by the Office of Greek Life. All bills shall be due

two weeks after the date that they are presented in writing and shall be paid to the Vice President of Finances.

3. The financial records of the Congress shall be ready for auditing and transferal within two weeks of the date of officer elections.
4. The Executive Committee shall control the budget of the Congress, and all disbursements from the Congress' treasury must be approved by the Executive Committee and signed by the Vice President of Finances.
5. No funds of the Congress shall be used for the purchase of alcohol.
6. The penalty for failure to pay an assessment by the required date is a suspension of the voting privileges of the Fraternity in question until the prescribed amount is paid. Also, all dues, fines, and assessments must be paid in full before Greek Week in order for a fraternity or colony to participate in Greek Week.
7. If a fraternity is delinquent for more than two weeks, the Vice President of Finances shall bring action against that Fraternity in the Interfraternity Judicial Board.
8. Payment plans shall be created on an ad hoc basis when chapters have difficulty paying in full within two weeks of billing. These payment plans will consist of half the balance being paid by the original due date and the remaining half due within the first half of the semester.
9. Each semester, reserves from the Interfraternity Congress general account shall be deposited into the Case Greek Endowment Fund.
10. Financial reports shall be reviewed by the Director of Greek Life and the VP of Finance on a monthly basis. Any errors or omissions in the financial reports shall be addressed immediately.

### Article III

#### DIRECTOR OF GREEK LIFE

The Director of Greek Life, or his designee, shall work closely with the Congress and the Executive Committee to promote smooth relations among the Greek organizations, campus administration, and the community.

## Article IV

### MEETINGS

1. All meetings of the Congress shall be conducted according to Robert's Rules of Order Newly Revised, except where specified otherwise in the Constitution or Bylaws
2. A simple majority of the voting member Fraternities of the Congress shall constitute a necessary quorum for the transaction of business.
3. The Executive Committee of the Congress shall hold at least two joint meetings with the Executive Committee of the Panhellenic Council.

## Article V

### RETREAT

1. An Executive Committee retreat shall be held annually following officer elections.
2. The purpose of the retreat is to provide the new Congress officers an opportunity to learn about their positions and to set goals for the upcoming year.
3. The Executive Committee shall prepare an Ethics Statement, which will be added as an appendix to these Bylaws and presented at the first general body meeting following the retreat.
4. All officers must attend the retreat to be eligible to hold office.
5. The Executive Committee shall also hold a retreat within the first three weeks of the Fall semester.

## Article VI

### OFFICER EXPECTATIONS

1. Officers of the Congress may only miss two (2) required events per term, unless excused by the President of the Congress after consulting with the Director of Greek Life, or his designee.
  - a. Required Events are determined by the President of the Congress after consulting with the Director of Greek Life, or his designee.
2. Officers of the Congress must hold two (2) office hours a week in the Greek Life Office.

3. Officers of the Congress must meet weekly with the Director of Greek Life, or his designee.
4. Officers of the Congress must maintain confidentiality requirements established by the University, Greek Life Office, and the Congress.
5. Officers of the Congress are to be respectful and serve as a role model to members of the Greek Community at all times.

## Article VII

### OFFICER RECALL

1. Officers of the Congress who have failed to carry out their duties as assigned to them by the Constitution and Bylaws of the Congress can be brought up for recall by any member fraternity or any member of the Executive Committee.
2. Recall Procedure:
  - a. A letter of recall must be submitted at a regular meeting of the Congress and be signed by a simple majority of the member fraternities.
  - b. With the submittance of the recall letter, the President of the Congress shall call a special meeting of the Congress prior to the next meeting to hear charges and conduct a recall vote.
  - c. In the special meetings, the chapter(s) bringing charges against the officer shall have fifteen minutes to present their case.
  - d. The officer in question shall also have fifteen minutes to present his case to the Congress.
  - e. There shall ensue a ten-minute period during which the members of the Congress may question both parties.
  - f. At the conclusion of the questioning period, a secret ballot vote shall be taken. A two-thirds vote of the Congress is required to remove an officer.
  - g. The vote shall be tallied by the highest-ranking officer not named in the recall.

## Article VIII

### ENFORCEMENT

Any infraction or violation of the Constitution and Bylaws of the Congress shall result in the violating chapter being brought before the Interfraternity Judicial Board, with the President of the Congress, or his designee, acting as complainant.

## Article IX

### JUDICIAL BOARD PROCEDURES

The following shall serve as procedural rules for the operation of the Interfraternity Judicial Board:

1. The fraternity/Congress shall be notified by the Chief Justice that the fraternity/Congress is accused of violating a regulation as follows:
  - a. Written notification shall be delivered to the fraternity officer and alumni advisor at least seven days prior to the hearing stating:
    - i. The charges with sufficient particularity to enable the accused to prepare a defense.
    - ii. Written notification of the time and place of the hearing.
  - b. The notification shall provide an opportunity for the accused to state one of three pleas: “responsible”, “not responsible” or “no contest”. The accused party has two working days to respond to the charges by filing, in the Office of Greek Life, one of the three pleas. Failure to respond by the designated time will automatically result in a response of “no contest”, and appropriate sanctions will be decided upon accordingly.
  - c. At the time when the accused party picks up the charge letter, a time must be set with the Director of Greek Life or his designee for a pre-hearing.
  - d. In the case of the Congress being the accused party, notification shall be delivered to the Congress President.
2. The Fraternity/Congress shall, at the discretion of the Director of Greek Life or his designee and the Chief Justice, be permitted to inspect, at the Office of Greek Life, prior to the hearing, any affidavits, names of witnesses, or exhibits of such matters as will be submitted at the hearing.

3. The hearing shall be private unless all parties involved agree otherwise. This must be approved by the Judicial Board prior to the hearing.
4. Both parties shall have the right to be assisted by an advisor, who shall:
  - a. Assist the fraternity/Congress in preparation of their case.
  - b. Accompany the fraternity/Congress to the hearing.
  - c. Advise the fraternity/Congress as to the questioning of witnesses but in no way be allowed to make any statements or to present the case for the party to the Judicial Board.
5. Any Justice whose chapter is the accused in a hearing shall recuse himself. If the Chief Justice recuses himself, he shall appoint one of the Associate Justices to serve as the Chief Justice.
6. The Hearing Procedure for a “not responsible” plea:
  - a. All participants in the hearing shall be in badge attire.
  - b. The Chief Justice shall call the proceedings to order and request that all but the directly related individuals leave the room. Directly related individuals are Judicial Board members, the accused student(s)/fraternity officer/Congress President and an advisor, and the complainant and an advisor.
  - c. The Chief Justice shall introduce the Board members, the accused and the complainant.
  - d. All witnesses shall be required to remain outside the hearing room and will be called in by the Chief Justice as needed. A witness, after giving testimony, is prohibited from discussing the case with a witness who has not yet testified. It is the duty of the Chief Justice to advise each witness of this before each is dismissed. Failure of a witness to comply with said policy could result in a sanction against the individual and/or the group they represent.
  - e. The Chief Justice shall ask the litigants if either party wishes to challenge a Board member.
    - i. If so, the reasons for such a challenge must be stated and reviewed by the remaining Board members in private.
    - ii. If they vote to decline the challenge, finding the rationale frivolous or unreasonable, the hearing shall proceed.

- iii. If the remaining Board members vote to accept the challenge or if the vote is split, then the Board member shall be asked to remove himself from the panel.
  - iv. If the Chief Justice is removed, he must designate the acting Chief Justice from one of the remaining Associate Justices. This member shall assume the duties of the Chief Justice for the remainder of the hearing.
- f. The Chief Justice then states his role in the proceedings:
- i. To conduct the hearing in an orderly and progressive manner.
  - ii. To call witnesses as requested.
  - iii. To rule on the relevancy and admissibility of evidence.
  - iv. To prevent antagonistic questioning.
  - v. To prevent interference by any disruptive individuals.
- g. The Chief Justice then explains the role of the Associate Justices:
- i. To listen to the testimony given by all individuals and to evaluate the evidence.
  - ii. To ask questions for clarification and additional information.
  - iii. To come to a decision on the guilt or innocence of the accused party and the subsequent sanctions that are appropriate.
- h. The Chief Justice then explains the role of the Director of Greek Life or his designee:
- i. To advise the Board concerning procedure.
  - ii. To advise the Chief Justice.
  - iii. To report the relevant judicial history.
- i. The Chief Justice then explains the role of the complainant:
- i. To serve as a representative of a member fraternity, the Congress, Case Western Reserve University or himself.
  - ii. To ask questions of the witnesses.

- iii. To summarize the case proceedings.
- j. The Chief Justice then informs all present that the providing of false information to the I.F.J.B. shall result in additional disciplinary action for anyone found to have done so.
- k. The allegation is as follows:
  - i. The Chief Justice reads aloud the charges of the alleged violation and asks the accused if he/they understands the nature of the charges by asking: “Do you understand the nature of these allegations?”
  - ii. Both parties may give a brief opening statement to report their general argument to the Board.
  - iii. The complainant calls the first witness, who is asked to “State your name”, and is informed by the Chief Justice that providing false information to the I.F.J.B will result in disciplinary action.
  - iv. The complainant then asks questions of the witness as deemed appropriate and allowed by the Chief Justice.
  - v. The accused party is then allowed to ask questions of the witness.
  - vi. The Justices may then ask questions of the witness.
  - vii. The Chief Justice then asks if anyone has any further questions.
  - viii. The Chief Justice then dismisses the witness and reminds him or her that they are prohibited from discussing the case with anyone outside of the courtroom.
  - ix. The Chief Justice then asks the complainant if there are any additional witnesses to support the allegation and these are brought forth one by one and questioned as above.
  - x. The Chief Justice may limit the duration of the questioning of a witness at any time during the questioning.
- l. The response is as follows:
  - i. The accused is called forth to testify by the Chief Justice and asked to “state your name”, and is informed by the Chief Justice that providing false information to the I.F.J.B. will result in disciplinary action. He is then asked to relate the facts surrounding the case.

- ii. Questions may then be asked of the accused party by the following individuals in the following order: The complainant, the Justices, any further questions.
- iii. The Chief Justice asks the accused if there are any additional witnesses to support the response, and these are brought forth one by one to testify.
- iv. Questions are asked of each witness by the following individuals in the following order: The accused party, the complainant, the Justices, any further questions.

m. The summations is as follows:

- i. The complainant and the accused party shall each present a brief summary of the significant points of the hearing.
- ii. The Chief Justice then informs both the accused party and the complainant that the decision of the I.F.J.B., concerning both the decision and sanctions, will be available either after deliberations or the following business day in the Greek Life Office. He also informs both parties that they have the right to an appeal through the Office of Student Affairs.
- iii. The I.F.J.B then deliberates the responsible or innocence of the accused. The I.F.J.B. should discuss and consider all the relevant facts, evidence, and testimony presented in the case. The I.F.J.B shall not consider the past history of the accused when considering guilt or innocence.
- iv. If the I.F.J.B. finds the accused party responsible, they must discuss sanctions for the accused. During this portion of the deliberations the judicial history of the chapter shall be considered. The Director of Greek Life or his designee may also advise the I.F.J.B. during discussion of sanctions because the judicial history of the accused party may precede the knowledge of the current Board. The relevant judicial history shall not extend longer than any active member has been in the chapter, unless specified otherwise by prior sanctions.
  - 1. Sanctions should be appropriate considering both the seriousness of the violation and the past judicial history of the accused. Sanctions should serve both as a deterrent and an educational tool. The Board should be consistent with sanctioning from case to case.
- v. The hearing is then dismissed by the Chief Justice.

7. Hearing procedure for a “no contest” plea:

- a. The hearing shall be informal.

- b. The accused party has the right to explain their perspective to the Board, but not to call witnesses.
  - c. The Board shall ask relevant questions to the accused party.
  - d. The accused party may have an advisor as above.
  - e. Deliberations shall be conducted in the same manner as the “not responsible” hearing.
8. In the case of a plea of “no contest” by the accused or a decision of “responsible” by the I.F.J.B., a written decision statement will be delivered to the concerned party within two business days following the scheduled hearing date.
  9. Included within this statement will be I.F.J.B.’s specific interpretations of any imposed sanctions or references to existing written definitions.
  10. The Director of Greek Life or his designee will assist the Chief Justice in ensuring the completion of sanctions. The Director of Greek Life or his designee will send a written notice of completion to the relevant party and the Chief Justice when the sanctions have been completed.
  11. The results of cases (excluding all personal or private information such as names, etc.) shall be made publicly available by the Chief Justice at his discretion.

## Article X

### SCHOLARSHIP

The Greek Community Educational Consultant (GCEC) shall serve as the Scholarship chair of the Interfraternity Congress. The GCEC shall:

1. Be selected through an interview process conducted by members of Greek Life and the Interfraternity Congress.
2. Perform all duties listed in the GCEC job description.
3. Abide by all requirements listed on the GCEC contract.
4. Serve as an ex-officio member of the Executive Committee.

## Article XI

### RISK MANAGEMENT POLICY

1. The Congress adopts the F.I.P.G. Risk Management Policy as the Risk Management Policy for itself and its members.
2. Additional Items:
  - a. All Fraternity men must adhere to Housing, Residence Life & Greek Life Policies.
  - b. The presence or use of alcohol at council-sponsored events is prohibited.
  - c. All Fraternity men must adhere to local, state, and federal law.

## Article XII

### AMENDMENTS

This set of bylaws may be amended by a two-thirds affirmative vote of the voting members of the Congress, provided the proposed amendment has been introduced at a previous Congress meeting.

## Article XIII

### RATIFICATION

The ratification of three-fourths of the member fraternities of the Congress, with each fraternity having one vote, is required to establish these bylaws for the Interfraternity Congress of Case Western Reserve University. Copies of the I.F.C. Constitution and bylaws are to be distributed to each member fraternity and colony of the Congress, to the Director of Greek Life, to the Vice President of Student Affairs, and to the President of the University. I.F.C. is bound by all rules and regulations it establishes for member chapters.