

The University of Texas at Dallas  
Interfraternity Council

Bylaws

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**Article I: IFC Responsibilities**

Section I: Good Standing:

A Fraternity in good standing must meet the following criteria:

- a. Maintain a chapter GPA of 2.50 or higher every semester;
- b. Fulfill all financial obligations to the IFC;
- c. Maintain and submit a current roster for both active membership as well as new membership in their organization;
- d. Must be in good standing with their respective Inter/National organization;
- e. Attend meetings called and scheduled by the IFC, as well as all events deemed mandatory by the IFC which require Fraternity representation;
- f. Any member chapter not on good standing shall be considered to be in “Bad Standing”;
- g. Any Fraternity placed on “Bad Standing” will be referred to the Judicial Board to determine the circumstances upon which the member Fraternity shall return to “Good Standing”.

Section II: The Executive Committee shall:

- a. Oversee the efficient and effective functioning of the General Assembly and its activities;
- b. Coordinate within the General Assembly’s framework all activities that are planned and approved by the General Assembly;
- c. Act as the official spokesman for the General Assembly;
- d. Receive any complaints concerning member fraternities from individual students, fraternities, the administration, the campus community, or the General Assembly itself and deal with them as stipulated in the Bylaws that follow;
- e. Act as the tiebreaker for any split General Assembly votes;
- f. Carry out all other duties as set forth for their respective offices.

**Article II: Fiduciary Responsibilities**

Section 1: Dues for Active Fraternity Members and New Members

- a. Dues for active members shall be \$4 (four) per member and will be collected during the Spring and Fall semester.
- b. Dues for new members shall be \$6 (six) per new member which will be collected during the semester of initiation.

## Section 2: Financial Remuneration

- a. The VP of Finance will collect dues on the second Friday in the month of September for the Fall semester and on the second Friday in the month of February for the Spring semester.
- b. Delinquent Dues
  - i. Any member Fraternity with delinquent dues for longer than one week's time shall be considered to be in "Bad Standing" and a letter will be sent to their Inter/National Headquarters notifying them of said Fraternity's delinquency.
  - ii. After one full semester of indebtedness, the chapter is on full suspension and put into the expulsion process.

## **Article III: Elected Officers**

Section I: The Executive Council of the IFC shall be composed of the following members:

- a. President
- b. Vice President of Public Relations
- c. Vice President of Administration
- d. Vice President of Finance
- e. Vice President of Recruitment

## Section II: Elections

- a. It is the responsibility of the Vice President of Administration to ensure applicants submit an eligibility form to the Greek Advisor to determine eligibility as stated in Section 4.
- b. Each candidate of the Executive Council shall be provided time to present a speech to the General Assembly. Each candidate shall answer any questions from the General Assembly following the speech.
- c. The General Assembly shall vote during the first meeting in November on the positions as outlined in Article 4, Section 1. A majority vote of the General Assembly is required to elect a candidate for each position. If no candidate receives a majority vote, a runoff shall take place between the two candidates receiving the highest number of votes. In the event a tie occurs during the runoff, a majority vote by the current Executive Council is required to elect a candidate for that position.

## Section III: Term of Office

- a. The term of office shall be from December of the open term to December of the next consecutive term.
- b. Induction shall occur in the meeting immediately following elections.

#### Section IV: Eligibility

In order to be elected and maintain a position on the Executive Council, the following requirements shall be met:

- a. Not be on scholastic or disciplinary probation with the University;
- b. Have and maintain a minimum cumulative grade point average of 2.5;
- c. Remain an active member of his chapter;
- d. Fulfill the job specifications of his office to the expectations of the Executive Council and the General Assembly;
- e. No more than two members of one fraternity shall serve on the Executive Council concurrently;
- f. May not hold a comparable position in his Chapter during his term on the Executive Council;
- g. May not hold the President, Vice President, or any equivalent position in his own chapter;
- h. Must commit to two regular office hours a week.

Section V: A vacancy on the Executive Council may be created by four situations:

- a. The Bylaws are amended to provide for a new office;
- b. A current office resigns from his position;
- c. Three quarters of the General Assembly vote to remove a member of the Executive Council for any violations of policies within this document;
- d. An officer is no longer an active member of his Fraternity.

#### Section VI: Filling Vacancies

- a. In the event that the position of IFC President should become vacant, a member of the Executive Council, with approval of the General Assembly, shall assume the role of President. A majority vote of the General Assembly is required.
- b. In the event that any other position may become vacant, new applicants shall be elected from the General Assembly. A majority vote of the General Assembly is required to fill the vacant office. If no candidate receives a majority vote, a runoff shall take place between the two candidates receiving the highest number of votes. In the event a tie occurs during the runoff, a majority vote by the current Executive Council is required to elect a candidate for that position.

#### Section VII: Executive Board

- a. The President of the IFC shall:
  - i. Preside over all regular meetings and special meetings. Call special meetings when necessary;
  - ii. Serve as ex-officio member of all committees;
  - iii. Appoint all non-elected and elected IFC representatives to committee;
  - iv. Serve as the official representative of the IFC;
  - v. Serve as the general supervisory officer to see that all projects and activities of this organization are efficiently and effectively carried out;
  - vi. Perform such other executive functions as may arise from time to time
  - vii. Provide guidance and focus the efforts of other IFC officers and committees;

- viii. Build rapport and establish positive working relationships between the IFC and chapter leaders by meeting with them at least once a semester;
  - ix. Serve as an official spokesperson for the Greek Community.
- b. The Vice President of Public Relations of the IFC shall:
- i. Serve as the primary programmer for events intended to increase awareness of the IFC;
  - ii. Be responsible for the production of all promotional materials for the IFC;
  - iii. Serve as official correspondent for the IFC and read all pertinent correspondence at each meeting of the IFC.
- c. The Vice President of Administration of the IFC shall:
- i. Preside over meetings and fulfill other duties in the President's absence;
  - ii. Prepare the agenda for each meeting;
  - iii. Maintain complete and accurate minutes of all meetings;
  - iv. Distribute approved minutes of the previous meetings;
  - v. Maintain an accurate and complete roll of all member fraternities and their authorized representatives; maintain the attendance records of each IFC meeting;
  - vi. Undertake or assist in special projects or assignments delegated by the President.
- d. The Vice President of Finance of the IFC shall:
- i. Handle all financial matters pertaining to the IFC;
  - ii. Present a monthly bank statement and at the end of the term report the IFC's financial condition to the IFC;
  - iii. Prepare an IFC semester budget;
  - iv. Collect IFC member dues or other assessments as necessary;
  - v. Notify member Fraternities of accrued fines and late dues;
  - vi. Organize and implement one IFC Fundraiser a semester;
  - vii. Undertake or assist in special projects or fundraisers delegated by the President.
- e. The Vice President of Recruitment shall:
- i. Formulate a recruitment program for the fraternity community and coordinate all recruitment activities;
  - ii. Present to the General Assembly the proposed recruitment program for the majority approval of the General Assembly;
  - iii. Provide information on the recruitment process and the fraternity community to prospective new members;
  - iv. Promote inter-fraternalism and Greek membership by participating in New Student Orientation programs as allowed by the University;

- v. Organize and serve as chairman of the IFC Recruitment Committee and coordinate its policies. As chairman of the IFC Recruitment Committee, he shall be responsible for ensuring that its duties are effectively carried out;
- vi. Undertake or assist in special projects delegated by the President.

## **Article IV: Appointed Officers**

Section I: The Appointed Officers of the IFC shall be composed of the following members:

- a. Judicial Board Chair

Section II: Appointment process

- a. It is the responsibility of the Vice President of Administration to ensure applicants submit an eligibility form to the Greek Advisor to determine eligibility as stated in Section 4.
- b. Each member chapter of the IFC shall be responsible for nominating a representative from their Fraternity for an appointed position. Failure to do so will disqualify a potential candidate from holding the office.
- c. It is the duty of the President of the IFC to select a nominee for a vote to the Executive Council who shall appoint the candidate to the position by a simple majority vote.

Section III: Term of Office

- a. The term of office shall be from December of the open term to December of the next consecutive term.
- b. Induction shall occur in the meeting immediately following appointment.

Section IV: Eligibility

In order to be eligible and maintain an appointed position, the following requirements shall be met:

- a. Not be on scholastic or disciplinary probation with the University;
- b. Have and maintain a minimum cumulative grade point average of 2.5;
- c. Remain an active member of his chapter;
- d. Fulfill the job specifications of his office to the expectations of the Executive Council and the General Assembly;
- e. May not hold the President, Vice President, or any equivalent position in his own chapter;
- f. Must commit to two regular office hours a week.

Section V: A vacancy may be created by four situations:

- a. The Bylaws are amended to provide for a new office;
- b. A current office resigns from his position;
- c. Three quarters of the General Assembly vote to remove the appointed officer for any violations of policies within this document;
- d. An officer is no longer an active member of his Fraternity.

#### Section VI: Filling Vacancies

- a. In the event that any position becomes vacant, new applicants shall be appointed from each member chapter. An endorsement by the President as well as a majority vote of the Executive Council is required to fill the vacant office.

#### Section VII: Executive Board

- a. Judicial Board Chairman
  - i. Act as the parliamentarian for IFC General Assembly and Executive Council Meetings;
  - ii. Assist in drafting amendments to the Bylaws or the Constitution;
  - iii. Unobtrusively call the attention of the presiding officer to serious errors in procedure;
  - iv. Have extensive knowledge of *Robert's Rules of Order*;
  - v. Chair the Judicial Board and preside over Judicial hearings.

### **Article V: Delegates**

#### Section I: General Assembly Representatives shall

- a. Be composed of two delegates from each of the member fraternities. Of these two delegates, one shall be elected or appointed by the individual fraternity;
- b. Not hold a position on the IFC Executive Council;
- c. Have both delegates present by the time roll is called, if both members are not present the Fraternity shall be counted absent;
- d. Notify the President or Vice President of Administration of any inability to continue serving as their Fraternity delegate as well as their replacement;
- e. Notify the President or Vice President of Administration of their inability to attend a meeting prior to the meeting time;
- f. Find an adequate substitute in the case of their absence within twenty-four (24) hours of the general assembly meeting time;
- g. Offer a consistent representation for their chapters;
- h. Provide insight into internal support needs;
- i. Provide perspective on recruitment, finances, new member management, and advisor relations;
- j. Be knowledgeable of recent history and activities of the fraternity community;
- k. Write, review, and vote on amendments to the Constitution or Bylaws of the IFC at the University of Texas at Dallas.

#### Section II: Each Delegate shall:

- a. Be required to serve on a committee as assigned by the Executive Director or the President;
- b. Report the proceedings at the General Assembly to their respective chapters.

## Article V: Meetings

### Section I: Executive Council Meetings

- a. A regular meeting of the IFC Executive Council shall be designated by the President following his induction.
- b. It is expectation of every member of the Executive Council as well as the Judicial Board Chair to attend all regularly scheduled IFC Executive Council Meeting.
- c. A special Executive Council meeting may be called by the President with twenty-four (24) hours notice to the Officers of the Executive Council and the Judicial Board Chair.

### Section II: Regular Meetings

- a. A regular meeting of the IFC shall be designated by the General Assembly prior to the beginning of the semester to be held on a certain day of the week during the scholastic year, except during periods of final examination or periods of official University vacations. Regular meetings of the IFC shall be held every other week on the designated day, unless otherwise specified.
- b. All meetings and business of the organization shall be conducted according to Parliamentary Procedure as outlined in the most current edition of Robert's Rule of Order in all cases.

### Section III: Quorum

- a. A quorum shall consist of two-thirds of the General Assembly as well as two-thirds of the Executive Council empowered to vote under the Bylaws.

### Section III: Special Meetings

- a. A special meeting may be called at the discretion of the IFC President or the Greek Life Advisor with twenty-four (24) hours notice to all fraternity chapter presidents. They shall consist of a quorum and follow the rules of procedure of regular meetings.

### Section IV: Voting

- a. Each fraternity will be entitled to one vote in all matters of the General Assembly. The individual fraternity will decide how their vote is to be cast. However; it is the assumption that representatives will have the authority to vote on behalf of their chapter.
- b. A Chapter must be in good standing with the IFC to be eligible to vote.

### Section V: Attendance

- a. Only one vote will be granted for each Chapter present.
- b. If a Chapter is absent, they shall be fined \$50.00.
- c. If the following meeting the Chapter is absent again, then a subsequent fine of \$50.00 will be levied by the IFC and the violating Chapter shall lose their voting rights for the following meeting. This fine shall accumulate indefinitely for consecutive absences, and the Fraternity in question will lose voting rights for the remainder of the term.

**Section VI: Order of Business**

- a. The order of business for all regular meetings and special meetings shall be:
  - 1) Call meeting to order
  - 2) Roll Call
  - 3) Special Guests
  - 4) Approve minutes of previous meetings
  - 5) Officer/Committee reports
  - 6) Advisor Report
  - 7) Chapter Reports
    - 8) Old Business
    - 9) New Business
    - 10) Discussions
  - 11) Adjournment

**Article VI: Amendments**

Section I: Any motions to amend, revise, alter, or revoke an Article in the IFC By-Laws must be:

- a. Tabled after an initial reading in front of the General Assembly at any regular meeting;
- b. Voted upon at an IFC General Assembly and require a two-thirds affirmative vote to be enacted;
- c. Presented in writing at least one regular meeting prior to vote;
- d. Approved by the Greek Advisor after passing.

Section II: Policies:

- a. Policies may be amended, revised, altered, or revoked through a majority vote of the Executive Council.