

**Rutgers University Interfraternity Council
Bylaws**

ARTICLE I

Parliamentary Authority and Quorum

Presidents Council meetings shall be governed by parliamentary procedure as set forth in the latest edition of Robert's Rules of Order, unless otherwise specified herein.

Two-thirds (2/3) or more members of the Presidents Council present and in Good Standing shall constitute a quorum for the transaction of business. Quorum will be determined at the beginning of each Presidents Council meeting by the Vice President of Administration, immediately following roll call.

ARTICLE II

President's Council

Section I Authority and Duties of President's Council

The legislative powers of IFC rest with the President's Council. The Presidents Council shall:

1. Abide by regulations, policies, decisions, and actions of Rutgers University;
2. Abide by regulations, policies, decisions, and actions of the OFSA;
3. Abide by regulations, policies, decisions, and actions of the Presidents Council;
4. Abide by this Constitution and Bylaws;
5. Have the power to amend this Constitution and Bylaws;
6. Receive or initiate and then vote on legislation to maintain and/or execute the purpose and role of the IFC and to enact and/or change IFC regulations and policies according to this Constitution and Bylaws;
7. Receive or initiate and then conduct regular business;
8. Meet weekly in regular session during the fall and spring semesters at a time and location as determined by the IFC President and OFSA and meet in special session upon the vote or written request of the majority of its members or upon the request of the IFC President, OFSA, and/or Rutgers University;
9. Meet annually in an election meeting to elect the Executive Council of the ensuing term at a time as specified by the Executive Council and OFSA.

Section II Composition of Presidents Council

The President of each Member Chapter, or an approved designee of his fraternity, shall be the representative to the Presidents Council. Approved designees shall be a member of the chapter's executive board as listed on the chapter's official officer roster on file with the OFSA.

Section III Voting of Presidents Council

Each Member Chapter in Good Standing shall have one vote. Voting shall only be conducted in person. The President shall vote the intention of his Fraternity. If the President is not present, he shall appoint an approved designee. If neither the President nor a designee of his Fraternity is present, then the Fraternity relinquishes its vote. A Member of the Executive Council cannot vote

the intention of his Fraternity. Votes shall be decided by a preferential, simple majority ballot conducted by a roll call, unless a motion is made and passed for a secret ballot or unless this Constitution and Bylaws state a different majority and/or procedure for passage of certain questions specified herein.

Section IV Duties of Members of Presidents Council

A Member Chapter Presidents Council shall:

1. Abide by this Constitution and Bylaws;
2. Have attendance of at least its President, or an approved designee from his Fraternity or Colony, at every Presidents Council meeting for the duration of the meeting.

ARTICLE III

Attendance at Presidents Council

The Chapter President, or his approved designee, shall attend every regular and special meeting of Presidents Council. Attendance at Presidents Council is defined as the Presidents Council representative arriving before the roll call and remaining for the duration of the meeting.

Section I Excused Absences

Chapters are permitted no more than one excused absence per semester. A written correspondence from the chapter president must be submitted to the Executive Council no later than 24 hours prior to the meeting.

Section II Approved Substitutes

Approved designees shall be a member of the chapter's executive board as listed on the chapter's official officer roster on file with the OFSA.

Chapter Presidents may send an approved designee to the Presidents Council meeting no more than twice per semester unless the president has a semester long conflict in which case he must designate a permanent delegate who shall attend every Presidents' Council meeting.

Section III Absence from Presidents Council

1. Upon the first absence from Presidents Council, the Vice President of Administration and IFC President shall send a notice to the President of the Member Chapter absent from the meeting, and to the OFSA.
2. Upon the second absence from the Presidents Council, the Vice President of Administration shall impose a twenty-five dollar (\$25) fine upon the Member Chapter.
3. Upon the third absence, the Vice President of Administration shall impose a fifty dollar (\$50) fine upon the Member Chapter.
4. Upon the fourth absence the chapter in question will be reported to the OFSA and IFC membership privileges shall be reviewed.

ARTICLE IV

Nomination to Executive Council Office

Section I Qualifications for Executive Council Office

To qualify for nomination to an Executive Council Office, an individual shall:

1. Be in Good Standing with Rutgers University; and
2. Be enrolled as full-time student at Rutgers University; and
3. Be a full and active Member in Good Standing of a member fraternity; and
4. Have at least a 2.50 cumulative grade point average.
5. Not be serving and/or acting as President of his Fraternity after the date of the installation of Executive Council; and
6. Not be serving and/or acting in a position in his Fraternity to direct and/or oversee its recruitment after the date of the installation of Executive Council; and
7. Not be serving and/or acting as President of any Rutgers University student organization and/or University Special Event Planning Committee after the date of the installation of Executive Council. Appeals to this provision will be reviewed by the Slating Committee on a case by case basis; and

Section II Nomination to Executive Council Office

If an individual qualifies for nomination to an Executive Council Office as outlined herein, he may submit an application by the designated date.

ARTICLE V

Executive Council

Section I Authority and Duties of Executive Council

The Administrative powers of IFC rest in the Executive Council under advisement from OFSA. The Executive Council shall:

1. Abide by this Constitution and Bylaws;
2. Not make statements to or respond to questions from the media without first consulting OFSA;
3. Regulate, assist, facilitate, and educate Member Chapters of the various aspects of interfraternal life, as determined by the IFC;
4. Consider and act upon problems and issues common to Member Chapters for the mutual benefit of the Greek community;
5. Ensure the purposes, role, and intentions of IFC;
6. Take any actions necessary to carry out its authority and duties, understanding that the burden of responsibility for its actions rests with the Executive Council;
7. Facilitate the daily administration and operation of IFC according to its purposes and role, according to the authority and duties granted to Executive Council;
8. Meet in regular Council meetings once each week during the fall and spring semesters at a time and location as determined by the IFC President and OFSA and meet in special Council meetings upon request of the majority of its Officers or upon the request of the IFC President and/or OFSA;

9. Oversee the function and operations of any committee and/or organization for which Executive Council is responsible as determined by Presidents Council and/or this Constitution and Bylaws;
10. Cooperate with the other Greek councils and other members of the Rutgers University community to advance the purposes and role of the IFC;
11. Set the date with the OFSA for the annual Election Meeting of the Executive Council of the ensuing term;
12. Meet with prominent Rutgers University administrators and faculty members at least once each year;
13. Ensure that a copy of this Constitution and Bylaws is distributed to each Chapter President during the Presidents Retreat each semester.

Section II Duties of All IFC Executive Officers

As a part of the IFC Executive Council, all Officers are expected, at a minimum to:

1. Work cooperatively with the other Greek Councils of Rutgers University, with each IFC officer, and with Chapter Presidents;
2. Work cooperatively with OFSA;
3. Commit 5 hours per week to office hours in the OFSA Office;
4. Attend all Executive Council retreats/meetings and IFC meetings/activities for the duration;
5. Participate in the thorough training and transfer of files with his successor;
6. Maintain an updated officer's manual for their respective position;
7. Support the mission, goals and objectives of the Council;
8. Promote the interests and welfare of the entire fraternity community;
9. Attend workshops and retreats designed to develop/enhance leadership skills;
10. Assist in the complete preparation of the Northeast Greek Leadership Association Awards packet;
11. Maintain a 2.5 cumulative GPA for the length of his term;
12. Maintain enrollment as a full-time student for the length of his term;
13. Complete all other duties as assigned.

Section III Duties of President

The President is chiefly responsible for the overall operation of the IFC and shall:

1. Preside over all sessions of the Presidents Council and meetings of the Executive Council;
2. Serve on or represent the IFC on any university or student committee as necessary;
3. Coordinate and expedite projects and business of the IFC;
4. Maintain close contact with all work of the IFC;
5. Coordinate the Slating Committee and the IFC Election process;
6. Meet weekly with the IFC Advisor and keep the IFC Advisor informed of all IFC business;
7. Bring business to the Presidents Council when necessary and appropriate;
8. Appoint and disband special committees;
9. Regularly review performance of each IFC executive officer;

10. Call the Presidents Council into special sessions as circumstances dictate;
11. Acts as the official representative of the fraternities at official functions;
12. Prepare the annual awards application for the Northeast Greek Leadership Association;
13. Schedule rooms/meeting locations for each Presidents Council and Executive Council meeting;
14. Oversee all operations and programs of the Executive Council;
15. Participate in Dance Marathon in some capacity;
16. Complete all other duties as assigned.

Section IV Duties of Vice President of Administration

The Director of Administration shall:

1. In the temporary absence of the President, perform the duties of that office;
2. Serve as secretary and take the minutes of each Presidents Council and Executive Council meeting;
3. Distribute meeting minutes to member chapters, IFC web page, Greek councils of Rutgers University, OFSA and VPLC; Should this be changed to VCSAC, or some other appropriate body?
4. Maintain IFC files, collect and distribute Chapter Rosters among Executive Board Members;
5. Disseminate information to all member fraternities as ordered by the Executive Board, and update the Executive Board on correspondence received and sent;
6. Prepare a budget and submit to the Presidents Council for approval no later than the last meeting of each academic year;
7. Cooperate with the Student Accounting Business Office (SABO), maintain records and observe required procedures;
8. Collect all payments owed to the IFC and notify the President and IFC Advisor when a member chapter is in arrears;
9. Pay all bills owed by the IFC;
10. Oversee the application process and distribution of all IFC sponsored grants;
11. Provide a financial status report at each meeting to the Presidents Council;
12. Participate in Dance Marathon in some capacity;
13. Complete all other duties as assigned.

Section V Duties of the Vice President of Judicial Affairs

1. Preside over the Interfraternity Council Judicial Board;
2. Serve as delegate to the Office of Student Conduct;
3. At the discretion of the Office of Student Conduct, bring organizations found to be in breach of recruitment and/or membership policies, or other rules or regulations of these Bylaws or Constitution, before the Interfraternity Council Judicial Board;
4. Maintain proper communication of all judicial activities between the President & Executive Council, OFSA, the Office of Student Conduct, and the Judicial Board;
5. Ensure all proceedings of the Judicial Board operate with respect to due process;

6. Be learned in the functions and processes of the Office of Student Conduct and Office of Fraternity & Sorority Affairs, as well as the policies of Rutgers University, these Bylaws and Constitution, and all other pertinent rules, regulations, and institutions of governance;
7. Undergo appropriate training through the Office of Student Conduct;
8. Oversee the selection process for the Judicial Board, as outlined in Article XI;
9. Participate in Dance Marathon in some capacity;
10. Complete all other duties as assigned;

Section VI Duties of the Vice President of Recruitment

The Vice President of Recruitment shall:

1. Organize and execute all facets related to the fraternity recruitment program (i.e. New Student Orientation, Student Involvement Fair, etc);
2. Recommend programs to the Executive Board that may be beneficial to fraternity recruitment;
3. Preside over the IFC Recruitment Committee (as selected via an open application process at the beginning of their term);
4. Produce or coordinate the production of all recruitment and promotional pieces;
5. Publish marketing materials (such as flyers, print advertisements, pamphlets, and a Go Greek Brochure), plan Spring and Fall Info Nights, and ensure an IFC presence at university organization fairs such as involvement fairs and transfer events;
6. Provide chapters with a master list of registered men;
7. Provide chapters with a listing of men eligible to become new members;
8. Develop assessment instruments to evaluate the effectiveness of the recruitment program;
9. Provide assistance to chapters and programming to help chapters with their recruitment programs.
10. Meet weekly with the Assistant Dean of Fraternity and Sorority Affairs;
11. Participate in Dance Marathon in some capacity;
12. Complete all other duties as assigned.

Section VII Duties of the Vice President of Leadership & Membership Development

The Vice President of Leadership & Membership Development shall:

1. Oversee academic development for IFC member chapters;
2. Direct the planning and execution of the New Member Symposium, Hazing Prevention Week, National Ritual Celebration Week, and other associated programs designed to enhance the membership experience;
3. Hold at least one scholarship recognition program or ceremony per semester;
4. Assist chapters in reviewing and/or designing their new member education process to ensure a safe and effective understanding that comes with being a chapter member and being a member of the Greek life community as a whole;
5. Meet with the new member educators to track the progress of each new member class in the areas of academics, leadership development, and service.

6. Provide the new member educators with resources to use during the new member process that include guest speakers and programs that offer expertise in the areas of policy review, risk management, recruitment, effective study habits, campus involvement and community service;
7. Assist chapters in reviewing and/or designing their Annual Report execution plan;
8. Work with Career Services or other career development resource to promote and plan; professional development events each semester;
9. Work with the Department of Leadership & Experiential Learning to establish ongoing developmental programs for IFC member chapters;
10. Participate in Dance Marathon in some capacity.
11. Complete all other duties as assigned

Section VIII Duties of the Vice President of External Operations

The Vice President of External Operations shall:

1. Coordinate and manage all IFC related marketing, social media, and public relations initiatives;
2. Manage IFC Website and social media accounts on a weekly basis or as deemed necessary;
3. Direct the coordination of Keller activities as well as other community wide recreational events;
4. Develop and maintain IFC relations with directly advised student organizations (i.e. RUSA, RUPA, RHA) and other university departments;
5. Regularly seek out and promote opportunities for fraternity men to increase their involvement in university organizations and to improve their leadership skills;
6. Oversee and/or plan all large-scale programming sponsored by IFC (Greek Week, Home Coming Bon Fire, ect.);
7. Update the President's Council of the status of these projects as well as introduce new events to the President's Council;
8. Participate in Dance Marathon in some capacity;
9. Complete all other duties as assigned.

Section IX Duties of the Vice President Service & Philanthropy

The Vice President of Service shall:

1. Shall oversee all service initiatives sponsored by the IFC;
2. Coordinate at least one all Greek service event per semester;
3. Provide regular service opportunity and service hours updates to the Presidents Council;
4. Meet with chapter Service Chairmen to assist planning and execution of service events;
5. Serve as the IFC designated representative to the Dance Marathon and provide regular Dance Marathon updates to the Presidents Council;
6. Plan the Interfraternity Council-sponsored Dance Marathon event;
7. Oversee the Interfraternity Council-sponsored philanthropy;

8. Participate in Dance Marathon in some capacity;
9. Complete all other duties as assigned.

ARTICLE VI

Slating Committee

Section I Composition of the Slating Committee

1. The Slating Committee will be composed of the IFC President, Vice President of Administration, three chapter presidents (none of whom wish to hold Executive Council or Cabinet office) and the IFC Advisor.
2. The Slating Committee will be appointed annually by the IFC President and the IFC Advisor.

Section II Duties of the Slating Committee

The Slating Committee shall:

1. Distribute IFC Executive Council applications.
2. Conduct interviews of each candidate.
3. Prepare a slate to be presented to the Presidents Council one week prior to the Election Meeting.
4. Only slate individuals that have submitted applications and participated in the interview process.
5. Slate no more than three men from the same chapter for the Executive Council.

ARTICLE VII

Election Procedures

Section I Executive Council Officers

The Presidents Council shall elect all Executive Council Officers at the annual election meeting:

1. President
2. Vice President of Administration
3. Vice President of Judicial Affairs
4. Vice President of Recruitment
5. Vice President of Leadership & Membership Development
6. Vice President of Leadership Development
7. Vice President of Service & Philanthropy

Section II Date for Election

OFSA shall set the date for the annual Election Meeting.

Section III Pre-Election Meeting Procedures

The Vice President of Administration shall oversee all pre-Election Meeting activities, including, but not limited to, Executive Council and Cabinet Officer applications, questions, and planning.

Executive Council applications shall be distributed to the Presidents and members of Member Fraternities at least four (4) weeks before the Election Meeting.

Applications shall be due by the date announced within the applications.

The Vice President of Administration shall compile all Executive Council applications and distribute them to the Presidents of Member Fraternities before the Election Meeting.

Section IV Procedure of Election Meeting

1. Only Candidates that submit an Executive Council applications by the date announced within the application are eligible for Office, unless positions remain open after the application deadline. In the case of open positions after the application deadline, eligibility will be extended to those applicants who submit an application before the completed applications are presented to the presidents. A Candidate shall only contend for a maximum of two (2) Offices and shall indicate these Offices in his application. There shall be no nominations from the floor for any Executive Council Office; all eligible candidates must be slated by the slating committee.
2. Alphabetical order shall determine the order in which each set of candidates delivers his speech. The Vice President of Administration shall explain the time limits and signals to the Candidates. All Candidates shall leave the room and shall be present only when they speak.
3. Each Candidate may invite one (1) person to speak on his behalf. This speaker shall present within a time limit of one (1) minute. The speaker will deliver his speech directly before the Candidate. Members of the outgoing IFC Executive Board are not eligible to speak on behalf of any candidate.
4. Each Candidate shall present his qualifications and goals for the Office for which he is contending within a time limit of three (3) minutes.
5. The Presidents Council and Executive Council may then question the Candidates within a time limit of five (5) minutes.
6. After all Candidates for an Executive Council Office have presented the IFC President shall open the floor to discussion by Presidents Council and Executive Council. The period of discussion shall exceed no longer five minutes for each position. The Candidates shall not be present for this discussion.
7. Following the discussion, the IFC President will call for a vote.
8. The Presidents Council may conduct no business other than the elections at the Election Meeting.
9. Candidates must be physically present.

Section V Voting Procedures

1. Only Member Chapters in Good Standing are permitted to cast ballots.
2. Voting shall be conducted by written ballot.
3. If only one Candidate is nominated for an Executive Council Office, the IFC President may allow discussion on whether to have a vote or to keep the position vacant. However, the Candidate shall still present his qualifications and goals for the Office for which he is contending.
4. Executive Council Officer Candidates shall be elected by a simple majority vote of Member Fraternities in Good Standing. If a simple majority vote is not reached on a ballot, then the

Candidate with the least number of votes on each ballot shall be eliminated from contention until one Candidate receives a simple majority vote.

5. A member of OFSA and a current Executive Council Officer appointed by the IFC President shall tabulate the ballots.

6. If a tie occurs, the IFC President shall cast one (1) vote to break the tie. The member of OFSA and the current Executive Council Officer appointed by the IFC President to tabulate the votes shall then announce the new Executive Council Officer.

ARTICLE VIII

Term of Executive Council Office

Section I Installation of Executive Council

The outgoing IFC President shall install the Executive Council of the ensuing term at the final Presidents Council Meeting of the Fall Semester.

Section II Term of Office - Executive Council

Each Executive Council Officer shall hold Office from the date of his election or appointment until the installation of the new Executive Council, unless he is removed from his Office.

ARTICLE IX

Forfeiture, Removal, and Vacancy of Executive Council Office

Section I Forfeiture of Executive Council Office

A Member of Executive Council shall forfeit his Office for the following any one or more reasons:

1. He is no longer in Good Standing with Rutgers University;
2. He is no longer enrolled as full-time student at Rutgers University;
3. He is no longer a full and active Member in Good Standing of a Member Chapter;
4. He is elected President of his Fraternity at any time between the Election Meeting at which he was elected and the Election Meeting at which his successor is elected;
5. He is serving and/or acting as President of his Fraternity after the date of the installation of Executive Council;
6. He is elected to a position in his Fraternity to direct and/or oversee its recruitment at any time between the Election Meeting at which he was elected and the Election Meeting at which his successor is elected; or
7. He fails to maintain at least a 2.50 cumulative grade point.

Section II Removal of Executive Council Office

A Member of Executive Council shall be removed from Office if he fails to fulfill his duties as a Member of Executive Council and/or the duties of his specific Office as outlined herein. A Member of Executive Council may be removed by the following two procedures:

1. Members of the Presidents Council may initiate steps to remove a member of the Executive Council from office. A petition signed by 1/3 of the Member Chapters must be presented to the

IFC Advisor. The IFC Advisor will meet with the Officer in question to review the charges and outline the procedures to be followed at the next regularly scheduled Presidents Council meeting. The Officer shall respond to the charges against him at the next regular meeting of Presidents Council. The Presidents Council may then remove the Officer with a two-thirds (2/3) vote of the Member Chapters present and in Good Standing.

2. OFSA and the IFC President acting in the best interest of IFC may together remove an Executive Council Officer. The Officer shall still hear and respond to the charges against him before his removal. However, the Officer may appeal the decision of the OFSA and the IFC President to the Presidents Council. Final authority regarding the removal of the Officer shall reside in the Presidents Council. A two-thirds (2/3) vote of Member Chapters present and in Good Standing shall uphold the removal of the Officer.

Section III Executive Council Vacancies

The OFSA and Executive Council shall address Executive Council vacancies. The OFSA and the IFC President shall consult the Presidents Council regarding the vacancy. At the direction of the Presidents Council, the Executive Council will hold a special election OR appoint a qualified member of the IFC community to fill the vacancy.

ARTICLE X

Meetings and Order of Business

Section I Presidents Council Meetings.

Regular meetings of the Presidents Council shall:

1. Be held weekly during the Fall and Spring semesters;
2. Be held at a meeting time and place to be determined at the discretion of the IFC President, provided the meeting time and place are either announced at the previous Presidents Council meeting or are posted at the OFSA no less than forty-eight (48) hours in advance of the meeting time;
3. Formal badge attire is required at one meeting per month, as designated by the IFC President.

Section II Executive Council Meetings

Regular meetings of the Executive Council shall:

1. Be held weekly during the Fall and Spring Semesters;
2. Be held at a meeting time and place to be determined by the IFC President and IFC Advisor.

Section III Special Meetings

Special meetings of the Presidents Council and/or the Executive Council shall:

1. Be called at any time by the President, OFSA and/or Rutgers University, provided that all members be given twenty-four (24) hours advance notice by the posting of notice at the OFSA and placing of notice in chapter mailboxes;
2. Be called by written petition by members of the Presidents Council provided the petition is signed by the representatives of at least one third (1/3) of the Member Chapters.

Section IV Order of Business

The Order of Business at all meetings of the Presidents Council shall be:

1. Call to Order
2. Roll Call
3. Approval of minutes from previous meeting
4. Recognition of and reports from visitors to the IFC
5. Executive Council Reports
6. Special Committee Report
7. Recognition and Report of Advisor
8. Discussion Topics
9. Old Business
10. New Business
11. Gavel Pass and Reminders
12. Adjournment

ARTICLE XI

Judicial Board

The Interfraternity Council Judicial Board shall convene to discuss allegations of a recruitment and/or membership violation, or a violation of these Bylaws or Constitution, at the discretion of the Office of Student Conduct. This Judicial Board will be given the authority to address these violations and determine appropriate recourse, with consultation from the Office of Student Conduct and other bodies.

The Vice President of Judicial Affairs is tasked with overseeing this judicial body, but is not granted a vote; quorum for the Judicial Board is achieved with exactly five (5) members, the Vice President of Judicial Affairs, and a representative from the Office of Student Conduct. These five members shall be selected from a pool of potential members, taking into consideration scheduling, organizational membership, biases and/or favoritism, and other factors that are deemed significant.

Section I Members of the Judicial Board

The Judicial Board will be assembled from a pool of fraternity men who have applied to the Vice President of Judicial Affairs; these individuals will be properly screened to ensure they meet the following qualifications:

1. Be in Good Standing with Rutgers University; and
2. Be enrolled as full-time student at Rutgers University; and
3. Be a full and active Member in Good Standing of a member fraternity; and
4. Have at least a 2.50 cumulative grade point average.
5. Not be serving and/or acting as President of his Fraternity; and
6. Not be serving and/or acting in a position in his Fraternity to direct and/or oversee its recruitment; and

7. Not be serving and/or acting as President of any Rutgers University student organization and/or University Special Event Planning Committee after the date of the installation of Executive Council. Appeals to this provision will be reviewed by the Slating Committee on a case by case basis; and

Each fraternity is limited to one (1) member of their organization in the active pool of potential members of the Judicial Board; a fraternity who elects to not have a member of their organization be part of the active pool is still subject to the procedures of the Judicial Board.

Section II Due Process

The Vice President of Judicial Affairs is present to oversee due process of the hearings; he is not afforded a vote to help ensure impartial conduct, and can consult with the Office of Student Conduct and other appropriate bodies to further ensure a fair hearing.

Additionally, a member of the Judicial Board cannot sit during a hearing of their own organization; the Vice President of Judicial Affairs may take any further considerations of bias or potential partiality into consideration when selecting from the active pool.

Section III Authority

The Judicial Board will operate at the discretion of the Office of Student Conduct, and as such, shall revert to the *Student Organization Policies and Procedures* to determine its authority and jurisdiction. Appropriate lists of violations, potential sanctions, resolutions, and procedures are found in this document. Additionally, all decisions must be finalized with the Office of Student Conduct before going into effect.

ARTICLE XII

Joining Eligibility

All prospective new/associate members must have completed a minimum of 12 credits and achieved an overall cumulative grade point average of 2.25 as well as a grade point average of 2.25 from the previous semester. Any exception to this article must be approved by OFSA.

ARTICLE XIII

Record Keeping

The current Vice President of Administration must maintain all council files. All files will be maintained for three years and then transferred to the Rutgers University archives. All files must be properly dated and stored in an orderly fashion. Files include but are not limited to all IFC minutes, correspondence and financial records.

ARTICLE XIV

Amendments

1. Proposed amendments must be presented in writing, with rationale supporting the amendment, to the Executive Council 48 hours prior to the Presidents Council Meeting.

2. The IFC President will read the proposed amendment during his report and provide a written copy of the amendment to each member chapter.
3. Discussion of the proposed amendment will take place during the New Business portion of the meeting that the amendment was proposed.
4. The proposed amendment will be tabled for at least one week and can be considered again at the next regularly scheduled meeting of the Presidents Council.
5. An amendment vote must follow proper parliamentary procedure as outlined in Robert's Rules of Order.
6. All amendments to the Constitution and Bylaws are subject to the approval of the IFC President and OFSA.

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