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ADMINISTRATIVE POLICIES AND PROCEDURES

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1) The Council of Delegates shall meet at least once every two (2) weeks during the academic year and upon the request of the IFC President.

2) Order of Business
   a) The Order of Business for any regularly called meeting shall be as follows:
   b) Call to Order
   c) Roll Call
   d) Approval of Minutes
   e) Announcements of Guests
   f) Officer Reports
   g) Committee Reports
   h) Old Business
   i) New Business
   j) Announcements
   k) Advisor Reports
   l) Adjournment

3) Parliamentary Procedure
   a) Any matters not addressed by said rules shall be conducted in accordance with Robert’s Rules of Order.

4) Ad Hoc Committees
   a) The IFC President, Executive Board, or Assistant Director of Student Involvement for Greek Life may establish such other committees, standing or special, as deemed necessary to carry on the business of IFC.

5) Petitions for Membership in IFC
   a) Candidates for associate membership will submit a petition for admittance to IFC. This petition must be under consideration and discussed by the IFC Executive Board for at least two (2) meetings before the contents of the petition are heard before the Council of
Delegates.

b) Candidates for associate membership will pay a nonrefundable fifty dollar ($50.00) fee accompanying the petition for admittance.

7) Roster Management

a) Individual chapter members may be added to the roster when official recruitment signing procedures have been adequately completed.

b) Individual chapter members may be dropped from the chapter roster before May 1 in the spring semester and December 1 in the fall semester.

c) Once an individual chapter member has been dropped from the chapter roster, that member may not be reinstated for the purpose of addition to the official roster for at least one (1) full semester.

SECTION B

Membership and Officer Jurisdiction Procedures

1) IFC Judicial Review Board shall have original jurisdiction over the President and Executive Board and over all members appointed by it to offices and positions of responsibility.

2) The IFC Judicial Review Board shall have the power to assume original jurisdiction over any member chapter or fraternity’s individual member who are subject to Judicial Review for violation of the policies, responsibilities, expectations, or conduct requirements confirmed by the Greek community.

3) The IFC Judicial Review Board shall have appellate jurisdiction from any decision reached by the consideration of standing or ad hoc committees.

4) The following violations subject a member chapter to Judicial Review:

a) Offenses against statutory law, crimes, felonies and misdemeanors that have been endorsed, fostered, or promoted in any way by the member chapter, including but not limited to the expression of intent of the member chapter to enter into said offense or the use of chapter resources to facilitate said offense.

b) Offenses against moral law, not punishable as crimes.

c) Offenses against the Constitution, Administrative Policies and Procedures, or any other set of guidelines passed by IFC.

d) Offenses which generally involve the breach of conduct becoming member chapters.
5) The following violations subject an individual fraternity member to Judicial Review:
   a) Offenses against moral law, not punishable as crimes.
   b) Offenses against university policies concerning discrimination, hazing, or other pertinent regulations.
   c) Offenses against the Constitution, Administrative Policies and Procedures, or any other set of guidelines passed by IFC.
   d) Offenses which may generally involve conduct unbecoming a member of the Greek community.

6) Methods for recalling an officer shall include the following:
   a) A formal written complaint must be submitted to the Assistant Director of Student Involvement for Greek Life by any member chapter, delegate, committee member, or Executive Board member and must be signed by a member of the Executive Board.
      i) This complaint must detail the reasons for which the recall is sought.
   b) Discussion will be heard during the regular business of a meeting of the Council of Delegates, which will include testimony by both the petitioner and the officer being recalled.
   c) The Council of Delegates shall vote on the complaint at the following meeting. A majority vote shall determine the course of the recall.
      i) In the event of recall or resignation of the president, the vice president shall assume the position of president and an election will be held for the replacement of the vice president.
      ii) In the event of recall or resignation of the vice president, the secretary shall assume the office of vice president and an election will be held for the replacement of the secretary.
      iii) In the event of recall or resignation of any officer other than president and vice president, an election will be held to replace the officer leaving his respective office.

   SECTION C
   Fees

1) Income shall be acquired by the assessment of dues.

2) Every full/associate member chapter shall be assessed a registration fee of fifty dollars ($50.00) each semester, plus a variable membership fee of fifteen dollars ($15.00) per individual member within each member chapter.
a) The assessed basic fee shall be used for sports, recruitment, and administrative activities.
b) Dates for collection of these dues shall be thirty (30) days following the first day of classes during each semester.
   i) A one (1) day grace period will be allowed from set due date.

3) Notification Procedures
   a) The IFC Treasurer and the Assistant Director of Student Involvement for Greek Life will be jointly responsible for the assessment and collection of all membership dues each semester. Enforcement of these regulations shall be the shared responsibility of the IFC Treasurer, Executive Board, and the Judicial Review Board.

SECTION D
Expenditures

1) The IFC Executive Board may authorize expenditures from the funds of IFC for the general operation of IFC, including general administrative operations, publicity, programming, sporting events, recruitment activities or for such other purposes as discussed and agreed upon by the Executive Board in the amount of $500 or less.

2) A two thirds (2/3) vote of the Council of Delegates shall be necessary on all questions involving expenditure of any funds of IFC not specifically discussed or agreed upon by the Executive Board or in excess of $500.

SECTION E
Member Chapter Operating Provisions

1) Questions regarding the interpretation of the Constitution, Administrative Policies and Procedures, or any other IFC policy passed by the Council of Delegates shall be decided by the IFC Judicial Review Board, but there shall be a right of appeal as follows.
   a) A three fourths (3/4) vote of the Council of Delegates is required to overrule the IFC Judicial Board decision. Votes shall be taken by the IFC Secretary by paper ballot.