

SUNY CORTLAND INTERFRATERNITY COUNCIL -- BYLAWS

ARTICLE I. FINANCES

Section I. Fiscal Year

The Interfraternity Council (IFC) Fiscal Year shall be from August 1 to July 31 inclusive.

Section II. Contracts. Any and all contracts entered into by the Council must be approved by the SUNY Cortland Associate Director for Campus Activities and Greek Affairs before they can be deemed binding.

Section III. Checks and Payments

1. The necessary paperwork that needs to be completed for the issuance of all checks shall be completed and filed by the IFC Vice President of Finance and/or the SUNY Cortland "Greek Advisor."
2. All payments due to the SUNY Cortland IFC shall be given to the IFC Vice President of Finance who shall record and deposit them.
 - a. Checks for payments shall be made payable to the Auxiliary Services Corporation (ASC for short). The memo line on the check can be used to cite the payment purpose, (i.e. Spring '15 dues or Reimburse for 'event' supplies). Receipts will be generated for all moneys received.
 - b. Cash payment is also acceptable.

Section IV. Appropriate Use of IFC Funds

IFC funds are under the jurisdiction of the IFC Member Fraternities and shall only be used in a manner that benefits the fraternal community and that is congruent with the values of fraternity life. IFC funds shall not be used to purchase alcoholic beverages and/or drugs.

Section V. Income

The IFC shall obtain its funding through dues collected each semester, fundraising projects, gifts of Member Fraternities, and/or fines.

Section VI. IFC Membership Dues

1. The semester dues for each Member Fraternity shall be set at \$5.00 per Active Member and shall be payable no later than the second IFC meeting of each semester.
 - a. Dues can be paid via cash or check (See Section III above)
 - b. There are to be no refunds of paid dues if a fraternity member goes from "active" to "inactive" during the course of a semester.
2. The semester dues for each Member Fraternity shall be set at \$5 per New Member and shall be payable no later than 3 weeks prior to the SUNY Cortland Initiation cut-off date each semester
 - a. Dues can be paid via cash or check (See Section III above)
 - b. There are to be no refunds if a New/Line Member opts to drop out of the Member Fraternity's New Member/Intake program after they have paid their IFC dues

Section VII. Fines

1. Unexcused absences from IFC meetings will result in a fine
 - a. Executive Board members and chapter representatives will be charged \$5 per unexcused absence

- b. Fines can be avoided if the absentee has arranged to have a substitute attend in their place AND that substitute is fully prepared with all needed information
 - i. Examples to include items such as: chapter votes, officer reports, etc.

Section VIII. Absences

Anyone who knows that they will be unable to attend a meeting should inform the IFC Secretary and IFC President at least 24 hours in advance. If that person was to make a report, presentation, announcement, etc. at the meeting, that announcement should be submitted electronically to the IFC Secretary and/or IFC President prior to the start of the meeting, ideally at least 24 hours in advance. The IFC Secretary will then read it aloud at the meeting.

1. Excused Absences would include but not be limited to such things as a death in the family, an extra class session, being sick (contagious), etc.
2. Unexcused Absences would include but not be limited to such things as a paper being due the next day, incomplete homework, leaving early for Break, forgetting about a meeting, social events, etc.
3. The Secretary will determine whether or not an absence should count as excused or unexcused and will consult with the IFC President should there be any doubts

Section IX. Late payments

1. Dues that are not paid by the date they are due will be granted a 7-day grace period. If still unpaid at the end of that time, one dollar (\$1.00) per day for each Active or New/Line Member will be added to the amount owed
2. Fines that are not paid within a week will be assessed \$1 per day past the deadline
 - a. Payment on 8th day will add \$1, on 9th day will add \$2, etc.

ARTICLE II – ROLE OF THE REPRESENTATIVE

Section I. IFC Representative Duties and Responsibilities

1. Serve as a representative and voice for his Member Fraternity's concerns regarding the fraternity community
2. Represent the larger fraternity community's interests
3. Inform his Member Fraternity of all IFC actions, discussions, plans, etc.
4. Serve as a liaison between IFC and his respective Member Fraternity
5. Serve as an active member of any IFC committee on which he may serve
6. Represent the highest ideals of fraternity life to the greater campus community
7. Attend and participate in any and all IFC activities as their academic schedule allows

ARTICLE III – ROLE OF THE IFC EXECUTIVE BOARD OFFICERS

Section I. IFC President Duties and Responsibilities

1. Have overall responsibility for the operation of the SUNY Cortland Interfraternity Council
2. Call and preside at all regular and special meetings of this Council
3. Serve as an ex-officio member of any and all IFC regular and/or ad hoc committees
 - a. President to have voice but no vote
4. Appoint all Special Committees and their Chair and, in making these appointments, recognize representation from all Member Fraternities
5. Provide guidance and focus to all IFC efforts; Serve as official spokesperson for the fraternity community
6. Cast the final vote in the event of a tie

7. Build rapport and establish positive working relationships between IFC and Member Fraternity leaders
8. Regularly interact with the leaders of other governing councils and campus organizations
 - a. Encourage collaboration whenever, and wherever, possible
9. Establish a working relationship with key college administrators
10. Familiarize himself with the resources of the North-American Interfraternity Conference (NIC) and share information in an appropriate fashion
11. Perform all other duties usually pertaining to this office

Section II. IFC Administrative Vice President/Fundraising Duties and Responsibilities

1. Educate Member Fraternities on the IFC Constitution and Bylaws and risk management policies
2. Review all IFC governance documents on a regular basis; no less than once every two years but should be done on annual basis
 - a. Request and then review proposed revisions (in consultation with Council Advisor) and then present same to the IFC and Member Fraternities for discussion and vote
3. Perform the duties of the IFC President in his absence, inability to serve, or at his request
4. Serve as the Judicial officer of this Council should the need arise
5. Oversee any and all fundraising events sponsored or co-sponsored by this council
 - a. This would include the timely submission of the appropriate fundraising request forms as well as assisting in the promotion of any and all such council events
 - b. Maintain all records pertaining to specific fundraising events and make sure they are transitioned to the next Administrative Vice President
6. Perform all other duties usually pertaining to this office

Section III. IFC Secretary Duties and Responsibilities

1. Keep an up-to-date roll of all IFC members and take attendance at each Council meeting
 - a. Inform the IFC VP of Finance of those individuals with an unexcused absence
2. Generate and maintain a current contact list for all IFC members; Distribute to all members and update as needed
3. Generate minutes for each IFC meeting and distribute electronically within 48 hours of said meeting
 - a. Minutes are to be sent electronically to all Council members, all IFC chapter presidents, the IFC advisor and the Director of Campus Activities and Corey Union
4. Generate any letters needing to be sent by the IFC
5. Keep an accurate file of all minutes, correspondence, contracts, etc. for the current academic year and know how to access these items from previous years if need be
6. Ensure that all IFC members are in possession of the most current IFC Constitution and Bylaws; Distribute as needed
7. Perform all other duties usually pertaining to this office

Section IV. IFC Vice President of Finance Duties and Responsibilities

1. Be responsible for the general supervision of the finances of the SUNY Cortland Interfraternity Council
 - a. Work with the SUNY Cortland Greek Advisor in regards to the submission of any and all required paperwork since all Council funds are maintained as a separate entity within the Campus Activities program.
2. Collect IFC Member Fraternity dues, fines, etc. as needed; Deposit appropriately

3. Work with the College's Greek Advisor to both deposit and withdraw money from the SUNY Cortland IFC account
 - a. All deposits and withdrawals are to be done in a timely fashion
4. Maintain accurate financial records throughout the year
 - a. Provide receipts to all who submit payment
 - b. Pay all IFC bills promptly
 - i. Remember: IFC can reimburse a Council member but cannot "hire" a SUNY Cortland student to perform a task such as DJing an event; Council can hire a company with the appropriate tax number and submitted W-9
 - c. Announce the current balance at each IFC meeting
5. Remind individuals that no reimbursements can be made unless a receipt is provided
 - a. Money cannot be withdrawn from the account without a bill and/or receipt being presented
6. A tax exempt form is to be used when making a purchase on behalf of IFC
 - a. Any money paid for the tax on an item(s) will not be reimbursed
 - b. Tax exempt forms are available from the SUNY Cortland Greek Advisor
7. Keep all IFC members informed regarding dues and/or fines owed and appropriate deadlines; Inform Member Fraternity president if payment thereof becomes an issue
 - a. Notification should be made within 24 hours of a missed meeting/deadline
8. Perform all other duties usually pertaining to this office

Section V. IFC Vice President of Academic Success Duties and Responsibilities

1. Coordinate a scholarship chair orientation program for Member Fraternities
2. Collect and distribute academic performance rankings
3. Publish important academic dates and deadlines
4. Collect and distribute information about campus academic services (tutors, supplemental instruction, ASAP, career counseling, placement workshops, library resources, etc.)
 - a. Provide information regarding scholarship opportunities available through individual Member Fraternities and/or the College and/or outside sources
5. Work individually with Member Fraternity scholarship chairs below the all-men's grade point average so as to assist them in planning for improved academic performance
 - a. Provide advice and support to these chairs throughout the year
6. Build and maintain relationships with faculty, academic offices, academic honorary societies, etc.
7. Work with the VP of Community Relations to come up with appropriate posts for inclusion on any and all IFC social media sites
8. Generate and/or promote programs to assist in academic success
 - a. Have these programs made available to all Member Fraternities
 - b. Consider having these programs made available to the entire fraternal community
 - c. Consider having these programs made available to the entire student body

Section VI. IFC Vice President of Community Relations Duties and Responsibilities

1. Develop and execute a public relations and social media strategy
 - a. Serve as administrator for any and all IFC social media sites, keeping a record of all usernames and passwords that will then be passed down to their successor
 - b. Keep active all IFC social media sites; Ask all Member Fraternities to assist by providing appropriate posts
 - i. Remember that these sites could contain posts relevant to IFC, its Member Fraternities, and/or the entire SUNY Cortland fraternal community

2. Develop a list of possible service projects for IFC and/or its Member Fraternities to consider participating in
3. Work with the Administrative Vice President to develop fundraising events for IFC and/or Member Fraternities
4. Collect and disseminate information on the fraternity community to all campus and community media sources
5. Keep the media and the public informed of upcoming events or potential news
6. Establish a positive working relationship with external constituents
7. Assist in the development of various IFC publications and outreach programs
8. Provide advice and support to Member Fraternity community service officers

Section VII. IFC Vice President of Member Development Duties and Responsibilities

1. Inform all IFC members of upcoming opportunities for membership development being offered by SUNY Cortland and/or within the local community
 - a. Such opportunities to include items such as alcohol education speakers, leadership workshops, resume writing and/or interview techniques
2. Generate programming in these areas for all Council members and/or Member Fraternities
 - a. Consider having these programs made available to entire fraternal community
 - b. Consider having these programs made available to entire student body
3. Utilize technology (social media, etc.) in promoting these events
 - a. Partner with the VP of Community Relations as appropriate in producing and distributing appropriate promotional materials
4. Develop recruitment workshops and programs for Member Fraternities
 - a. Provide advice and support to Member Fraternity recruitment officers
 - b. Assist in evaluating relative success of all recruitment events/programs so as to make improvements moving forward
5. Uphold the IFC Recruitment Policy and ensure no restrictive policies are placed on new/line member recruitment

ARTICLE III – ROLE OF THE IFC ADVISOR

Section I. IFC Advisor Duties and Responsibilities

The Associate Director of Campus Activities and Greek Affairs, informally known as the SUNY Cortland Greek Advisor, shall serve as advisor to the IFC.

1. Advise the IFC and its Member Fraternities
2. Advise all financial processes
3. Coordinate life safety, facility management, and risk management programs in conjunction with local agencies, SUNY Cortland personnel and/or appropriate chapter/colony officers
4. Facilitate or provide resources including potential presenters of campus or national renown to conduct workshops, programs, retreats, and seminars on relevant topics, including the following:
 - a. Multicultural Competence, Leadership Development, Recruitment and Intake as well as Risk Management
5. Monitor membership and intake retention by Member Fraternities and the entire community for purposes of improving academic support and recommending intervention strategies
6. Gather and disseminate information via meetings, websites, newsletters, social media venues, and/or informational bulletins to various entities in fraternity life

7. Advise Council in areas of both planning and assessing IFC and Member Fraternity programs
8. Organize and facilitate leadership programs, retreats, and/or workshops as appropriate
9. Connect the Members and New/Line Members of Member Fraternities to leadership opportunities across campus, in the local community, and within their inter/national organizations
10. Publish or share documents that focus on current events, leadership opportunities, trends, and other information regarding fraternity life
11. Provide for the recording and archiving of information about the fraternal community and encourage Member Fraternity leaders to do the same within their organizations

ARTICLE IV – IFC CODE OF CONDUCT

Section I. IFC Code of Conduct

As members of the IFC, we, the Member Fraternities, hereby agree to and adopt the following code of conduct:

1. We will know and understand the ideals expressed in our fraternity Rituals and will strive to incorporate them in our daily lives.
2. We will strive for academic achievement and practice academic integrity.
3. We will respect the dignity of all persons; therefore, we will not physically, mentally, psychologically, or sexually abuse or harm any human being.
4. We will protect the health and safety of all human beings.
5. We will respect our property and the property of others; therefore, we will neither abuse nor tolerate the abuse of property.
6. We will meet our financial obligations in a timely manner.
7. We will neither use nor support the use of illegal drugs; we will neither misuse nor support the misuse of alcohol;
8. We acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, we will do all in our power to see that our properties are properly cleaned and maintained.
9. We will challenge all fraternity members to abide by these fraternal expectations and will confront those who violate them.

ARTICLE V -- SUNY CORTLAND RESOLUTIONS

1. Be it resolved that the SUNY Cortland Interfraternity Council will not accept cash contributions, sponsorships or in-kind donations from tobacco companies and other organizations whose purpose is to promote tobacco interests. This resolution was first adopted by the SUNY Cortland InterGreek Council (IGC) in February 2010.
2. We, the members of the SUNY Cortland Interfraternity Council do hereby agree not to co-sponsor events and/or otherwise associate with any unrecognized or banned student organization. We acknowledge that these groups do not represent the values of our fraternal community.

ARTICLE VI – EXPANSION

Section I. Expansion Philosophy

In accordance with the North-American Interfraternity Conference's Position on Open Expansion, the IFC at SUNY Cortland believes the best interests of higher education and of the fraternity movement are served through the establishment of new chapters that provide a fraternal experience for an increasing number of college men. Expansion gives men more choices; it brings new influence and direction to a campus fraternal community; it provides new leadership and renewed motivation. To that end, the Member Fraternities of the IFC:

1. Will not prohibit an inter/national organization from selecting undergraduates for the purpose of establishing a chapter on the campus; and
2. Will not deter expansion by withholding membership in the IFC for any inter/national member organization.

Section II. Expansion Process

The SUNY Cortland IFC will abide by the College's policies and procedures related to expansion. The IFC would also be willing to assist this process by steering any interested undergraduate student and/or inter/national fraternity interested in expansion to the office of the SUNY Cortland Associate Director of Campus Activities and Greek Affairs.

ARTICLE VII – RECRUITMENT

Section I. Recruitment Philosophy

The IFC supports open recruitment and believes a man shall be free to join a Member Fraternity at a time that is mutually beneficial to both himself and the Member Fraternity. To this end, the IFC shall not establish policies that inhibit men from participating in recruitment activities and joining Member Fraternities.

Section II. IFC Sponsored Recruitment

Under the guidance of the IFC Vice President of Membership Development and the SUNY Cortland Greek Advisor, the IFC shall designate periods of time during each semester when the IFC will assist Member Fraternities by advertising their recruitment events, hosting campus-wide recruitment events, and educating Potential New Members about the fraternity community.

Section III. Year-Round Recruitment

Member fraternities are encouraged to participate in year-round recruitment and shall establish recruitment practices and timelines as determined to best serve that Member Fraternity.

Section IV. Member Fraternity Recruitment

Each Member Fraternity shall develop recruitment events, materials, and activities that are:

1. Values- based;
2. Alcohol free and illegal substance free;
3. Generally in good taste;
4. Not derogatory, degrading, or slanderous; and
5. In support of the National Panhellenic Conference's Unanimous Agreement X that supports each College Panhellenic denouncing the participation of undergraduate Panhellenic women in men's recruitment

Section V. Courtesy Towards Another Member Fraternity

No Member Fraternity shall initiate communication with a New Member or Member of another Member Fraternity about disassociation/de-pledging in order to become a New Member or Member of their own Member Fraternity.

ARTICLE VIII. AMENDMENT

These Bylaws may be amended by a two-thirds affirmative vote of the IFC Member Fraternities, provided notice of the proposed amendment has been provided to Member Fraternities at the preceding regularly scheduled IFC business meeting.

1. These Bylaws shall become effective and shall supersede all previous IFC Bylaws when adopted by a 2/3 affirmative vote.
2. At the very least, the governing documents of this Council are to be reviewed for possible updates every two years. It is strongly advised that they be reviewed on an annual basis.