

BYLAWS OF THE INTERFRATERNITY CONGRESS

Adopted December 2nd, 1987

Updated October 1th, 2024 by Justin Bucsanyi, Interfraternity Congress Vice President of Administration

ARTICLE I. MEMBERSHIP

Section A. MEMBERSHIP

Part 1. An unaffiliated student shall be defined as any undergraduate student who does not identify as female and who is not already a member of a social fraternity. All unaffiliated men will be referred to as Potential New Members (PNMs).

Section B. RECRUITMENT

Part 1. The Interfraternity Congress (“Congress”) recruitment period will be held as follows:

- (a) Each semester's recruitment period shall commence with the first day of classes and conclude with the bid date.
- (b) No chapter may extend a bid prior to the bid date of the current semester, though after the bid acceptance date, recruiting activities, bid extensions and acceptances are permissible at the discretion of the chapter.

ARTICLE II. FINANCE

Section A. MEMBERSHIP DUES AND FINES

Part 1. The Executive Committee may choose to assess each chapter a fee of \$4 per active member and \$4 per new member in the Fall Semester for NIC National Dues. In the event dues are assessed:

- (a) Bills will be presented in writing at the first general body meeting following the deadline to submit chapter rosters as stipulated by the Office of Greek Life Staff.
- (b) Bills are due two weeks following presentation to the chapter. Any checks must be made out to Case Western Reserve University.
 - (i) Payment plans shall be created on an ad hoc basis when chapters have difficulty paying in full within two weeks of billing.
- (c) Failure to pay an assessment or establish and adhere to a payment plan shall result in a Community Expectations strike until the amount due is paid.

Part 2. The member roster provided by the Greek Life Office to each chapter must be updated in full no later than two weeks from the end of the official bid week period. Should the roster fail to be updated by that date, the chapter will receive a Community Expectations strike until the roster is updated. Exceptions may be granted at the discretion of the President, Vice President of Finance, and the Vice President of Recruitment.

Part 3. Chapters will be fined \$10 (which will be put towards the Greek Emergency Dues Fund) per active member who did not complete the SMARRT quiz by the last day of classes of the semester the member was initiated. This fine will be charged every semester thereafter until the member completes the SMARRT quiz, graduates, or becomes inactive.

Part 4. If a fraternity is delinquent in any payment for more than two weeks, the Vice President of Finance may bring additional action against the Fraternity in the Joint Judicial Board.

Section B. BUDGET

Part 1. The joint annual budget of the Panhellenic Council and the Interfraternity Congress shall be presented at the first Joint General Body meeting of each semester. The

budget shall then be voted on at the following Joint General Body meeting, but may have minor changes made at the discretion of the Vice President of Finance.

Part 2. The Executive Boards of the Panhellenic Council and the Interfraternity Congress shall control the joint annual budget, and all disbursements from the treasury must be approved by a majority of the combined Executive Boards.

Section C. FUNDING REQUESTS

Part 1. The procedure for requesting funds shall be as follows:

- (a) A request for funding must be submitted to the Vice President of Finance at least two weeks prior to the event potentially being funded, with exceptions made at the discretion of the Vice President of Finance and the Executive Board.
- (b) The approval of funding requests shall be made by a majority approval of a majority of the combined Executive Committees. A chapter whose funding request is declined will be provided with reasoning as to why their request was declined.
- (c) Reimbursement forms, with itemized receipts, must be submitted within two weeks after the event date.
 - (i) If a receipt has not been submitted within two weeks, the maximum reimbursable amount may be reduced by 10% of the original approved amount each week starting on the fifteenth day after the last day of the event date.
 - (1) Exceptions to this may be made at the discretion of the Vice President of Finance.

Part 2. Funding will not be granted for events that did not occur.

Part 3. Funding will not be granted for individual recruitment events.

Part 4. Each semester, the combined Executive Committees will write guidelines for how funding requests will be submitted. This will be distributed to Chapter Presidents and Chapter Treasurers/Finance Directors within the first two weeks of each semester.

Part 5. Each semester, the combined Executive Committees will create guidelines for the funding request approval process. This must include specific details on what

events/programs will be funded, partially funded, or not funded. This will be distributed to Chapter Presidents and Chapter Treasurers/Finance Directors within the first two weeks of each semester.

Part 6. Members of the combined Executive Committee cannot submit funding requests themselves for any organizations they are affiliated with.

Section D. FINANCIAL MANAGEMENT

Part 1. The financial records of the Panhellenic Council and the Interfraternity Congress shall be ready for auditing and transferal within two weeks of the start of the succeeding officers term.

Part 2. The fiscal year shall run from 1 July to 30 June the following calendar year. At the end of the fiscal year reserves from the general account shall remain in the community budget. A balance of \$2,000 must remain in the special projects fund at all times. These funds shall be pulled from the community budget if necessary.

Part 3. Financial reports shall be reviewed by the Director of Greek Life or their designee and the Vice President of Finance on a monthly basis. Any errors or omissions in the financial reports shall be addressed immediately.

Part 4. No funds shall be used for the purchase of alcohol.

Section E. INVOICES

Part 1. If disbursements have been granted by the Interfraternal and Panhellenic Executive Board and its speedtype has been billed for the agreed upon charge, anything in excess of disbursement granted will be invoiced back to the respective chapter. Invoices will be paid within two weeks of issuance.

Part 2. If disbursement has not been granted by the Interfraternal and Panhellenic Executive Board and its speedtype has been billed for, the respective chapter will be invoiced in full amount of the charge. Invoices will be paid within two weeks of issuance.

Part 3. Payment of these invoices must follow the directions outlined in the invoice.

- (a) Failure to meet invoice deadlines may result in a judicial hearing with the Joint Judicial Board.

Section F. EXCESS FUNDS

Part 1. Excess funds will be added as roll over into the next semester's Allocation Inflow. However, a balance of \$2,000 must remain in the special projects fund at all times. These funds shall be pulled from the community budget if necessary.

Section G. CONTRACTS

Part 1. Only the Vice President of Finance and Congress/Panhellenic Presidents have the authority to sign and execute contracts.

ARTICLE III. OFFICER DUTIES

Section A. OFFICER DUTIES

Part 1. The duties and order of succession of the Congress's officers shall be as follows:

(a) The President shall:

- (i) Have overall responsibility for the operation of the Congress.
- (ii) Call and preside at all regular, special, and Executive Board meetings of the Congress and Joint General Body.
- (iii) Serve as a member ex-officio of all Congress committees.
- (iv) The President or their Executive Board designee shall represent the Congress to the outside community.
 - (1) Attend all Student Executive Council Meetings.
- (v) Promote and utilize the Culture of Care tenets with the Congress, chapters and the greater CWRU community.
- (vi) Appoint ad-hoc committees as deemed necessary.
- (vii) Represent and defend the highest ideals of the fraternal movement.
- (viii) Perform any other duties pertaining to this office.

(b) The Vice President of Administration shall:

- (i) Perform the duties of the President in their absence, inability to serve, or at their call.
- (ii) Serve as the Chief Justice of the Judicial Board.
- (iii) Recruit and train community Associate Justices.
- (iv) Oversee the maintenance of the Bylaws and Constitution of the Congress.

- (v) Serve as a liaison to member fraternities for policies, procedures, and judiciary issues.
 - (vi) Provide training to chapter judicial boards as requested.
 - (vii) Assess the Community Standards concerning the year for which they are in office by overseeing the Community Standards Review Committee, which consists of the Associate Justices and any other member the Vice President of Administration might select. They shall preside over any judicial action related to the Community Standards completed during their time in office.
 - (viii) Serve as parliamentarian for the Congress.
 - (ix) Represent and defend the highest ideals of the fraternal movement.
 - (x) Perform any other duties pertaining to this office.
- (c) The Vice President of Recruitment shall:
- (i) Plan, organize, and coordinate the Congress's recruitment program following the rules stated in the Bylaws.
 - (ii) Approve any communication to a Potential New Member initiated by a fraternity between the extension and acceptance dates of bids
 - (iii) Hold a minimum of two meetings with chapter recruitment chairs each academic semester, and act as a consultant and liaison regarding recruitment methods, techniques, and events.
 - (iv) At the discretion of the Congress and Executive Board, organize and oversee Congress recruitment programming.
 - (v) In conjunction with the Panhellenic Vice President of Recruitment, as well as the Joint Executive Boards, plan and organize a recruitment event(s) during Orientation Week at the beginning of the academic year.
 - (vi) Prepare sufficient publicity and marketing to inform the student body of recruitment and related events.

- (vii) Collect and maintain accurate contact information of Fraternity Recruitment Chairs and ensure they are duly informed of all pertinent information regarding recruitment.
 - (viii) Complete a recruitment evaluation with the Fraternity Recruitment Chairs within one month of the conclusion of recruitment each semester.
 - (ix) Represent and defend the highest ideals of the fraternal movement.
 - (x) Perform any other duties pertaining to this office.
- (d) The Vice President of Citizenship – Diversity, Equity, and Inclusion shall:
- (i) Lead diversity, equity, and inclusion roundtables every month.
 - (ii) Administer general education on issues related to Diversity, Equity, and Inclusion in the community through roundtables, workshops, and events.
 - (iii) Promote and utilize the Culture of Care tenets with the Congress, chapters and the greater CWRU community.
 - (iv) Represent and defend the highest ideals of the fraternal movement.
 - (v) Perform any other duties pertaining to this office.
- (e) The Vice President of Citizenship – Wellness shall:
- (i) Lead wellness roundtables at least twice a semester. At least one of these meetings should address risk management policies.
 - (ii) Collaborate with SMARRT, which is responsible for educating chapters about risk management and personal and community wellness.
 - (iii) Administer general education on issues of risk reduction and wellness in the community through roundtables, workshops, and events.
 - (iv) Provide resources to chapters on risk management, University Policy, NIC, and anti-hazing.

- (v) Promote and utilize the Culture of Care tenets with the Congress, chapters and the greater CWRU community.
 - (vi) Represent and defend the highest ideals of the fraternal movement.
 - (vii) Perform any other duties pertaining to this office.
- (f) The Vice President of Citizenship – Service and Philanthropy shall:
- (i) Lead service and philanthropy roundtables at least twice a semester.
 - (ii) Host a Greek Community service event in the Spring semester and a Greek Community philanthropy event in the Fall Semester.
 - (iii) Serve as liaison between the Congress and the Center for Civic Engagement and Learning (CCEL) and external philanthropic organizations.
 - (iv) Promote and utilize the Culture of Care tenets with the Congress, chapters and the greater CWRU community.
 - (v) Represent and defend the highest ideals of the fraternal movement.
 - (vi) Perform any other duties pertaining to this office.
- (g) The Vice President of Finance shall:
- (i) Be elected jointly to serve as the finance officer for both the Congress and the Panhellenic Council
 - (ii) Be responsible for the general supervision of the finances of the Congress and Panhellenic Council.
 - (iii) Be responsible for the preparation of the semesterly budget and following its approval by the Executive Boards jointly, and for providing a copy to each member chapter.
 - (iv) Receive all payments due to the Congress and Panhellenic Council, collect all dues, and give receipts.

- (v) Be responsible for having oversight of all payment of bills of the Congress and Panhellenic Council.
 - (vi) Maintain current financial records in the university system and give monthly reports of financial status to the General Body.
 - (vii) Represent the councils to the Student Allocation Committee.
 - (viii) Represent and defend the highest ideals of the fraternal movement.
 - (ix) Perform any other duties pertaining to this office.
- (h) The Vice President of Marketing and Communication shall:
- (i) Be elected jointly to serve as the marketing officer for both the Interfraternity Congress and the Panhellenic Council.
 - (ii) Maintain the Greek Life Newsletter.
 - (iii) Promote positive public relations within the Greek community, individual chapters, and the university community.
 - (iv) Directly and through the Secretary...
 - (1) Keep an up-to-date roll of the members of the Congress and Panhellenic Council and call roll at all Council meetings.
 - (2) Keep full minutes of all meetings of the Congress and Panhellenic Council and a record of action taken by the executive boards.
 - (3) Maintain a complete and current file which includes minutes from all meetings of the Panhellenic Council and Congress, its executive board, committees, and documentation of official business of the Councils.
 - (4) Be responsible for the official correspondence of the Congress and Panhellenic Council unless otherwise facilitated.
 - (5) Distribute and maintain all meeting agendas.
 - (6) Maintain all email groups necessary to the management of the councils.

(7) Promote and assess all activities and goals of the councils.

(v) Represent and defend the highest ideals of the fraternal movement.

(vi) Perform any other duties pertaining to this office.

Section B. OFFICER EXPECTATIONS

Part 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 their designee.

Part 2. Required Events are determined by the President of the Congress after consulting with the Director of Greek Life, or their designee.

Part 3. Officers of the Congress must hold two (2) office hours a week in the Greek Life Office.

Part 4. Officers of the Congress must meet weekly with the Director of Greek Life, or their designee.

Part 5. Officers of the Congress must maintain confidentiality requirements established by the University, Greek Life Office, and the Congress.

Part 6. Officers of the Congress must remain in good standing with their respective chapters.

Part 7. Officers of the Congress are to be respectful and serve as a role model to members of the Greek Community at all times.

Section D. OFFICER RETREAT

Part 1. An Executive Board retreat shall be held annually following officer elections.

(a) 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.

Part 2. All officers must attend the retreat to be eligible to hold office.

Part 3. The Executive Board shall also hold a retreat within the first three weeks of the Fall semester.

Section E. OFFICER RECALL

Part 1. Officers of the Congress who have failed to carry out their duties as assigned to them by the Constitution and Bylaws of the council can be brought up for recall by any member fraternity or any member of the Executive Committee.

Part 2. Officers of the Congress who have failed to be in good standing with their respective organizations within Greek Life can be brought up for recall by any member fraternity or any member of the Executive Committee.

Part 3. Recall Procedure:

- (a) A letter will be submitted to the Chief Justice of the Interfraternity Judicial Board.
- (b) Every member of the Interfraternity Judicial Board will then convene to hear the charges against the officer in question within one week of the Chief Justice receiving the letter.
- (c) The person(s) bringing the charge will have fifteen minutes to present their case to the Judicial Board.
- (d) The officer in question will have fifteen minutes to present their case to the Judicial Board.
- (e) There shall be a period during which the members of the judicial board may question both parties. After which, the board will then discuss the case.
- (f) A vote will be taken with a two-thirds (2/3) majority required to remove an officer.
- (g) The vote shall be tallied by the Chief Justice of the Congress.
- (h) Should the Chief Justice be the officer being charged, the longest tenured Associate Justice on the Interfraternity Judicial Board will take over their duties.
- (i) Officers jointly elected by both councils will follow the procedure outlined above as carried out by the Joint Judicial Board.

Section F. REPLACEMENT OF OFFICERS

Part 1. An officer shall be replaced in the event that they have missed two Congress meetings, two Executive Board meetings, two counterpart meetings, or two Committee meetings of which they are the head.

- (a) In the event of inadequate communication, this policy will be suspended.
Adequate communication is defined as having 48 hours prior knowledge of the event.

Part 2. If a vacancy occurs either by resignation or by removal, then a special election will be held to fill all and any vacant offices.

ARTICLE IV. STANDING COMMITTEES AND HONORARIES

Section A. STANDING COMMITTEES

Part 1. The Standing Committees of the Interfraternity Congress shall be: Students Meeting About Risk and Responsibility Training (SMARRT), Greek Games, and Greek Life Office Student Staff.

- (a) Students Meeting About Risk and Responsibility Training (SMARRT):
 - (i) Members of SMARRT are interviewed and selected by the SMARRT Executive Board.
 - (ii) Create and provide training as requested on topics related to holistic wellness.
- (b) Greek Games:
 - (i) The Greek Games Committee is responsible for planning and executing the yearlong Greek Games competition between the chapters.
 - (ii) The Greek Games will be composed of members selected by the members of the Greek Games Committee in conjunction with the Director of Greek Life or their designee.
 - (iii) The Vice President of Finance shall be responsible for working with the committee to determine the committee's budget allocation. The Vice President of Finance is also responsible for ensuring the committee's allocation is spent in a responsible manner.
- (c) Greek Life Office Student Staff:
 - (i) The Greek Community Education Consultants (GCECs):
 - (1) Shall be selected through an interview process conducted by members of the Greek Life Office Staff.
 - (2) Perform all duties listed in the GCEC job description.
 - (3) Abide by all requirements listed on the GCEC contract.

(4) Hold scholarship chair meetings.

(5) Present at General Body meetings as requested by the council on the first day of classes each semester.

(ii) The Leadership Intern:

(1) Shall be selected through an interview process conducted by members of the Greek Life Office Staff.

(2) Perform all duties listed in the Leadership Intern job description.

(3) Abide by all requirements listed on the Leadership Intern contract.

Part 2. Immediately following the selection of officers for the ensuing year, the incoming President shall call a meeting of the Executive Board to care for the approval of committee chairperson and members.

Section B. HONORARIES

Part 1. The Honoraries of the Case Western Reserve University Greek Community shall be: Lambda Eta Mu, Gamma Sigma Alpha, and Order of Omega.

(a) Lambda Eta Mu:

(i) Meet and train philanthropy and community service chairs.

(ii) Organize opportunities for community-wide philanthropy and community service.

(iii) Create the guidelines for performing philanthropy and community service hours and administrate the reporting of those hours.

(b) Gamma Sigma Alpha:

(i) Conduct meetings with scholarship chairs from member fraternities and sororities.

(ii) Assist the GCEC's with planning and executing initiatives and programming related to its mission.

(c) Order of Omega:

- (i) Coordinate the training of New Member Educators.
- (ii) Coordinate programming and training related to Member Development and Culture of Care.
- (iii) Grade the Pytte Cup Chapter Development with assistance from Pytte Cup Advisors.
- (iv) All standing committee members shall have a minimum grade point average of 2.5 in the semester prior to assuming committee position and throughout their term on the committee.
- (v) Ad Hoc Committees may be established by the President to address specific needs of the community.

ARTICLE V. APPOINTED POSITIONS

Section A. APPOINTED POSITIONS

Part 1. The Appointed Position of the Joint Executive Board shall be Secretary.

- (a) This appointed position will serve both the Congress and Panhellenic Council.
- (b) This position shall be appointed jointly by the Presidents of the Congress and Panhellenic Council and approved by a majority vote of the Joint Executive Board in the week following the closing of applications.
- (c) The student holding this position shall have a minimum grade point average of 3.0 and be in good standing with their respective chapter in the semester prior to assuming office and throughout their term of office.

Part 2. Appointments can be removed by a majority vote of the joint Executive Boards for failure to complete their job requirements or conduct unbecoming of a member of the Congress and Panhellenic Council.

Part 3. In the event that an appointed position becomes vacant due to failure to maintain the required grade point average, resignation or removal the position shall be filled immediately by being appointed jointly by the Presidents of the Congress and Panhellenic Council and approved by a majority vote of the joint Executive Board.

ARTICLE VI. INTERFRATERNAL JUDICIAL AFFAIRS

Section A. NAME

Part 1. The name of the judicial body of the Congress shall be the Interfraternity Judicial Board, and shall be hereinafter referred to as the I.F.J.B. The name of the judicial body of the Case Western Reserve Greek Community shall be the Joint Judicial Board, and shall be hereinafter referred to as the J.J.B.

Section B. MEMBERSHIP

Part 1. The membership of the I.F.J.B. shall consist of ten (10) Associate Justices, one of whom shall serve as the Senior Justice, the Vice President of Administration, who shall preside as Chief Justice of the I.F.J.B., and the Director of Greek Life or their designee. Five (5) Associate Justices shall constitute a quorum.

Part 2. There shall also be two Alternate Justices; these positions are to be filled only when doing so is a consequence of the election of a new I.F.J.B Associate Justice.

- (a) Alternate Justices shall not have formal I.F.J.B. responsibilities but shall be called upon to fill Associate Justiceships when they are vacated; as such there shall be a Primary and Secondary Alternate Justice and promotions to Associate Justiceships shall follow this hierarchy.

Part 3. Voting members shall be the ten (10) elected Associate Justices. The Chief Justice shall only vote in the event of a tie.

Part 4. Non-voting members shall be the Director of Greek Life or their designee.

Part 5. No Fraternity may have more than two members elected to the I.F.J.B., excluding the Chief Justice and the Director of Greek Life or their designee.

Part 6. In the event that an Associate Justiceship becomes vacant, the following steps shall be taken if and only if there are not enough Alternate Justices to fill all vacant Associate Justiceships:

- (a) Interested persons shall deliver a letter of intent to the Director of Greek Life or their designee, and the Chief Justice.

- (b) Interested persons shall meet with the Interfraternal Vice President of Administration prior to election to review expectations and qualifications pertinent to the position.
- (c) The interested persons shall read their letter of intent to the Congress.
- (d) Each chapter may vote for as many candidates as desired. Vacant Associate Justiceships shall be filled in descending order of votes garnered. A candidate may not hold an Associate Justiceship if they do not receive the vote of at least 50% of chapters.
- (e) Should there be more candidates than there are vacancies, the Primary and Secondary Alternate Justiceships shall be filled in descending order of votes garnered. A candidate may not hold an Alternate Justiceship if they do not receive the vote of at least 50% of chapters.

Section C. ELIGIBILITY

Part 1. All members of the I.F.J.B. shall be initiated members of a member chapter of the Congress. Executive Officers of the Congress and chapter Community Standards chairs are ineligible to serve on the I.F.J.B.

Part 2. Each voting member of the I.F.J.B. shall have a minimum grade point average of 2.75 in the semester prior to assuming the office and throughout their term of office.

Part 3. The term of Associate Justices shall run from the time of election until the time of graduation, until the Associate Justice decides to relinquish their position, or until the Associate Justice is found ineligible due to grades, conduct, or extended absence.

Part 4. Current Executive Officers of the Council are ineligible to serve on the I.F.J.B. during their term.

Section D. DUTIES OF MEMBERS

Part 1. The duties of the I.F.J.B. members shall be as follows:

- (a) The Chief Justice shall:
 - (i) Preside at all meetings and hearings.

(ii) Review all cases with the Director of Greek Life or their designee prior to the hearing to ascertain jurisdiction and validity.

(iii) Announce final ruling.

(iv) Keep confidential all matters relating to the judicial proceedings.

(v) Educate all Associate Justices according to the Constitution and Bylaws.

(vi) Treat all chapters, officers, and members fairly, impartially, and consistently.

(1) They shall recuse themselves from any matters involving their own chapter.

(vii) Train, with the assistance of the Director of Greek Life or their designee, the Associate Justices at least once per academic semester.

(b) Associate Justices shall:

(i) Hear and decide all cases brought before the I.F.J.B.

(ii) Attend all functions associated with the office.

(iii) Keep confidential all matters relating to the proceedings.

(iv) Serve as members of the Community Standards Review Committee.

(v) Perform any other tasks as agreed by the I.F.J.B. which will enhance its performance as a viable body.

(vi) Treat all chapters, officers, and members fairly, impartially, and consistently.

(1) They shall recuse themselves from any matters involving their own chapter.

(c) The Senior Justice shall:

(i) Be appointed by the Vice President of Administration in the Fall semester of each year.

- (ii) Perform the normal duties of an Associate Justice.
 - (iii) Perform the duties of the Vice President of Administration at the discretion of the Vice President of Administration.
 - (iv) Facilitate the external outreach of the I.F.J.B.
 - (v) Co-facilitate the Spring Judicial Board training session and the Spring Judicial Chair training session along with the Vice President of Administration.
 - (vi) Become familiar with all pillars of Community Standards to be able to advise all other Associate Justices during the grading of Community Standards.
 - (vii) Assist in transitions of the incoming Vice President of Administration.
 - (viii) Perform any other tasks as agreed by the I.F.J.B which will enhance its performance as a viable body.
- (d) The Director of Greek Life or their designee shall:
- (i) Advise the Board concerning procedure.
 - (ii) Advise the Chief Justice.
 - (iii) Report the relevant judicial history.

Section E. POWERS

Part 1. The I.F.J.B. shall have the responsibility to adjudicate on matters involving the Congress, member chapters, the Executive Board, and affiliates.

Part 2. The I.F.J.B. shall not have jurisdiction over individual students violating Case Western Reserve University regulations concerning campus conduct as designated by the Office of Student Affairs and will be referred to the appropriate University Judicial Board.

Section F. CHARGES

Part 1. Any accused party may be charged before the I.F.J.B. for any of the following violations:

- (a) Violation of the recruitment regulations and policies of the Congress.
- (b) Action detrimental to the best interests of the Fraternity system.
- (c) Any action that has been referred to the I.F.J.B. by the Director of Greek Life or their designee.

ARTICLE VII. JOINT JUDICIAL AFFAIRS

Section A. NAME

Part 1. The name of the judicial body of the Case Western Reserve Greek Community shall be the Joint Judicial Board, and shall be hereinafter referred to as the J.J.B.

Section B. MEMBERSHIP

Part 1. The membership of the J.J.B. shall consist of all associate justices of the Panhellenic Judicial Board (P.J.B.), all associate justices of the I.F.J.B., and the Vice Presidents of Administration of both the PHC and IFC. Either the Vice President of Administration of the PHC or IFC shall preside as Chief Justice of the J.J.B. Five associate justices shall constitute a quorum.

Part 2. Voting members shall be the twenty elected Associate Justices. The Chief Justice shall only vote in the event of a tie.

Part 3. Non-voting members shall be the Director of Greek Life or their designee.

Part 4. The J.J.B. shall be constituted of the ten Associate Justices of the I.F.J.B. and the ten Associate Justices of the P.J.B.

Section C. DUTIES OF MEMBERS

Part 1. The duties of the J.J.B. members shall be as follows:

(a) The Chief Justice shall:

(i) Preside at all meetings and hearings.

(ii) Review all cases with the Director of Greek Life or their designee prior to the hearing to ascertain jurisdiction and validity.

(iii) Announce final ruling.

(iv) Keep confidential all matters relating to the judicial proceedings.

(v) Educate all Associate Justices according to the Constitution and Bylaws.

(vi) Treat all chapters, officers, and members fairly, impartially, and consistently.

(1) They shall recuse themselves from any matters involving their own chapter.

(vii) Train, with the assistance of the Director of Greek Life or their designee, the Associate Justices at least once per academic semester.

(b) Associate Justices shall:

(i) Hear and decide all cases brought before the J.J.B.

(ii) Attend all functions associated with the office.

(iii) Keep confidential all matters relating to the proceedings.

(iv) Perform any other tasks as agreed by the J.J.B. which will enhance its performance as a viable body.

(v) Serve as members of the Community Standards Review Committee.

(vi) Treat all chapters, officers, and members fairly, impartially, and consistently.

(1) They shall recuse themselves from any matters involving their own chapter.

(c) The Senior Justice shall:

(i) Be appointed by the Vice President of Administration in the Fall semester of each year.

(ii) Perform the normal duties of an Associate Justice.

(iii) Perform the duties of the Vice President of Administration at the discretion of the Vice Presidents of Administration.

(iv) Facilitate the external outreach of the J.J.B.

(v) Co-facilitate the Spring Judicial Board training session and the Spring Judicial Chair training session along with the Vice President of Administration.

- (vi) Become familiar with all pillars of Community Standards to be able to advise all other Associate Justices during the grading of Community Standards.
 - (vii) Assist in transitions of the incoming Vice President of Administration.
 - (viii) Perform any other tasks as agreed by the J.J.B. which will enhance its performance as a viable body.
- (d) The Director of Greek Life or their designee shall:
- (i) Advise the Board concerning procedure.
 - (ii) Advise the Chief Justice.
 - (iii) Report the relevant judicial history.

Section D. POWERS

Part 1. The J.J.B. shall have the responsibility to adjudicate on matters involving the Congress or Panhellenic Council, respectively, member chapters, the Executive Board, and affiliates.

Part 2. The J.J.B. shall not have jurisdiction over individual students violating Case Western Reserve University regulations concerning campus conduct as designated by the Office of Student Affairs and will be referred to the appropriate University Judicial Board.

Section E. CHARGES

Part 1. Any accused party may be charged before the J.J.B. for any of the following violations:

- (a) Violation of the Constitution and Bylaws of the Congress or Panhellenic Council.
- (b) Violation of the NIC Alcohol and Drug Guidelines.
 - (i) The J.J.B. enforces a policy of 10% ABV at BYOB events.

- (c) Unsportsmanlike conduct during intramural, Interfraternity, or Panhellenic games or competitions.
- (d) Damages resulting to any property owned, rented, leased, or occupied by any member chapter.
- (e) Action detrimental to the best interests of the Greek system.
- (f) Any violation of the Case Housing and Residence Life Policies or University Policies.
- (g) Failure to meet the Community Standards as outlined by the Community Standards.

Section F. REMOVAL

Part 1. Any justice may be removed from office by a two-thirds (2/3) vote of the full membership of the J.J.B., excluding the accused justice for any of the following reasons:

- (a) Nonperformance of duties, including one unexcused absence from a J.J.B. meeting, or more than two excused absences.
- (b) Failure to maintain good academic standing as defined by the University and this Constitution
- (c) Failure to maintain confidential all proceedings of the J.J.B.
- (d) Conduct unbecoming an J.J.B. Justice, or that which affects negatively the credibility of the J.J.B.

Part 2. Any delegate of the Greek Community may initiate the removal procedure, which includes the following steps:

- (a) Written notice of the motion to remove must be presented to the J.J.B. Chief Justice.
- (b) The J.J.B. Chief Justice shall notify the member in question in written form at least two weeks prior to the vote.

- (c) The J.J.B. Chief Justice shall notify the membership of the J.J.B. of the motion to remove at least two weeks prior to the vote.
- (d) The removal requires a two-thirds (2/3) majority vote, with one vote per J.J.B. member, excluding the accused J.J.B. Justice.

Section G. PROCEDURES

Part 1. Violations shall be presented in written form to the Chief Justice of the Congress at the meeting subsequent to the occurrence of the violation.

Part 2. Cases shall be heard by the J.J.B. within two weeks of notification of charges by the Chief Justice.

Part 3. Every member of the J.J.B. shall vote without abstentions.

Part 4. All judicial decisions shall be by a simple majority vote.

Section H. SANCTIONS

Part 1. The J.J.B. has the power to impose one or more of the following sanctions:

- (a) Warning: A written letter of an official warning which indicates a violation of Congress and/or Case Western Reserve University policies and suggested future modification of behavior.
- (b) Probation: A defined period of probation during which time further violations of policy will result in substantially harsher sanctions. This probation may include the restriction of participation in Greek Games, Intramurals, or social events.
- (c) Restitution: A monetary payment to an individual or group for the cost of damages.
- (d) Community Service: A community service project shall be established as a form of non-monetary restitution to the community.
- (e) Programming: The chapter/student is assigned a program topic relevant to the policy violation. The chapter/student may also be required to meet with a professional in a University Office or present assigned program topic at a meeting of the Congress, chapter, etc. meeting.

Part 2. The Director of Greek Life, or their designee, shall be responsible for the enforcement of sanctions with the assistance of the Chief Justice.

Part 3. During deliberations to determine responsibility, chapter past offenses shall not be considered. However, past cases may be considered when determining appropriate sanctions.

Section I. APPEALS

Part 1. The appeal of any J.J.B. decision shall be made within five working days after receiving written notification of the decision of the J.J.B. decision.

Part 2. Either the accused party or the complainant may request an appeal. To do so, they must present a written request for appeal to the Office of Student Affairs within five calendar days of notification of the decision. An appeal may be requested on one or more of the following grounds:

- (a) New information not available to the board which, if available at the time of the hearing, may have affected the decision.
- (b) Evidence that established procedures were not followed in a manner that may have affected the decision.
- (c) The sanction was inappropriate for the violation.

Part 3. Appeals should be presented to the Assistant Vice President of Student Affairs or their designee. A copy of the appeal shall be given to the Chief Justice of the J.J.B. and to the Director of Greek Life or their designee at the time the appeal is made.

Part 4. The appeal should include a copy of the charges, a copy of the decision, and a statement indicating the grounds on which the decision is being appealed.

Section J. OPERATION

Part 1. The following shall serve as procedural rules for the operation of the Joint Judicial Board:

- (a) The Chapter shall be notified by the Chief Justice that the Chapter is accused of violating a regulation as follows:

- (i) Written notification shall be delivered to the chapter officer and alumni advisor at least seven days prior to the hearing stating:
- (ii) The charges with sufficient particularity to enable the accused to prepare a defense.
- (iii) Written notification of the time and place of the hearing.
 - (1) 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.
- (b) The accused party must respond to the Vice Presidents of Administration and the Director of Greek Life or their designee within 72 hours of its being sent via electronic mail to schedule a pre-hearing.
- (c) In the case of the Congress or Panhellenic being the accused party, notification shall be delivered to the Congress or Panhellenic President.
- (d) The Chapter shall, at the discretion of the Director of Greek Life or their 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.
- (e) The hearing shall be private unless all parties involved agree otherwise. This must be approved by the Judicial Board prior to the hearing.
- (f) Both parties shall have the right to be assisted by an advisor, who shall:
 - (i) Assist the Chapter in preparation of their case.
 - (ii) Accompany the Chapter to the hearing.
 - (iii) Advise the Chapter 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.

- (g) Any Justice whose chapter is the accused in a hearing shall recuse themselves. If both Chief Justices recuse themselves, they shall appoint one of the Senior Justices to serve as the Chief Justice.

Part 2. 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 chapter officer/Congress or Panhellenic 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/herself from the panel.
 - (iv) If the Chief Justice is removed, he/she 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 their 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 responsibility 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 their 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 chapter, the Congress or Council, Case Western Reserve University, or themselves.
 - (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 J.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/she/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 J.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 J.J.B. will result in disciplinary action. They are 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 as outlined above.
- (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 summation is as follows:
 - (i) The complainant and the accused party shall each present a brief summary of the significant points of the hearing.
- (n) The Chief Justice then informs both the accused party and the complainant that the decision of the J.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/She also informs both parties that they have the right to an appeal through the Office of Student Affairs.
- (o) The J.J.B then deliberates the responsible or innocence of the accused. The J.J.B. should discuss and consider all the relevant facts, evidence, and testimony presented in the case. The J.J.B shall not consider the past history of the accused when considering guilt or innocence.
- (p) If the J.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 their designee may also advise the J.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. 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.

(q) The hearing is then dismissed by the Chief Justice.

Part 3. 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.

Part 4. In the case of a plea of "no contest" by the accused or a decision of "responsible" by the J.J.B., a written decision statement will be delivered to the concerned party within two business days following the scheduled hearing date.

(a) Included within this statement will be J.J.B.'s specific interpretations of any imposed sanctions or references to existing written definitions.

Part 5. The Director of Greek Life or their designee will assist the Chief Justice in ensuring the completion of sanctions. The Director of Greek Life or their designee will send a written notice of completion to the relevant party and the Chief Justice when the sanctions have been completed.

Part 6. The results of cases (excluding all personal or private information such as names, etc.) shall be made publicly available by the Chief Justice at their discretion.

Section K. COMMUNITY EXPECTATIONS

Part 1. For a chapter to meet Community Expectations with the Interfraternity Congress/Panhellenic Council, they must follow the minimum expectations as listed:

- (a) Attendance at Recruitment, Risk Manager, Service and Philanthropy, Diversity, Equity, and Inclusion, and Scholarship Meetings: the respective officer(s) are required to attend all meetings for their position, both group and individual. If the officer is unable to attend, they are required to send a proxy.
- (b) Attendance at President's Meetings: The chapter president is required to attend all President's meetings. If the president is unable to attend, they are required to send a proxy.
- (c) General Attendance at GB: the chapter president and its respective delegate are required to attend all IFC/PHC general body meetings throughout the semester in the appropriate attire. If the president and/or officer is unable to attend, they are required to send a proxy.
- (d) Updating Rosters: the chapter is required to update their Officer, New Member Roster, and Member Roster by noon on the fifth Friday of each semester. Subsequent updates are highly encouraged after the deadline, but the initial update is required by the end of the first five weeks.

Part 2. Each time a chapter misses one of the requirements in Community Expectations, they will receive a strike. The strikes consist of the following:

- (i) The first strike serves as a warning. The chapter will have a meeting with the Vice Presidents of Administration discussing what happened and how they can prepare for next time.
- (ii) The second strike prohibits the chapter from voting in the following two General Body meetings.
- (iii) The third strike results in the chapter being in Bad Standing.
- (iv) The fourth strike will be a fine totaling \$4 per active member, in which the proceeds will go towards the Emergency Dues Fund.
- (v) The fifth strike will be a fine totaling \$8 per active member, in which the proceeds will go towards the Emergency Dues Fund.
- (vi) The sixth strike will result in a show-cause hearing by the University.

Part 3. When a chapter is in Bad Standing, they have failed to meet the minimum expectations required by a chapter at Case Western Reserve University. As a consequence, the chapter is not allowed to submit budget requests except for philanthropy events and summer budget requests (i.e. for leadership retreats). Additionally, they may not vote for the remainder of the semester. They will also have an informal hearing with the Greek Judicial Board to help the chapter achieve and surpass the minimum standards in the future.

Part 4. The following would place a chapter in Bad Standing with the Interfraternity Congress:

- (a) A chapter has accumulated three strikes within a semester.
 - (i) Community Expectations will be semesterly, so at the end of each semester, the strikes will reset and each chapter will have zero strikes again.
- (b) A chapter has failed Community Standards.
 - (i) If a chapter fails Community Standards, they will be in bad standing for the following spring semester.
- (c) A chapter has been placed on Probationary Status by the Joint Judicial Board or the University Judicial Board.
 - (i) If a chapter is under probationary status, the chapter will be in Bad Standing for the duration of the probationary status

Part 5. Bad Standing Show-Cause Hearings:

- (a) Community Expectations:
 - (i) If a chapter reaches Bad Standing three semesters within five semesters, the chapter will have a show-cause hearing by the University
- (a) Community Standards or Probationary Status by the Joint Judicial Board or the University Judicial Board:
 - (i) If a chapter reaches Bad Standing three times within five years, the chapter will have a show-cause hearing by the University

ARTICLE VIII. NEW MEMBERSHIP AND INITIATION

Section A. SCHOLARSHIP

Part 1. Scholarship requirement for fraternity membership:

- (a) A student must have earned at least a 2.5 during their previous academic semester in order to join a social fraternity.
 - (i) First semester first-year students are exempt from the above clause.

Section B. HAZING

Part 1. No chapter shall conduct hazing activities. Hazing activities are those defined as:

- (a) "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" or anything else defined as hazing by Collin's Law (ORC Section 2903.31).

Part 2. 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. All Fraternity members have the duty and responsibility of preventing and reporting any occurrence of hazing in the Greek community at Case Western Reserve University.

ARTICLE IX. RISK MANAGEMENT

Section A. RISK MANAGEMENT POLICY

Part 1. The Council adopts the NIC Alcohol and Drug Guidelines as the Risk Management Policy for itself and its members.

Section B. ADDITIONAL ITEMS

Part 1. All Fraternity members must adhere to University Policies.

Part 2. The presence or use of alcohol and other illicit substances at Congress/Panhellenic-sponsored events is prohibited.

Part 3. All Fraternity members must adhere to local, state, and federal law.

ARTICLE X. AMENDMENTS

Section A. AMENDMENTS

Part 1. This set of bylaws may be amended by a two-thirds (2/3) affirmative vote of the voting members of the Congress, provided the proposed amendment has been introduced at a previous Congress meeting. Changes which would require a corresponding change to Panhellenic Bylaws in order to maintain consistency between those documents shall be approved under the joint voting procedure.

ARTICLE XI. RATIFICATION

Section A. RATIFICATION

Part 1. The ratification of three-fourths (3/4) of the member fraternities of the Congress, with each fraternity having one vote, is required to establish these bylaws for the 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.

ARTICLE XII. JOINT BODY SPECIFICATIONS

Section A. WORDING

Part 1. Wording for the function and election of jointly elected positions must be consistent with the Panhellenic governing documents.

Part 2. Wording for the process and function of appointed positions must be consistent with the Panhellenic governing documents.

Part 3. Wording for the process and function of joint standing committees and honoraries must be consistent with the Panhellenic governing documents.

ADDENDA

1. Recruitment Rules (See IFC Recruitment Bylaws on CampusGroups website: Governing Documents)
2. NIC Alcohol and Drug Policies (<https://nicfraternity.org/nic-alcohol-drug-guidelines/>)
3. University Policies (<http://students.case.edu/handbook/policy/>)