

Constitution and Bylaws

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Constitution of the Interfraternity Council The Florida Institute of Technology PREAMBLE

We, the Undergraduate Members of men's fraternities, in an effort to lessen the disparity between fraternity ideas and individual behavior and to personalize these ideals in our daily experience, strive to abide by the values and ethics set forth by our chapters' rituals. We, the fraternity men of the Florida Institute of Technology, stand for academic achievement, for the respect of all persons; for guarding the health and safety of all human beings; and for the challenge to our brothers to uphold fraternal ideals in their daily lives.

Article I NAME

The name of this organization shall be the Interfraternity Council of Florida Institute of Technology (hereafter referred to as the IFC).

Article II OBJECT

We the members of the Interfraternity Council of Florida Institute of Technology do hereby establish and adopt this constitution in order to establish; a set of standards and guidelines to which fraternity will adhere, promote and serve the best interests of Florida Institute of Technology and the fraternities therein and promote cooperation and positive relationships among member fraternities, the University and the Community.

Article III MEMBERSHIP

- Section A:** Regular members shall be those fraternity chapters recognized by the University and respective Inter/national as a general fraternity, which meets the minimum standards set forth in the Bylaws.
- Section B:** Provisional members shall be colonies of fraternities recognized by the University and respective Inter/national fraternity, which the Interfraternity Council extends membership.
- Section C:** Probationary members shall be members of the Interfraternity Council who fail to maintain the minimum standards set forth in the bylaws and have been placed on probation by either the Interfraternity Council's Disciplinary Committee or the University, due to the violation of the university policies for the student organizations, federal and/or state laws.

Article IV ORGANIZATION

- Section A:** The Interfraternity Council shall function as a legislative, administrative and judicial body. Its objectives shall be, but not limited to; providing an organization which represents member fraternities and the Florida Institute of Technology fraternity system and providing an organization which coordinates the operations of the Florida Institute of Technology fraternity system.
- Section B:** The general organization of the Interfraternity Council shall consist of the Executive

Board, the Disciplinary Committee and such committees as may be authorized and controlled by the Interfraternity Council.

Section C: The Legislative body shall be the Council. The Council shall consist of the elected Executive Officers IFC as well as two representatives from each fraternity.

Article V MEETINGS

Section A: The IFC shall meet once every week during the regular academic year except during final examination week.

Section B: The Executive Board of IFC shall meet once a week to conduct business and to prepare for the regular meeting.

1. Executive Meetings are closed meetings to executive members only. Guests may be admitted by invitation from the president.

Section C: All regular meetings of the IFC shall be open to any fraternity undergraduate member.

Section D: Special meetings of the IFC can be called at the discretion of the President.

Section E: Special meetings may also be called by two thirds of the IFC representatives, with 24 hour notice to all other members and officers.

Section F: The President may cancel general meetings with proper notification to all fraternities.

ARTICLE VI VOTING

Section A: Each regular member fraternity present at the IFC shall have one vote on all questions.

Section B: A quorum must be held in order to vote. A quorum shall consist of representation of two thirds (2/3) of the active fraternities.

Section C: If any fraternity has two (2) unexcused absences from meetings during a semester, a warning will be sent to their IFC delegate.

If any fraternity has three (3) unexcused absences from meetings during a semester then they will lose voting privileges until next semester.

Section D: A voting delegate must be a member of the executive board of their fraternity. If the delegate must be absent he must contact a member of the executive board prior to the exec meeting and send an initiated member of his fraternity to replace him in the general meeting.

Section E: The IFC President will vote in the case of a tie.

ARTICLE VII DISCIPLINE

Section A: For all Judiciary procedures and bylaws refer to the Discipline Committee Standards and Procedures.

ARTICLE VIII AGREEMENTS, RULES and POLICIES

Section A: All active chapters of the Interfraternity Council will act in accordance with the policies and regulations established by this Constitution and Bylaws. In the event of conflicting

policies between IFC and a fraternity's Inter/national policies, the fraternity must abide by the higher standard.

ARTICLE XII
AMENDMENTS and RATIFICATION

Section A: This Constitution may be amended by a three fourths (3/4) vote of the member chapters of the IFC. The proposed amendment will be submitted in writing to the General Council at least one IFC meeting prior to the vote.

Section B: This Constitution will become effective upon the approval of two thirds (2/3) of all member chapters. Upon ratification of this document, any and all previous Constitution and Bylaws will be null and void.

**ByLaws of the Interfraternity Council
The Florida Institute of Technology**

**Article I
MEMBERSHIP**

Section A: The classes of membership in the Interfraternity Council shall be Full Membership, Provisional Membership and Probationary Membership.

Section B: Full Membership may be attained by meeting the following requirements:

1. An organization must be a provisional member until it has received its charter from its Inter/Inter/national Fraternity on the Florida Institute of Technology campus.
2. A provisional member must meet all minimum standards in the Section of the ByLaws for the semester prior to its request for full membership status and must meet all standards for new membership set forth by these Bylaws.
3. The IFC must approve the request for full chapter status by a three fourths ($\frac{3}{4}$) affirmative vote.

Section C: Provisional Members are entitled to the following privileges and subject to the following regulations.

1. Privileges include full participation in the council and its programs, activities and services.
2. The provisional member shall have no vote in the IFC
3. The provisional member is subject to all rules and regulations of the IFC and University
4. The provisional member may not serve in any executive position in the IFC

Section D: Probationary Members of the Interfraternity Council may regain full membership through the following procedures and under the guidance of the Assistant Director for Student Activities.

1. Petition for Full Membership may be made after a written recommendation to IFC from the Assistant Director for Student Activities when the group has met the membership requirements.
2. A three fourths ($\frac{3}{4}$) vote of the IFC is necessary before the group is readmitted to full membership.
3. Probationary members are subject to all provisions of this Constitution and ByLaws, unless otherwise stated. Probationary Members must participate on all IFC committees and in all IFC functions.
4. Probationary status fraternities shall not participate in any IFC activities
5. Any probationary member may appeal its probationary membership to the Executive Committee at any time.

Section E: Provisional Membership may be attained by meeting the following requirements

1. Have a chapter cumulative GPA equal to or greater than the average of all IFC regular members.
2. Become involved in University activities outside the IFC and submit a report along with their petition for full membership that outlines their involvement with the University and any other leadership positions held in other University organizations.
3. Become involved in the community and community service and submit a report along with the petition for regular membership that outlines their involvement with the community.
4. Be recognized by their Inter/Inter/national organization as a colony.

Article II
VOTING AND ELECTIONS

Section A: Voting procedures

1. Election voting will be conducted by secret ballot
2. General procedures and business voting will be conducted by a roll call or voice vote.
3. In the case of any business that cannot be conducted at a general or executive meeting the executive board or council may vote via electronic mail.

Section B: Elections Procedures

1. Nominations for IFC Officers will begin the fifth to last meeting of the fall semester.
2. Qualifications will be done to ensure candidate's eligibility.
3. All candidates will undergo a private interview with the Executive Council during the fourth to last week of the fall semester.
4. Nominations will close at the end of the fourth to last meeting of the fall semester.
5. Speeches will be during the second to last meeting of the fall semester.
6. Elections will be during the second to last meeting of the fall semester. Elections can not be tabled.
7. Officers will officially assume their duties during the last meeting of the fall semester.

Section C: Candidates for executive office must fulfill the following requirements:

1. They must have a minimum GPA of 2.5.
2. They must have passed a minimum of thirty (30) hours of college work.
3. A candidate must have a majority vote; over fifty (50) percent of the voting members present in order to win.
4. There must be a quorum present of the voting membership of the IFC present for elections to be held.
5. Voting will be held in descending order, beginning with the office of President.
6. Defeated candidates may be nominated for another office from the floor at the election meeting.
7. If any office is vacated except the President position, an appointment may be made by the President with the approval of the Executive Council.
8. No Fraternity shall hold more than two executive committee positions.
9. All officers of IFC must be enrolled with 12 semester credits at Florida Institute of Technology throughout their tenure in office.
10. No Fraternity president shall hold the President position and Judicial Vice President of the IFC.

Section D: The University's advisor to IFC shall be selected by the Vice President of Student affairs with the advice of IFC and this person shall be the Assistant Director for Student Activities. The advisor shall attend the executive committee meetings and general council meeting and assist with the activities of the IFC in accordance with University policies.

ARTICLE III
POWERS

Section A: Executive Council

1. The power to establish all rules and general policies with respect to the operation of the IFC, except those that directly conflict with standards and procedures for the operation of fraternities established by the University.
2. The power to admit a fraternity as a member of the IFC and to reasonably

censure, in whatever method it deems appropriate, a fraternity for misconduct by a majority vote of a quorum.

3. The power to expel any fraternity as a member of the IFC upon recommendation of the Disciplinary Committee. Such expulsion requires a unanimous vote of the entire membership of the Executive Council.
4. The power to set a budget with the allotted funds of the council.
5. The power to establish committees and appoint committee chairs as they see fit.
6. Shall have any additional powers necessary to manage the IFC.

Section B: General Council

1. The power to amend the Bylaws and Constitution of Florida Tech.
2. The power to amend and create recruitment regulations.
3. The power to vote on membership dues for the Interfraternal Council.

Article IV
DUTIES

Section A: The duties of the President shall be to:

1. Represent all IFC members in all matters pertaining to the community, the university and other universities.
2. Conduct and preside over the meetings of IFC and the IFC Executive Board.
3. Call special meetings of the Executive Board, IFC meetings and any other IFC committee.
4. Coordinate and administer all activities of the IFC.
5. Appoint all non-elected chairmen with the approval of the IFC Executive Board.
6. Create and appoint the chairs of any Ad hoc committees with approval of the IFC Executive Board.
7. Act in the best interest of and represent the IFC and the fraternity system at all times.
8. Be allowed to sit on the IFC Executive Board as an ex-officio.

Section B: The duties of the Executive Vice President shall be to:

1. Preside over the IFC meetings in the absence of the President
2. Preside over the IFC Executive Board meetings in the absence of the President
3. Oversee all standing and Ad hoc committees of the IFC activities and operations.

Section C: The duties of the Judicial Vice President shall be to:

1. Manage the interactions between all member chapters and solve any problems or conflicts that may arise.
2. Act in the capacity of Chairman of the IFC Disciplinary Committee as described in the IFCDC Standards and Procedures.

Section D: The duties of the Administrative Vice President shall be to:

1. Bill for, receipt, disburse and keep accurate accounts for all IFC Funds.
2. Make, in writing, a monthly financial report for the IFC at the first regularly scheduled meeting of each month.
3. Collect the dues and fines from all classifications of IFC Members.
4. Create and present an IFC budget in the spring semester at the beginning of his term of office.
5. Record accurately and file the minutes of each IFC meeting.
6. Maintain membership rosters of all fraternities.
7. Compile and distribute all necessary phone lists to all members' fraternities.
8. Act as guardian to the IFC Constitution and Bylaws.

- Section E:** The duties of Vice President for Recruitment and Expansion shall be to:
1. Assist chapters with increasing overall fraternity membership.
 2. Work with Programming/Education to develop any fraternity wide recruitment programs.
 3. Work with public relations to market how to become a fraternity member to the Florida Tech community as well as to incoming students.
 4. Maintain and operate in the capacity defined by the IFC Recruitment Rules and Regulations.
 5. Oversee and assist any colonies approved by the IFC member fraternities in meeting the requirements to become an IFC member fraternity.
- Section F:** The duties of the Public Relations Committee shall be to:
1. Responsible for the promotion of a positive fraternity wide image to external constituents.
 2. Responsible for the development and the production of promotional, informational and/or marketing items for the fraternity community.
- Section G:** The duties of the Programming/Education Committee shall be to:
1. Responsible to broaden member/chapter experiences through a variety of educational offerings.
 2. Responsible for the planning, development and coordination of IFC hosted events.
- Section H:** The duties of the Scholarship Committee shall be to:
1. Coordinate any Scholastic programs implemented by the IFC.
 2. Distribute and collect minimum standards forms and grade release forms at the beginning of each semester.
 3. Actively promote high academic achievement by all IFC member organizations.
- Section I:** The duties of the Expansion Screening Committee shall be to:
1. Evaluate university enrollment numbers.
 2. Review and respond to all Inter/Inter/national fraternities who desire to expand on the campus.
 3. Evaluate all written proposals for expansion
 4. Recommend fraternities to the general council.
- Section J:** The duties of the Disciplinary Committee shall be to:
1. Hear all cases of violation of university, IFC, Inter/national policy, state and federal laws.
 2. Follow the guidelines set forth in the IFCDC document.
- Section K:** The duties of the Delegates shall be to:
1. Report business of the IFC to their respective chapters.
 2. Attend all regularly scheduled meetings of the IFC.
 3. Serve on one committee in the IFC.
 4. Update the IFC of chapter activities.
- Section L:** All Agenda items from committee heads must be brought before the Executive Vice President by 12 AM Saturday.

ARTICLE V

REMOVAL OF AN OFFICER

- Section A:** Removal of an officer shall be according to the following procedures and guidelines:
1. A written complaint must be brought before the executive council by an IFC voting delegate or executive board member.
 2. The complaint will be read aloud at the general meeting.
 3. The vote for removal will be tabled for a week.
 4. The affected officer has the right to plead his case.
 5. The affected officer must be removed from the room.
 6. A discussion will be opened and closed.
 7. A motion to vote will be accepted
 8. A removal of an officer requires three fourths ($\frac{3}{4}$) vote of the member chapters of the IFC.
 9. An officer may not be tried twice for the same complaint.
- Section B:** Resignation of an officer shall take effect at time submitted. Acceptance of such resignation is not necessary to make it effective.

Section C: An officer absent from three (3) meetings without valid excuse in a semester may be considered resigned and his office open at the digression of the Executive Council.

Article VI COMMITTEES

Section A: The Executive Vice President of IFC shall select the chairmen of the standing IFC committees, upon suggestion of the Executive Board.

Section B: All Fraternities are required to have at least two members on Committees of the IFC.

ARTICLE VII FINANCIAL

Section A: There shall be a fine levied and/or sanction placed on that fraternity which is delinquent in financial obligations. The IFC treasurer or executive committee shall set this fine.

Section B: Dues shall be 15 dollars per member.

Section C: The due date for active members will be the General Council meeting on the third week of each semester. The due date for new members will be the General Council meeting on the sixth week of each semester. If these dates correspond to a school holiday, the due date will be the fourth and seventh week of the semester, respectively.

Section D: Any member of IFC not paying its bill on the date due without prior arrangements with the executive committee shall be placed on probationary status.

Section E: There will be three semesters between dues increase. There will be at least one semester advance notice.

Section F: All invoices and expense reimbursements will be submitted only to the Administrative Vice President and not to the Student Life Office Financial Coordinator, where by the IFC Administrative Vice President will track and manage finances given to the Financial Coordinator.

ARTICLE VIII SCHOLARSHIP

Section A: The scholarship committee will consist of the following members:

1. The committee head, which will be a member from the Fraternity that IFC has selected to head the committee.
2. One representative from the remaining fraternities will be on this committee as well.

Section B: Scholarship reports will be prepared by the University based on semester's average of all undergraduate members belonging to a fraternity. The IFC scholarship chairman will be responsible for notifying chapters of their average for their chapter and new member programs. Grades will only be calculated once/semester. It is the responsibility of chapters to remove all nonmembers.

Section C: Each Fraternity whose semester grades are above the all men's semester average will receive a discount of one (1) dollar off the following semester's IFC dues per member of their Fraternity.

Section D: Each Fraternity will be expected to maintain above a 2.5 for a current semester cumulative GPA or to try to improve their GPA each semester. If the Fraternity has shown an improvement of at least .15 from the previous semester, then that Fraternity will not be put on any diplomacy measures.

Section E: If a Fraternity does not achieve above a 2.5 GPA for their current semester cumulative GPA, then the following steps will be taken to improve the Fraternity's GPA.

1. **First Deficiency:** Chapter GPA, as calculated by the University, which falls below 2.5 for the first time out of three semesters:
 - a) Meeting between Chapter President and Scholarship chairman to discuss causes of academic deficiency with the IFC Advisor and the IFC Scholarship Chairman.
 - b) Inter/national Organization and chapter advisors are notified of academic deficiency
2. **Second Deficiency:** Chapter GPA, as calculated by the University, which falls below 2.5 for the second time out of three semesters:
 - a) Meeting between Chapter President and Scholarship chairman to discuss causes of academic deficiency with the IFC Advisor and the IFC Scholarship Chairman.
 - b) Inter/national Organization and alumni advisors are notified of academic deficiency
 - c) Those chapter members whose personal GPA falls below a 2.5 are required to attend chapter held IFC Study Hours. These study hours will be held in a location of the chapter's choice.
 - i. Those chapter members whose personal GPA falls below a 2.5 are required to attend 3 hours of study hours a week.
 - ii. Those chapter members whose personal GPA falls below a 2.0 are required to attend 6 hours of study hours a week.

The chapter president will complete an IFC Study Hours contract, which will be cosigned by the IFC Scholarship Chairman. The contract will explain the times and locations of the study hours along with a Chief Proctor for all study hours. The Scholarship committee will then reserve the right to check these study hours at any point during the scheduled times. Failure to hold these study hours or follow any portion of the Study Hours Contract will result in further sanctions.

3. **Third Deficiency:** Chapter GPA, as calculated by the University, which falls below 2.5 for the third time out of three semester:
 - a) Meeting between Chapter President and Scholarship chairman to discuss causes of academic deficiency with the IFC Advisor and the IFC Scholarship Chairman.
 - b) Inter/national Organization and alumni advisors are notified of academic

deficiency

- c) Those chapter members whose personal GPA falls below a 2.5 are required to attend chapter held IFC Study Hours. These study hours will be held in a location of the chapter's choice.
 - i. Those chapter members whose personal GPA falls below a 2.5 are required to attend 4 hours of study hours a week.
 - ii. Those chapter members whose personal GPA falls below a 2.0 are required to attend 8 hours of study hours a week.

The chapter president will complete an IFC Study Hours contract, which will be cosigned by the IFC Scholarship Chairman. The contract will explain the times and locations of the study hours along with a Chief Proctor for all study hours. The Scholarship committee will then reserve the right to check these study hours at any point during the scheduled times. Failure to hold these study hours or follow any portion of the Study Hours Contract will result in further sanctions

- d) The Chapter President, the chapter's Executive Board and the chapter advisor will appear before the IFCDC to discuss IFC Membership Review.
4. **Subsequent Deficiency:** Chapter GPA, as calculated by the University, which falls below 2.5 for the fourth consecutive semester:
- a) Meeting between Chapter President and Scholarship chairman to discuss causes of academic deficiency with the IFC Advisor and the IFC Scholarship Chairman.
 - b) Inter/national Organization and chapter advisors are notified of academic deficiency
 - c) Chapter will be placed on probationary status from the Interfraternity Council and its social privileges will be taken.
 - d) The Chapter President, the chapter's Executive Board and the chapter advisor will appear before the IFCDC to discuss IFC Membership Review

ARTICLE IX **EXPANSION POLICY**

Section A: The Interfraternity Council Executive Committee or the Assistant Director for Student Activities shall submit a recommendation to the IFC that an additional fraternity (or fraternities) to be invited to Florida Institute of Technology.

Section B: Upon approval from the University administration; the IFC Vice President of Recruitment and Expansion will use his committee for the screening process.

Section C: Following the support of the administration, the representative from the Inter/national organization shall make a presentation before the Expansion Screening committee, which is comprised of the minimum four (4) committee members headed by the IFC Vice President of Recruitment and Expansion. The presentation should include the following:

- 1. A document of proposed support by the Inter/national fraternity.
- 2. A list of alumni brothers in the area and on the campus who are affiliated with the Inter/national fraternity, which is supporting the petitioning group.
- 3. Locations of other chapters in the region.
- 4. Copies of the Inter/national fraternity's policies, objectives and procedures, which would include a timetable for chartering the group.
- 5. An opportunity for questions and discussions.

Section D: The Expansion Screening Committee, in a closed IFC Executive meeting, should then give a report within one (1) semester's time. The report will include the following:

- 1. Welfare of chapters now established and the effects that the new chapters may have on them.

2. A status/quality report based upon the presentation guidelines set in Section III on each fraternity wishing to expand.
3. A recommendation for expansion from the Expansion Screening Committee.

Section E: The Expansion Screening Committee will present their report to the IFC after approval by the IFC Executive Board.

Section F: An invitation to colonize will be extended by the President of Florida Institute of Technology upon the recommendation of the Expansion Screening Committee, IFC Executive Board and the Assistant Director for Student Activities.

ARTICLE X RISK MANAGEMENT

Section A: All Fraternities must abide by all State and Federal laws.

Section B: All Fraternities must abide by their Inter/national Risk Management policy.

Section C: All Fraternities must abide by the current student handbook.

Section D: Hazing

1. All fraternities must abide by university hazing policy as well as federal and state hazing laws.

Section E: Fire, Health and Safety

1. All chapter houses must meet all fire and health codes.
2. All chapter houses must have emergency numbers for police, fire and medical emergency services posted by common phones.
3. All exits must be clearly marked and evacuation routes must be properly posted in all sleeping rooms.
4. All walkways and exits will remain clear of obstructions at all times.

Section F: Insurance

1. All fraternities are required to have liability insurance that covers their officers, chapter, chapter house and chapter advisor(s) in the amount of at least one million dollars per man and carry social host insurance

ARTICLE XI AMENDMENTS

Section A: These Bylaws may be amended by a Two Thirds (2/3) vote of the member chapters of the IFC. The proposed amendment will be submitted to the General Council and tabled at least one IFC meeting prior to the vote.

Appendices

Florida State Hazing Law

1. As used in this section, "hazing" means any action or situation that recklessly or intentionally endangers the mental or physical health or safety of a student for purposes including, but not limited to, initiation or admission into or affiliation with any organization operating under the sanction of a postsecondary institution. "hazing" includes, but is not limited to, pressuring or coercing the student into violating state or federal law, any brutality of a physical nature, such as whipping, beating, branding, exposure to the elements, forced consumption of any food, liquor, drug, or other substance, or other forced physical activity that could adversely affect the physical health or safety of the student and also includes any activity that would subject the student to extreme mental stress, such as sleep deprivation, forced exclusion from social contact, forced conduct that could result in extreme embarrassment, or other forced activity that could adversely affect the mental health or dignity of the student. Hazing does not include customary athletic events or other similar contests or competitions or any activity or conduct that furthers a legal and legitimate objective.
2. A person commits hazing, a third degree felony, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing results in serious bodily injury or death of such other person.
3. A person commits hazing, a first degree misdemeanor, punishable as provided in s. 775.082 or s. 775.083, when he or she intentionally or recklessly commits any act of hazing as defined in subsection (1) upon another person who is a member of or an applicant to any type of student organization and the hazing creates a substantial risk of physical injury or death to such other person.
4. As a condition of any sentence imposed pursuant to subsection (2) or subsection (3), the court shall order the defendant to attend and complete a 4hour hazing education course and may also impose a condition of drug or alcohol probation.
5. It is not a defense to a charge of hazing that:
 - a) The consent of the victim had been obtained;
 - b) The conduct or activity that resulted in the death or injury of a person was not part of an official organizational event or was not otherwise sanctioned or approved by the organization; or
 - c) The conduct or activity that resulted in death or injury of the person was not done as a condition of membership to an organization.
6. This section shall not be construed to preclude prosecution for a more general offense resulting from the same criminal transaction or episode.
7. Public and nonpublic postsecondary educational institutions whose students receive state student financial assistance must adopt a written anti-hazing policy and under such policy must adopt rules prohibiting students or other persons associated with any student organization from engaging in hazing.
8. Public and nonpublic postsecondary educational institutions must provide a program for the enforcement of such rules and must adopt appropriate penalties for violations of such rules, to be administered by the person at the institution responsible for the sanctioning of such organizations.
 - a) Such penalties at community colleges and state universities may include the imposition of fines; the withholding of diplomas or transcripts pending compliance with the rules or

pending payment of fines; and the imposition of probation, suspension, or dismissal.

- b) In the case of an organization at a community college or state university that authorizes hazing in blatant disregard of such rules, penalties may also include rescission of permission for that organization to operate on campus property or to otherwise operate under the sanction of the institution.
 - c) All penalties imposed under the authority of this subsection shall be in addition to any penalty imposed for violation of any of the criminal laws of this state or for violation of any other rule of the institution to which the violator may be subject.
9. Rules adopted pursuant hereto shall apply to acts conducted on or off campus whenever such acts are deemed to constitute hazing.
10. Upon approval of the anti-hazing policy of a community college or state university and of the rules and penalties adopted pursuant thereto, the institution shall provide a copy of such policy, rules and penalties to each student enrolled in that institution and shall require the inclusion of such policy, rules and penalties in the bylaws of every organization operating under the sanction of the institution.