

THE INTERFRATERNITY COUNCIL OF EMORY UNIVERSITY CONSTITUTION

ARTICLE I NAME

The name of this organization shall be the Interfraternity Council (IFC) of Emory University.

ARTICLE II AUTHORITY

This council shall have the authority to legislate on any matter of common interest to its member chapters and to adjudicate any matter set forth under the duties of the Judicial Council and University Code of Conduct.

ARTICLE III OBJECTIVES

The object of the IFC shall be to develop and maintain fraternity life and interfraternal relations and in doing so, to:

- (1) Serve as the programming and servicing body of member fraternities.
- (2) Consider goals and ideals of member fraternities as continually applicable to campus and personal life.
- (3) Cooperate with member fraternities and the University administration in promoting and encouraging maintenance of high social and moral standards.
- (4) Promote superior scholarship and intellectual achievement.
- (5) Act as a judicial body when necessary, in the spirit of self-regulation, for violations of campus and/or IFC rules or policies.
- (6) Act in accordance with such roles established by the Interfraternity Council as do not violate the sovereignty, rights and privileges of member fraternities.
- (7) Promote philanthropic & service events on the Emory campus and the community as a whole.
- (8) Formulate, implement and oversee policies on membership recruitment, and to help educate members and recruits on the particulars.
- (9) Foster positive relations between the member fraternities, Emory University and the community.

ARTICLE IV
MEMBERSHIP

There shall be one class of membership: Regular.

(1) The REGULAR membership of the IFC shall be composed of all chapter members in good standing, of any social fraternity, which is recognized by the University and which:

a) has an active charter for formation and operation from a inter/national fraternal organization, is affiliated with the North-American Interfraternity Conference (NIC) or National Pan-Hellenic Conference (NPHC), or is a national fraternity eligible for membership in the NIC and/or NPHC; and,

(2) This Council shall be composed of one specifically designated representative from each of the member chapters.

ARTICLE V
TRANSACTION OF BUSINESS

A quorum for the transaction of any business by the Council shall consist of two-thirds (2/3) of the voting members of the Council, unless otherwise stated. Concurrence by a simple majority of the quorum shall be required for making any action of the Council binding upon the member fraternities.

ARTICLE VI
MEETINGS

Meetings shall be of two types, regular and special.

(1) A regular meeting shall be held at least biweekly at a previously designated time during the regular academic year, exclusive of vacation periods. The location, date and time of the meetings will be determined at the beginning of each semester.

(2) Special meetings of the council may be called by the President at any time provided that 24 hours written notice is given to the members of the Council.

(3) A quorum of two-thirds of the voting member chapters must be present in order to conduct business.

(4) Meetings are open to all fraternity members; others may attend upon prior approval of the President or the Executive Vice-President.

(5) The delegate shall be responsible for notifying his respective member chapter

of the meeting times and information provided during the meeting.

ARTICLE VII

VOTING

(1) Each member chapter shall have one (1) vote, and each chapter shall receive its vote only if:

(a) the chapter is in good standing with IFC, Emory University and their inter/national organization, and;

(b) a representative is present at the meeting.

ARTICLE VIII

OFFICERS/ELECTIONS

(1) The elected officers of the IFC shall be President, Executive Vice President, Vice President of Standards, Vice President of Judicial, Vice President of Communications, Treasurer, and Vice President of Recruitment. They shall hereinafter be referred to as the Executive Board.

(2) Tenure of Office. The officers shall serve for a term of one year. They shall be elected by an election held on or before the first week of December and administered by the outgoing IFC President and Executive Vice President. They will assume office at the second meeting in February.

(3) Procedures

Section 1

Letters of Intent for all elected offices will be accepted up to fourteen (14) days before the election.

Section 2

All candidates shall be undergraduate active fraternity men from an officially recognized IFC fraternity. Candidates must be in good academic standing and cannot be on academic or disciplinary probation in order to run for office.

Section 3

The outgoing IFC Executive Board may interview candidates who have submitted a Letter of Intent up to 72 hours before the election.

Section 4

After interviewing candidates, the outgoing IFC Executive board will propose a slate to be the incoming IFC Executive Board and notify all Chapter Presidents

and applying candidates of the proposed slate no less than 24 hours before the election.

Section 5

The outgoing IFC Executive board will present the slate to voting members at the opening of the elections. The IFC Executive Board may also give a brief description of the duties and obligations of each position. Each voting chapter will have the opportunity to ask two (2) questions regarding the proposed slate before voting.

Section 6

Votes will be cast by secret ballot.

Section 7

No proxy votes or absentee voting is permissible. If the fraternity president or another representative is not in attendance at officer elections, the fraternity forfeits its voting privilege.

Section 8

Simple majority will pass the slate.

Section 9

If the slate does not receive simple majority, each position will be selected individually.

Section 10

Each candidate will be given an opportunity to make a brief statement, no longer than three (3) minutes, and shall have the option of having two people present to deliver a seconding statement, no longer than two (2) minutes. No members of the Executive Board shall be permitted to give a seconding statement for a candidate running for the board member's current position.

Section 11

Simple majority shall elect a candidate. In the event of a tie, the IFC President shall have the determining vote to break a tie.

Section 12

Any candidate who does not win their given election can run for any of the positions which follow.

Section 13

The IFC President shall not hold the office of chapter president. It is allowable for an officer to have held the position of chapter president as long as the end of his term in that position ends before the term of his IFC presidency begins.

Section 14

Newly elected officers will be installed at the next regularly scheduled Council meeting after the conclusion of the officer elections or at the All-Greek Chapter Meeting. Both outgoing and incoming Executive Board officers will be in attendance at that meeting as the official transition will be the predominant item of business at said meeting.

Section 15

Should the office of IFC President become vacated, the Executive Vice President will be promoted to the office of President upon simple majority approval of the remaining IFC Executive Board. If the promotion of the Executive Vice President is not approved by the IFC Executive Board, Letters of Intent will be accepted and a special election called to follow normal election procedures for individual candidates.

Section 16

Any office – besides IFC President – that shall become vacated may be open to appointment by the IFC Executive Board. Letters of Intent shall be accepted, and candidates interviewed and selected by majority vote of the IFC Executive Board.

Section 17

If the fraternity of an elected IFC office has its official University recognition terminated or has its charter revoked by its inter/national office while said official is in office, he must resign within ten (10) days of this occurrence. This vacancy will be dealt with in the manner described in Article V, Section 4 of the Constitution.

(6) Executive Board. The elected officers shall constitute the Executive Board. The Executive Board may, at its discretion, determine policy including temporary alteration of a decision by the Council if it determines that the Council's decision must be altered in a particular instance for the good of the fraternity and Greek community. A two-thirds (2/3) vote of the Council shall be necessary to override a decision of the Executive Board.

(7) Appointed Committee Chairs. Within fourteen (14) days of his election, the IFC President shall accept applications, interview qualified candidates and with the approval of the Executive Board, appoint the chairmen that will fulfill the following duties:

a) Activities Chair

1. Shall plan and implement project move-in for new student orientation with the ISC Activities Chairwoman
2. Shall plan activities to promote the councils and encourage interaction between all Greek-lettered organizations and independent organizations.
3. Shall assist with the formation of the Greek Weekend Committee

4. Shall perform all other duties assigned
- b) Assistant Activities Chair
1. Shall assist the Activities Chair with all programs
- c) Assistant Judicial Chair
1. Shall assist the Vice President of Judicial with all investigations and hearings
 2. Shall assist the VPJ to ensure all sanctions are completed
 3. Shall assist the VPJ with all event checks
- d) Assistant Recruitment Chair
1. Shall assist IFC VP Recruitment when necessary
 2. Shall coordinate and preside over bi-weekly Recruitment Captain meetings
 3. Shall coordinate any and all publicity for IFC Recruitment
 4. Shall work with the IFC VP Recruitment Chair and IFC VP Communications to plan and coordinate at least two (2) large-scale events in the Fall to promote Recruitment
 5. Shall preside over Recruitment Captain selection
 6. Shall create LL conferences for all residence halls with potential new members
 7. Shall coordinate all presentations in residence halls promoting Recruitment
- e) Intramural Sports Chair
1. Shall host one program on good sportsmanship each semester with all chapters in attendance
 2. Shall educate all chapter IM representatives on all IFC and Emory University IM policies and procedures
 3. Shall maintain all records for IM points
 4. Shall update community regularly about chapter's IM standing
 5. Shall work closely with the Emory University's Recreational Services Staff Member
 6. Shall work with the Vice President of Judicial to hold groups accountable for unsportsmanlike behavior
- f) Philanthropy & Service Chair
1. Shall meet regularly with all chapter philanthropy and service chairs
 2. Shall collect all requests for and evaluations of events
 3. Shall generate a end-of-the-semester report on the number of hours and money raised for charities
 4. Shall maintain and update the Phil & Service Conference

5. Shall provide information to chapters about potential Philanthropic and Service opportunities
6. Shall create a calendar of all the Philanthropies and Service Events for each semester
7. Shall serve as the liaison to the Miracle Marathon Committee
8. Shall work closely with the ISC chairwoman

g) Scholarship Chair

1. Shall provide chapters with academic resources
2. Shall plan at least two (2) events with faculty members
3. Shall recognize our community for their academic successes

These chairmen will serve on the Executive Committee, but will have no vote.

(8) Executive Committee. The Executive Committee shall consist of the Executive Board Officers and the Appointed Committee Chairs.

(9) Vacancies. In the event of a vacancy in any office except President, nominations will be held immediately, and elections/appointments will take place at the next regular meeting, following the election or appointment procedures in the By-laws. In the case of a vacancy in the office of President, the Vice-President shall assume office for the remainder of the semester unless a majority of chapters vote against. In that case, nominations and elections must be held in accordance with the By-laws.

(10) Removals. Elected Officers and Appointed Committee Chairs may be removed by the IFC officer and the IFC advisor if the officer or chairman is not fulfilling his responsibilities to the council. The officer or chairman may ask that he have the opportunity to address the Council. The Council may over turn the decision to remove the off ice by a two-thirds (2/3) vote.

(11) Impeachment

a) Impeachment procedures may be instituted against any elected IFC officer by the petition, at a regular meeting, of any four (4) member fraternities.

b) A list of charges must accompany the petition which shall be presented to the Vice President of Communications for IFC who will, in turn, read said charges to the IFC as a whole as well as to those charged

c) No discussion of said charges will be permitted until the next IFC meeting, at which time discussion and voting on the petition may occur. A two-thirds vote of the present member chapters shall be necessary to remove an individual from the office.

ARTICLE IX

DUTIES OF OFFICERS

It is expected that all elected and appointed officers will conduct themselves in a manner befitting their representation of the Interfraternity Council and the Greek community. Among their shared responsibilities are:

- (1) to embody & support the philosophy that fraternities are a positive contribution to the development and education of college students;
- (2) to honestly fulfill the expectations of their office while working within the structure of an IFC "team;"
- (3) to work together to promote the best interests of the Sorority and Fraternity Community, its member chapters and Emory University;
- (4) to be familiar with and uphold the Constitution and By-Laws of the IFC;
- (5) to be familiar with and uphold the Student Code of Conduct;
- (6) to maintain confidentiality of all judicial investigations and other fraternity matters;
- (7) to attend all Executive and Council meetings;
- (8) to attend special programs and events which IFC may sponsor, organize, co-sponsor or see specific benefit in attending;
- (9) to keep a notebook of program ideas, position duties and resource materials;
- (10) to maintain complete records and statistical information of all IFC/Fraternity related programs and events;
- (11) to familiarize themselves with any computer software or other resources necessary to the performance of their duties, and;
- (12) to perform all other duties as may be appropriate to their office.

(a) President

- i. Shall preside over all meetings.
- ii. Shall act as the official representative of the Interfraternity Council.
- iii. Shall implement the decisions of the Interfraternity Council.
- iv. Shall meet with the University's IFC Advisor regularly to discuss issues related to the Emory University Fraternity and Greek community.
- v. Shall oversee the election and appointment process of the new

executive committee.

vi. Shall assist with the transition of the new executive committee.

vii. Shall attend all chapter president meetings.

viii. Shall assist with monitoring social functions.

ix. Shall maintain an accurate and updated notebook with a copy of the current Constitution and Bylaws; current correspondence and materials received from various University officials and organizations; minutes from all council meetings during the academic year; current list of all fraternity events; a copy of the programming calendar; current copy of all IFC/University policies; and any materials deemed pertinent by the president.

x. Shall submit semesterly reports to College Council.

xi. Shall serve as an ex-officio member of all IFC committees and boards.

(b) Executive Vice-President

i. Shall assume the duties of the President in his absence.

ii. Shall oversee the application and selection process of the committee chairmen.

iii. Shall meet with the committee chairmen bi-weekly.

iv. Shall assist the President with the election process.

v. Shall attend Intersorority Council meetings as the official representative of the IFC.

vi. Shall assist with monitoring social functions.

(c) Vice President of Standards

i. Shall ensure fraternities are educated about all University and Inter/National Risk Management Policies

ii. Shall enforce all IFC and Emory University related policies and procedures.

iii. Shall implement a yearly mandatory Risk Management program for all chapter risk managers, social chairs, and president.

iv. Shall assist the Council advisor with Risk Management related programming and new member education.

v. Shall approve all events, with or without alcohol.

vi. Shall provide wristbands for all functions to member chapters.

vii. Shall organize and assist with the monitoring of all social functions.

viii. Shall assist chapters in upholding the Council's fraternal values and mission.

ix. Shall meet with the University's IFC Advisor regularly to discuss issues related to the Emory University Fraternity and Greek community.

x. Shall meet with the Director of Conduct to ensure IFC policies and procedures are consistent with the University's policies.

- (d) Vice President of Judicial
 - i. Shall preside over all hearings of the Judicial Council.
 - ii. Shall select and train the members of the judicial board.
 - iii. Shall enforce all IFC and Emory University related policies.
 - iv. Shall initiate investigations into fraternity conduct when necessary.
 - v. Shall maintain records of all investigations and hearings
 - vi. Shall notify chapters, in writing, of any charges, investigations and sanctions.
 - vii. Shall assist the Vice President of Standards with a yearly mandatory Risk Management program for all chapters.
 - viii. Shall meet regularly with the University's IFC Advisor.
 - ix. Shall meet regularly with the Director of Student Conduct
 - x. Shall assist with monitoring social functions.
 - xi. Shall approve social functions in the event the Vice President of Standards is unable to do so.

- (e) Vice President of Communications
 - i. Shall keep minutes of all meetings.
 - ii. Shall conduct all correspondence on behalf of the Council.
 - iii. Shall distribute (and post) the minutes of the weekly General meetings before the next regularly scheduled meeting.
 - iv. Shall work collaborate with the Intersorority Council Publications Chairwomen with the New Student Record & Greek Phone Directory.
 - v. Shall write a newsletter for the University Community
 - vi. Shall publicize the Council and its events when necessary.
 - vii. Shall maintain an email conference for all IFC representatives.

- (f) Treasurer
 - i. Shall keep all financial records.
 - ii. Shall submit an annual budget.
 - iii. Shall submit an annual financial report.
 - iv. Shall collect dues from IFC chapters within the first two weeks of each semester.
 - v. Shall fine chapters when necessary.
 - vi. Shall work with the College Council Business Manager on financial matters.
 - vii. Shall reimburse individual (s) in a timely manner.

- (g) Vice President of Recruitment
 - i. shall oversee all registration and payments for potential new members
 - ii. shall create documents tracking all registered men and will make said list available to all chapters and applicable conferences
 - iii. Shall reserve all spaces and locations for any and all events

- related to IFC Recruitment, including Running of the Row
- iv. Shall chair bi-weekly meetings with all chapter Recruitment Chairs
 - v. Shall be responsible for creating Fall Upperclass Recruitment schedule no later than Finals Week in the preceding Spring; will be responsible for creating Spring Recruitment Schedule no later than the week preceding Thanksgiving Break
 - vi. Shall appoint one Assistant VP Recruitment within fourteen (14) day of the IFC elections
 - vii. Shall track all chapter's bids, accepted bids, and depledges
 - viii. Shall track all campus-wide membership trends
 - ix. Shall preside over Recruitment Captain selection process
 - x. Shall have the authority to remove members of the Recruitment Committee if members fail to fulfill their responsibilities

ARTICLE X **REPRESENTATIVES**

- (1) Each fraternity shall have one designated Interfraternity Council representative that will:
 - (a) attend all IFC general meetings;
 - (b) serve as the voting delegate unless IFC President and/or Vice President of Communications are otherwise notified in writing, and;
 - (c) serve as the chapter's judicial hearing board representative, and;
- (2) The phone number, e-mail address, and P.O. Box of a new representative must be promptly submitted to the IFC Vice President of Communications and the Office of Sorority and Fraternity Life.

ARTICLE XI **FINANCES**

Effective in January 2007, the dues of each chapter shall be thirteen (\$13) dollars per brother and new member. These dues will be based upon a list of actives and new members submitted to the Office of Sorority and Fraternity Life by each chapter president at the beginning of each semester.

- (1) Penalties
 - (a) The Council Treasurer shall send written notification of dues to the president and treasurer of each member chapter within the fourteen (14) days of each semester. Each member chapter will pay dues in full within two weeks of the invoice date.
 - (b) The Council Treasurer may grant a deadline extension to member

chapters with special circumstances only after a written request has been submitted. This written request must be accompanied by a promissory note signed by the chapter president and treasurer.

(c) Each member chapter which has neither paid its bill in full, nor been granted an extension by the Council Treasurer within fourteen (14) days of the invoice date shall be *past due*. Any member chapter which is past due shall incur a fine of fifty (\$50) dollars per day until all bills are paid in full, including any fines. In addition, any member chapter which is past due shall be placed on event/ social probation for the period beginning fifteen (15) days after the invoice date, and ending immediately upon receipt of payment in full, including any fines.

ARTICLE XII
STANDING COMMITTEES

(1) The standing committees of the Council shall be determined by the President and Executive Vice-President of that term.

(2) Any chapter member shall be eligible for a membership on a standing committee.

(3) Standing committee chairmen & members will be appointed by the Executive Vice-President and shall report on the activities of their committee at the weekly General meetings.

ARTICLE XIII
TRANSACTION OF BUSINESS

The procedures specified in Robert's Rules of Order Revised shall govern this Council in all cases to which they are applicable, except as otherwise provided herein and in the By-Laws.

ARTICLE XIV
BY-LAWS

The Council shall have the power to adopt and/or change By-Laws pursuant to this Constitution by a two-thirds (2/3) vote in two consecutive meetings.

ARTICLE XV
AGREEMENTS, RULES, POLICIES

All Emory University IFC rules and policies should not conflict with the Emory Student Code of Conduct, the specific policies of the individual national organizations, or the federal, state or municipal laws which govern the county of Dekalb.

ARTICLE XVI
VIOLATIONS

In the case of violations of this Constitution, the By-laws or policies of the Interfraternity Council or the University, the accused shall be given a hearing before the appropriate hearing board. A finding of guilt or innocence will be determined by that board, and appropriate penalties and sanctions delivered. Appeal is to the Council in session.

ARTICLE XVII
AMENDMENTS

(1) This Constitution may be amended by a two-thirds (2/3) vote of the Council, provided that the proposed amendment has been submitted in writing at a meeting at least two weeks before the vote is taken, so that notice of such intended action is given to each fraternity.

Revised: November 2005

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