

**BY-LAWS**  
of the  
**EMORY UNIVERSITY INTERSORORITY COUNCIL (ISC)**

**ARTICLE I. FINANCE**

1. **FISCAL YEAR.** The fiscal year of the Emory Intersorority Council shall be from September through May inclusive.
2. **CONTRACTS.** The signature of the VP Finance or other officer appropriate shall be required to bind the Emory Intersorority Council.
3. **CHECKS.** All checks issued on behalf of the Emory Intersorority Council will be issued by Emory University. Emory Intersorority Council will not have an account outside the University.
4. **PAYMENTS.** All payments due to the Emory Intersorority Council shall be submitted to the VP Finance who shall record them. Checks for payments shall be made payable to the Emory Intersorority Council.
5. **MEMBERSHIP DUES**
  - a. **AMOUNT.** The dues of each Intersorority Council chapter shall be an assessment of \$10 per member and \$8 for new members or neophytes.
  - b. **TIME OF PAYMENT.** The dues of each Intersorority Council member fraternity shall be payable on or before October 15 (fall semester) and March 1 (spring semester) or as the VP Finance specifies.
6. **MONETARY POLICY**
  - a. **REQUEST FOR FUNDS.** Each chapter of the Intersorority Council may submit a request once a semester to the Executive Board for up to \$200 to offset the cost of a program or event. The chapter may request up to \$300 if the program or event is being co-sponsored with another chapter of the Intersorority Council. The money granted by the Executive Board may not exceed 50% of the total budget for the event. A chapter may request between \$201 and \$500 if they feel their program warrants it, and that amount is less than 50% of the total budget for the event. That request must be submitted in writing to the VP Finance, and would go to the ISC representatives for a simple majority vote. The VP Finance has the right to deny any of these larger requests based on the ISC budget.
  - b. **COLLEGE COUNCIL FUNDING.** Chapters can not go independently to College Council to request funding for a program. However, once a semester, a chapter can request to be represented by the Intersorority Council at a College Council meeting where a member of the Executive Board will speak on their behalf.
7. **SCHOLARSHIP**

ISC shall be responsible for maintaining a scholarship fund to be granted to chosen applicants once per fiscal year. The amount of said scholarship shall be determined by the VP Finance, based on current finances, and as she sees fit.

**ARTICLE II. SELECTION OF OFFICERS**

- A. The officers of the Emory Intersorority Council Executive Board shall be:
  1. President
  2. VP Programming

3. VP Campus Relations
4. VP Standards
5. VP Finance
6. VP Communications
7. VP Recruitment

B. The Selection of Officers

- a) All officers are encouraged to have had previous experience on the Council. However, any woman who wishes to run for a position on the executive board must satisfy the following requirements:
  1. Must be a member of a chapter that holds “Regular Membership” status within the Intersorority Council
  2. Must have been a member of her chapter for at least one (1) year, effective February 1<sup>st</sup>.
- b) Any member of any sorority (Regular or Affiliate), regardless of length of membership, will be eligible to submit a letter of intent for any chair position.
- b) An officer shall not serve as a sorority delegate and shall have no vote except in the cases specified.
- c) The offices of President, VP Programming, VP Campus Relations, VP Standards, VP Communication, VP Finance, and VP Recruitment and any other officers deemed necessary by the Executive Board of the Intersorority Council shall be filled simultaneously by election.
- d) The Executive Board, based on the submission of letters of intent by each candidate, shall select by majority vote the Activities Chair, Scholarship Chair, Public Relations Chair, Philanthropy/Service Chair, Judicial Chair, Pi Chi Trainer and all Assistants for the Intersorority Council.
- e) Planning for elections for ISC officers shall take place as follows:
  - a. The President shall decide the dates of all events related to elections attempting to have ISC elections precede chapter elections or, if this is not possible, to have ISC elections at a time which does not conflict with chapter elections.
  - b. She shall announce dates of candidate deadlines, candidate speeches, and elections by late January.
  - c. Delegates shall inform their chapters of these dates and inform members interested in running for ISC offices of the procedures for nominating and election.
- f) Election of Emory Intersorority Council officers shall take place as follows:
  - a. Elections for all officers shall occur prior to the beginning of Winter Break, with transition occurring at the conclusion of ISC Spring Recruitment.
  - b. Any sorority woman interested in running for office in the Intersorority Council may submit a letter of intent to the Executive Committee of the Intersorority Council by the date designated by the Executive Committee.
  - c. Candidates shall be present to make a brief statement and additional nominations from the floor shall be made at this same meeting.
  - d. Sorority delegates and chapter members may be present to give a one minute pro or con after the nominee’s speech.
  - e. Sorority delegates shall return to their chapter meeting and present the names and qualifications of each candidate for each office. The chapter shall discuss

and vote on the nominees and the delegate shall take careful note of the discussion and out come of the vote.

- f. The sorority delegates will notify the outgoing president of their sorority's vote immediately following their chapter meeting.
- g. Each sorority will receive one vote. A simple majority of those voting shall be required for election. In the event of a tie, the Intersorority Council President will cast the deciding vote, unless one of the candidates in question is of the same affiliation of the President. Then the VP Programming will cast the deciding vote, and if that is not possible for the same reason, continuing on down the Executive Board in the order they are listed in Article II, Section A.

D. The Resignation of Officers

1. Any officer or committee chair who wishes to resign from her elected office shall send a letter of resignation to the Intersorority Advisor and to the Council President. If the President is the officer involved, the VP Programming shall act in her stead.
2. This letter of resignation shall be read at the next meeting of the ISC. The Council shall then vote on its acceptance.
3. The Executive Committee shall then meet to nominate a successor from among the Council members. If no member will agree to be considered for the available position, nominations may be made from among sorority members who have been members of their chapters for a full year. The Executive Committee shall make its own decision as to the number of nominees they present to the Council.
4. The Executive Committee's nomination(s) shall then be presented to the regular Council. If the regular Council so desires they may make additional nominations from the floor.

E. Termination of Officers

1. Any officer or chairperson who is not fulfilling the duties of their position in an effective or thorough manner may be terminated.
2. A preliminary meeting will occur with the person in question, the ISC President, the VP Standards, and the ISC advisor to discuss the situation.
3. The person in question will have the opportunity to ask questions and discuss the situation with the ISC officers and advisors. All parties will endeavor to reach both consensus, and a mutually beneficial solution.
4. If the person in question is unwilling to achieve this, an ISC Standards hearing will occur. This hearing must occur within seven (7) days of the initial hearing. The hearing will serve as the final decision of the ISC.

**ARTICLE III. EXECUTIVE COMMITTEE OFFICER DUTIES**

All members of the Executive Committee (President, Vice President, Judicial Chair, VP Finance, Secretary and Recruitment Chair) shall:

- Attend all Intersorority Council functions,
- Attend regular and special Intersorority Council and Executive Committee meetings,
- Create or fold Standing Committees as necessary,
- Create or fold Special Committees as necessary; appoint chairs of such committees,

- Administer routine business between meetings of the Intersorority Council and other business approved for action by the Intersorority Council vote,
- Report all action taken by the Executive Committee to the next regular meeting of the Intersorority Council,
- Be aware of the concerns of the sororities and their members,
- Work closely with the Greek Advisor(s) in the Office of Sorority and Fraternity Life,
- Attend Southeastern Panhellenic Conference,
- Promote positive image of Greek women to the University and the community.

A. The President shall:

1. Hold overall responsibility for the operation of the Intersorority Council and its activities related to the Intersorority Council; this includes the day to day business and functions of the Council as well as supervising and promoting activities of each officer.
2. Call and preside at all regular and special meetings of the Emory Intersorority Council, Emory Intersorority Council and Executive Board,
3. Review, approve, and sign all Intersorority Council check and contracts involving the Intersorority Council,
4. Serve as an Ex-officio member of all Intersorority Council committees,
5. Report to the National Panhellenic Area Advisor,
6. Work closely with the Director of Greek Affairs and the Office of Fraternity & Sorority Life,
7. Maintain complete and up-to-date Intersorority files which will include a copy of the current Intersorority Council, Constitution, By-Laws and standing rules; the current Intersorority Council budget; the current NPC Manual of Information and related materials, current correspondence and materials received from her NPC Area Advisor; copies of the college Intersorority reports to the Area Advisor and other pertinent materials,
8. Attend College Council and SGA President's meetings. Attend all such meetings/activities as a representative of the Emory Sororities and Intersorority Council,
9. Promote positive campus image of all sororities and Intersorority Council,
10. Promote sorority unity,
11. Promote and work to improve Intersorority/Interfraternity relations,
12. Meet monthly with Presidents of each sorority,
13. Promote campus wide events and positive Intersorority Council programming,
14. Mediate Recruitment violations,
15. An effective President should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council.

B. The Vice President of Programming shall:

1. Serve as a member of the Executive Committee,
2. Direct the activities of the Activities, Public Relations, committee chairs and any special committees,

3. Hold regular meetings with the above mentioned committee chairs,
4. Oversee all weekly, monthly, and/or annual events coordinated by the Intersorority Council including, but not limited to, Makarios Day, Project Move-In, Greek Week, Sorority Showdown, the New Member Tea, Study Breaks, all ISC Sponsored sporting events, Wonderful Wednesdays, and any other events that the ISC deems necessary.
5. An effective Vice President of Programming should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council.

C. The Vice President of Campus Relations shall:

1. Serve as a member of the Executive Committee,
2. Direct the activities of the Philanthropy and Service chair,
3. Oversee and/or act as a liaison for all activities that directly affect or involve members of the sorority community including, but not limited to, Homecoming, Dooley's Week, the President's Commission on the Status of Women, Family Weekend, and any other activities that the ISC deems necessary,
4. Oversee all ISC-sponsored events which involve direct community interaction including, but not limited to, Safe Halloween, the Breast Cancer Walk, and community wide philanthropy and service efforts,
6. An effective VP Campus Relations should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council.

C. The Vice President of Standards shall:

1. Serve as a member of the Executive Committee,
2. Head the Judicial Committee and serve on the Emory Greek Judicial Board,
3. Oversee the activities of the Assistant Judicial Chair
4. Train Judicial Committee members,
5. Ensure the necessary policies are formed,
6. Deal appropriately with standards concerns, and implement and coordinate the ISC Minimum Standards
7. Coordinate one campus-wide, health and/or risk management GLA program per year in conjunction with the Office of Sorority and Fraternity Life
8. Preside over monthly committee meetings and judicial hearings,
9. Preside over monthly meetings of risk managers and social chairs
10. Be available to serve on the Campus Alcohol Committee and the President's Alcohol Task Force
11. Be familiar with the policies of all of the member organizations of the ISC
12. An effective Vice President of Standards should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council,

D. The Vice President of Finance shall:

1. Serve as a member of the Executive Committee,
2. Take responsibility for the general supervision of the finances of the Emory Intersorority Council,
3. Direct the activities of the Scholarship Chair
4. Prepare the budget and review it with the Greek Advisor regularly,

5. Receive all payments due to the Intersorority Council,
6. Be responsible for assessing and collecting fines
7. Collect all dues and keep careful and accurate records of all transactions,
8. Take responsibility for prompt payment of bills,
9. Maintain up-to-date financial records and give a full financial report,
10. Take responsibility for any Emory Intersorority Council financial request to College Council, this shall include but not be limited to writing the bill, attending budget committee meetings and the College Council General meeting where the bill is being presented,
11. Meet regularly with the SGA staff assistant to review University books and perform all other College Council/Intersorority Council (financial) duties,
12. Work with IFC VP Finance on financial matters concerning joining IFC/ISC efforts,
13. Be responsible for all purchases on the ISC Purchasing Card (P-Card)
14. An effective VP of Finance should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council.

E. The Vice President of Communication shall:

1. Serve as a member of the Executive Committee,
2. Hold responsibility for general correspondence of the Intersorority Council,
3. Type and send out minutes from all Intersorority Council meetings and send minutes to NPC Area Advisor,
4. Take roll at general Intersorority Council meetings,
5. Keep an up-to-date roll of all members of the Intersorority Council and send out notices to said members for all meetings,
6. Maintain a complete up-to-date general file which includes minutes and other correspondence,
7. Formulate and enforce attendance policy and promote efficient communication among sororities,
8. Create a monthly newsletter to go to all sorority women and potential new members
9. An effective VP of Communication should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council.

F. The Vice President of Recruitment shall:

1. Serve as a member of the Executive Committee
2. Select and direct the activities of the Recruitment Assistant(s) and the Pi Chi Trainer(s)
3. Take responsibility for publicity to all potential new members,
4. Take responsibility for programming to promote Greek System throughout the fall semester, including all social functions directed toward potential new members,
5. Take responsibility for preliminary and final registration of new members, publicity of procedure and deadlines, compilation of statistics, supervision of all reimbursements with the VP Finance and evaluation of the Recruitment process,
6. Supervise the running of the computer program,
7. Plan all ISC Recruitment events, including but not limited to Octoberfest, Novemberfest, convocation and formal recruitment,
8. Hold regular meetings with the sorority Recruitment Chairs,

9. Be familiar with all recruitment and intake policies for all member organizations of the Intersorority Council
10. Take responsibility for the revision and implementation of Recruitment rules,
11. An effective Vice President of Recruitment should act as a representative of the Greek system at all times. She should also promote the cooperation of all officers and representatives to ensure a successful Intersorority Council.
12. Shall remain sorority-neutral in her position until the completion of recruitment and the announcement of her sorority affiliation.

#### **ARTICLE IV. COMMITTEE CHAIR DUTIES**

The following Committee Chairs shall:

- Attend all Intersorority Council functions
  - Attend all regular and special Intersorority Council and Executive Committee meetings
  - Meet with Greek Advisor(s) in the Office of Sorority and Fraternity Life
  - Meet regularly with the Vice President, Secretary or Recruitment Chair, respectively
- A. The Activities Chair shall:  
 Work with the Vice President of Programming to Oversee all weekly, monthly, and/or annual events coordinated by the Intersorority Council including, but not limited to, Makarios Day, Project Move-In, Greek Week, Sorority Showdown, the New Member Tea, Study Breaks, all ISC Sponsored sporting events, Wonderful Wednesdays, and any other events that the ISC deems necessary.
3. Work with the Public Relations Chair on all activities.
- B. The Scholarship Chair shall:
1. Promote scholarship within the sorority community
  2. Maintain the annual ISC Scholarship:
    - a) Chair the Scholarship Committee, which is to be composed of the ISC Executive members and said Chair
    - b) Be responsible for advertising and promoting this scholarship, with the aid of the Activities and Public Relations Chairs
    - c) Be responsible for the collection and dissemination of scholarship materials throughout the year
  3. Meet regularly with the Vice President of Finance.
- C. The Public Relations / Publications Chair shall:
1. Serve as the official liaison between the Intersorority Council and the Emory Wheel and other Emory and local publications,
  2. Take responsibility for posters, flyers, banners, ads and any other publicity for all events sponsored or organized by ISC,
  - ~~3.~~ Take charge of ISC publications
  4. Meet regularly with the Vice President of Programming
  5. Create a Learnlink flyer to be sent out at the beginning of each week outlining the upcoming week's events

- D. The Philanthropy/Service Chair shall:
1. Take responsibility for contacting Volunteer Emory and other community service organizations in order to assess areas in which Greek involvement would be useful,
  2. Meet regularly with all sorority philanthropy and/or service chairs,
  3. Develop calendar of chapters' campus-wide service and philanthropy events,
  4. Meet regularly with the Vice President of Campus Relations
- E. The Pi Chi Trainer shall:
1. Interview and select Pi Chis for the following school year,
  2. Plan and coordinate the Pi Chi Training camp,
  3. Schedule regular meetings to inform and train Pi Chis,
  4. Match Pi Chis for best possible relationships
  5. Serve on Recruitment Committee,
  6. Inform the VP of Recruitment of all concerns of the Pi Chis,
  7. Assist VP of Recruitment with any and all aspects of the Recruitment process.
- G. The Judicial Chair shall:
1. Meet regularly with the VP of Standards
  2. Assist with implementation of the ISC Minimum Standards
  3. Serve as chair of standards committee if the VP of Standards is unable to chair the committee
  4. Serve on the Recruitment Committee
  5. Assist the VP of Standards with the campus-wide GLA program
  6. Not be of the same affiliation as the Vice Presidents of Standards

#### **ARTICLE V. INTERSORORITY COUNCIL MEMBER DUTIES**

- A. Each sorority shall select one or two delegates to serve on the Intersorority Council.  
These delegates shall:
1. Attend all regular and special meetings of the Intersorority Council, as well as all Intersorority Council events,
  2. Vote in ISC meetings for their sororities,
  3. Be responsible for communicating and interpreting to their sororities all business presented at all regular and special meetings of the Intersorority Council,
  4. Serve as members of the ISC Judicial Board as needed,
  5. Encourage within their sororities the development of good relations with all Greek chapters on campus, with non-Greek students, with faculty and administration and with community,
  6. Avoid publicity in ISC matters which are not properly the concern of non-members,
  7. Serve as member of Standing Committees and attend all committee meetings.
- B. Sorority Presidents shall:
1. Communicate sorority concerns to the Intersorority Council,
  2. Convey sorority perceptions of issues pertinent to the Intersorority Council,
  3. Attend President's meetings as called by the Intersorority Council President.
- C. Failure for ISC delegates and/or Sorority Presidents to fulfill these duties and/or attend meetings may subject their chapters to monetary fines, or punitive action.

## **ARTICLE VI. STANDING COMMITTEES**

1. The Standing Committees of the Intersorority Council shall be: Recruitment, Judicial, Activities, Scholarship, Public Relations, and Philanthropy. The Judicial Committee shall consist of the VP Standards as chairperson; three randomly selected representatives from among the ISC delegates, and the Intersorority Council Advisor and/or the Intersorority President as ex-officio members. The ISC delegates will be selected before each ISC hearing, but if a delegate is selected to serve on a hearing in which her chapter is in question, another delegate will be selected in her place. If the VP of Standards is slated to serve on a hearing in which her chapter is in question, the Judicial Chair will serve in her place.
2. Recruitment Committee: The Recruitment Committee shall consist of the Recruitment officer as chairperson, the Recruitment Assistant(s), the Pi Chi Trainer(s), Pi Chis and the Recruitment Chairs from each sorority.
4. Activities, Scholarship, Public Relations/Publications, and Philanthropy Committees:
  - a. Membership. The Activities, Scholarship, Public Relations/Publications, Philanthropy Committees and shall consist of either the chairs from each sorority, and/or ISC delegates.
  - b. Duties. These committees shall be responsible for carrying out the duties assigned to that committee.

## **ARTICLE VII. ADMINISTRATION OR MEMBERSHIP SELECTION**

See Intersorority Council Recruitment Rules

## **ARTICLE VIII. PLEDGING AND INITIATION**

See Intersorority Council Recruitment Rules

## **ARTICLE IX. HAZING**

See Emory University Hazing Statement and Policy

## **ARTICLE X. EXTENSIONS AND EXPANSION**

- 1) Extensions or expansions for all groups must follow the Expansion Policy of the Office and Sorority Life
- 2) All Extensions for NPC groups must follow the NPC Rules as stated in the NPC Manual of Information.
- 3) All other interested non-NPC groups must first meet with the ISC President and the ISC advisor and demonstrate that they fulfill the following criteria:
  - a) The chapter in question must have a National Headquarters.
  - b) The chapter in question must demonstrate that there is a need for their chapter on campus.
  - c) The chapter in question must provide a detailed action plan that outlines their goals for recruitment, scholarship, service and philanthropy, finances, and any

other information that may help the ISC President make a presentation to the executive board.

### 3) Process of approval

- d) The executive board will decide if there is indeed a need for the group in question to be added to the community. If the executive board votes in the affirmative, the executive board will make a recommendation to the Senior Vice President for Campus Life.
- e) If the recommendation is approved, then representatives from the group in question will be asked to make a presentation at an ISC General meeting. Respective representatives will then return to their chapters and take a vote in their chapter meeting.
- f) A simple majority vote of the ISC delegates of the NPC groups shall be needed to grant ISC Affiliate Membership status to an NPC group. A simple majority vote of the ISC delegates of the NPHC and Multicultural groups shall be needed to grant ISC Affiliate Membership to an NPHC or multicultural group.
- g) At the next ISC Meeting, the votes will be recorded. If the vote is in the affirmative, the group will receive "Affiliate Member" status for the period of one year, effective the day the vote is taken.
- h) At the end of that year, the group in question will be asked to do a presentation at an ISC General meeting. The presentation will outline the accomplishments of the group during the previous year.
- i) At the conclusion of the presentation, ALL ISC Representatives will present the information to their chapters. Each chapter will then vote on whether or not to grant the group in question "Regular Membership" status. A simple majority of ALL Regular Member organizations will be required to grant Regular Membership status.
- j) If the vote is not in the affirmative, the group in question will have one semester to address some areas for improvement. At the conclusion of that semester, they will make another presentation at an ISC General meeting. ISC Representatives will again present information to their chapters, and each chapter will vote at the next ISC General meeting. If, at this time, the vote is still not in the affirmative, the group in question will lose their Affiliate Member status, but will have the option to start the process again after one year.

4) The decisions of the Senior Vice President for Campus Life, the ISC Executive board, and the ISC member organizations are final.

## **ARTICLE XI. VIOLATIONS**

See Intersorority Council Judicial Rules

## **ARTICLE XII. RULES OF ORDER**

The Intersorority Council and its Executive Council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the Constitution, By-Laws and Standing Rules.

## **ARTICLE XIII. AMENDMENT**

These By-Laws may be amended by two-thirds vote of the voting members of the Intersorority Council provided notice of the proposal amendments has been given in writing at the preceding regular meeting.

Revised January 1993

September 1995

February 1996

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