Constitution of the Inter-Fraternity Council

Shippensburg University of Pennsylvania
Revised and Passed: September 11, 2007

Article I. Name

The name of this organization shall be the Shippensburg University Inter-Fraternity Council (IFC).

Article II. Object

The object of the Inter-Fraternity Council shall be to develop and maintain fraternity life and inter-fraternity relations at a high level of achievement.

Article III. Membership

There shall be two classes of membership REGULAR and PROVISIONAL.

1.) The REGULAR membership of the Inter-Fraternity Council shall be comprised of all chapter members of chartered IFC fraternities.
2.) The PROVISIONAL membership of the Inter-Fraternity Council shall be composed of all members of IFC colonies and interest groups.

Article IV. Officers

The officers of the Inter-Fraternity Council shall be President, Vice President, Recording Secretary, Treasurer, Scholarship, and Marketing. These offices shall comprise the Executive Board.

The officers shall serve for a term of one year, the term of office to begin in January and finish in December.

It is the responsibility of the Executive Board of the Inter-Fraternity Council to act in the best interest of the council and its members.

Article V. Meetings

Regular meetings of the Inter-Fraternity Council shall be held weekly at a time and place agreed upon by the Executive Board at the beginning of the current semester.

Special meetings may be called at the direction of the President or upon written request of any member fraternity. It shall be the duty of the Recording Secretary to notify all member organization no less than 24 hours in advance of any special meeting.

Article VI. Advisor

The Inter-Fraternity Council Advisor shall be the Director of Fraternity & Sorority Life, their official designee, or similar position as designated by Shippensburg University Administration.

Article VII. Standing Committees

The Inter-Fraternity Council shall appoint standing committees to carry out the work of the IFC as needed. Examples include, but are not limited to, recruitment, risk management or judicial.

Article VIII. Amendments

The Constitution may be amended by two-thirds vote of the voting members of the Inter-Fraternity Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Bylaws of the Inter-Fraternity Council
Shippensburg University of Pennsylvania
Revised and Passed:

Article I. Finance

1.) FISCAL YEAR. The fiscal year of the Inter-Fraternity Council shall be from July 1, 2007 to June 30, 2008.
2.) CHECKS. All checks issued on behalf of the Inter-Fraternity Council shall be signed by the Treasurer with the approval of the Inter-Fraternity Council Advisor.
3.) PAYMENTS. All payments due to the Inter-Fraternity Council shall be made to the Treasurer who shall promptly and accurately record them. All checks for payments shall be made to the Inter-Fraternity Council.
4.) DUES. Each member organization shall pay dues in the amount of $10.00 per initiated brother each semester by a date designated by the Executive Board

Article II. Selection of Officers

All offices of the Executive Board of the Shippensburg University Inter-Fraternity Council shall be held by election, with a two thirds majority vote required to elect (See ARTICLE IX. APPENDICES – Inter-Fraternity Council Election Guidelines).

Article III. Officer Duties

Officers of the Inter-Fraternity Council and their duties are as follows:

1.) The President shall:
   a. Have overall responsibility for the operation of the Inter-Fraternity Council.
   b. He shall preside at all regular and special meetings of the Inter-Fraternity Council.
   c. Act impartially at all times
   d. Maintain a complete and up-to-date President's file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules, the current Inter-Fraternity Council budget, and other material pertinent to the office
   e. Perform all other duties usually pertaining to this office

2.) The Vice President shall:
   a. Perform the duties of the President in his absence, inability to serve or at his call.

b. Serve as the Chairman of the Judicial Committee
c. Oversee the planning and implementation of all Inter-Fraternity Council community service and philanthropic activities
d. Oversee the planning and implementation of all Inter-Fraternity Council recruitment activities in accordance with University and Inter-Fraternity Council policies
e. Act impartially at all times
f. Maintain a complete and up-to-date Vice President's file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules and other material pertinent to the office
g. Perform all other duties usually pertaining to this office

3.) The Recording Secretary shall:
a. Keep and promptly distribute the minutes of all Inter-Fraternity Council regular or special meetings, as well as a record of all actions taken by the Executive Board
b. Notify all member chapters of regular and special meetings.
c. Be responsible for the official correspondence of the Inter-Fraternity Council unless provided for otherwise
d. Act impartially at all times
e. Maintain a complete and up-to-date Recording Secretary file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules and other material pertinent to the office
f. Perform all other duties usually pertaining to this office

4.) The Treasurer shall:
a. Be responsible for the general supervision of the finances of the Inter-Fraternity Council
b. Be responsible for preparation of the annual budget and, following its approval by the Inter-Fraternity Council, for providing a copy to each member fraternity
c. Receive all payments due to the Inter-Fraternity Council, collect all dues and provide receipts.
d. Maintain up-to-date financial records and give a financial report at each regular meeting
e. Act impartially at all times
f. Maintain a complete and up-to-date Treasurer file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules and other material pertinent to the office
g. Perform all other duties usually pertaining to this office

5.) The Scholarship Chairman Shall:
a. Act as a resource to the scholarship chairmen from all member organizations

b. Coordinate activities addressing academic success
c. Plan and coordinate an annual event honoring fraternity men for their high academic achievement
d. Act impartially at all times
e. Maintain a complete and up-to-date Scholarship Chairmen file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules and other material pertinent to the office
f. Perform all other duties usually pertaining to this office

6.) The Marketing Chairman shall:
a. Coordinate all public relations efforts on behalf of the Inter-Fraternity Council including, but not limited to, campus and community publications and cooperative efforts with other organizations and departments
b. Serve as the co-chair of the Greek Week committee.
c. Maintain a complete and up-to-date Marketing Chairmen file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules and other material pertinent to the office
d. Perform all other duties usually pertaining to this office.

Article IV. Delegates

Each member fraternity is responsible for sending a delegate to each meeting. The presence of an Executive Board member does not equate the presence of a fraternity representative.

Inter-Fraternity delegates shall:
1.) Attend all scheduled meetings on time. Attendance is defined as being present at both the beginning and the end of each meeting.
2.) Send a prepared representative in the event of their absence
3.) Prepare a chapter report for each meeting
4.) Serve as an active participant in meetings and report back to their chapter any information from the meeting. Special attention should be paid to matters concerning voting, dues, recruitment, deadlines, etc.
5.) Be familiar with Inter-Fraternity Council and University policies
6.) Maintain a complete and up-to-date file, which will include a copy of the current Inter-Fraternity Council Constitution, Bylaws, Standing Rules and other material pertinent to the position
7.) Perform all other duties usually pertaining to this office.

Fraternity delegates are an essential part of the Inter-Fraternity Council and their attendance at meetings is required. Thus, member organizations are allotted

one unexcused absence per semester. After this absence is used, violations of the attendance policy will be handled as follows:

1.) First unexcused absence – the Inter-Fraternity Council President will send a warning letter to the chapter president and chapter advisor
2.) Second unexcused absence – loss of points at the next Greek Week as determined by the Executive Board of the Inter-Fraternity Council.
3.) Third unexcused absence – letter to the inter/national office and loss of voting privileges for the remainder of the current semester
4.) Further violations will be treated as fineable offenses with the amount and due date to be determined by the Executive Board of the Inter-Fraternity Council

Article V. Voting

The voting members of the Inter-Fraternity Council shall be the delegates of each fraternity holding Regular or Associate membership. If a delegate is absent, the vote of the fraternity shall be cast by its alternate. If both delegate and alternate are absent the vote may be cast by a member of the fraternity, providing his credentials have been presented in writing to the Inter-Fraternity Council President prior to the meeting.

Two thirds of the voting members of the Inter-Fraternity Council shall be required to establish membership recruitment rules, to set the date for pledging or recruitment, and issues of expansion. A majority vote shall be required to carry all other questions.

Article VI. Rules of Order

The Inter-Fraternity Council shall be governed by Robert's Rules of Order, except in matters specifically provided for in this Constitution, Bylaws, and Standing Rules

Article VII. Violations

Any dispute rising out of the Inter-Fraternity Council Constitution and Bylaws, Standing Rules and membership recruitment rules and regulations shall be addressed as stated in the Inter-Fraternity Council Judicial Procedure

Article VIII: Amendments

The Bylaws may be amended by two-thirds vote of the voting members of the Inter-Fraternity Council, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.

Article IX. Appendices

Election Process (to be written)
IFC Judicial Board Procedure
IFC Expansion Policy
Shippensburg University Guidelines for Joining a Fraternity or Sorority
Shippensburg University Expansion & Recognition Policy
Shippensburg University Policy on Hazing
Shippensburg University Social Events Policy