

The
Constitution
of the
Inter-Fraternity Council
at
Shippensburg University of Pennsylvania

Preamble

We, the students of Shippensburg University that associate with a fraternity, in order to form a more representative, unifying, responsible Inter-Fraternity Council; to develop and encourage positive relations between the fraternities, the university and administration; to promote favorable relationships within both the Greek Life community and university community; to maintain a high quality of fraternity life which ensures each chapter's rights and privileges; to appropriate funds to chapters in the best interest of all fraternity members, do hereby establish this constitution for the Inter-Fraternity Council at Shippensburg University of Pennsylvania.

Article I. Name

Section 1.01 - The name of this organization shall be the Inter-Fraternity Council at Shippensburg University (IFC).

Article II. Mission

Section 2.01 - The objective of the Inter-Fraternity Council shall be to promote a positive fraternity experience for undergraduate students at Shippensburg University that demonstrates value in scholarship, leadership, friendship, service, and dignity. The role of the Inter-Fraternity Council is to be the governing body of all it's member fraternities on campus to ensure that the mission of the Inter-Fraternity Council is being followed by all chapters.

Section 2.02 - The Mission Statement is as follows:

The mission of the Inter-Fraternity Council is to serve the members of the fraternities on campus to create a positive experience that promotes the values of scholarship, leadership, friendship, and service between the individual chapters as well as to act as the liaison between the fraternities and administration of Shippensburg University.

Article III. Membership

Section 3.01 - The membership of the Inter-Fraternity council shall be composed of all Regular, Associate, and Provisional members.

Section 3.02 - Inter/national men's social fraternities recognized by Shippensburg University and in possession of an inter/national charter shall be Regular members with full voting rights and eligible to have representation on the executive board.

Section 3.03 - Inter/national men's social fraternities with an identity-specific mission recognized by Shippensburg University and in possession of an inter/national charter shall be Associate members with full voting rights and eligible to have representation on the executive

board. Associate members are still eligible for membership in the Inter-Fraternity Council, even if their primary affiliation is with another governing body.

Section 3.04 - Inter/national men's social fraternities recognized by Shippensburg University but not in possession of an inter/national charter shall be Provisional members with full voting rights. Provisional members are not eligible for representation on the executive board. Provisional members will be eligible for Regular or Associate membership after obtaining an inter/national charter.

Article IV. Meetings

Section 4.01 - The IFC will hold regular meetings that will either be weekly or bi-weekly which will be deemed by the IFC Executive Board at the beginning of that academic semester. The time of the meeting and the location of the meeting will be agreed upon by the majority of the IFC Executive Board.

Section 4.02 - Meetings may be called at any time by the discretion of the President of the IFC, 2/3s of the IFC Executive Board members, or by written request of any member of any regular or associate member fraternity. If a written request is submitted it shall be sent to the President of the IFC and the Secretary of the IFC. It shall be the duty of the Secretary to notify all parties involved no less than twenty-four (24) hours in advance for a meeting. Additionally, it shall be the duty of the Secretary to book a room and time in conjunction with the President of the IFC.

Article V. Advisor

Section 5.01 - The Inter-Fraternity Council Advisor shall be the Director of Fraternity & Sorority Life as appointed by the University, or their official designee.

Article VI. Officers

Section 6.01 - The officers of the Inter-Fraternity Council shall be called the President, Vice President, Treasurer, Secretary, Recruitment Chairman, and Community Service/Philanthropy Chairman. These positions will be considered the Executive Board of the Inter-Fraternity Council. The officers of the IFC Executive Board shall be a member of a chartered regular or associate member chapter under the IFC Membership Requirements (Article III).

Section 6.02 - The officers shall serve for a term of two academic semesters starting in the Spring Semester and concluding in the Fall Semester. The Transition Meeting between the past and current Executive Board of IFC shall take place as close to one (1) week following the Elections in the fall semester. The officers shall take part in the Transition Meeting as well as meet with the Director of Fraternity and Sorority Life before the end of the fall semester.

Article VII. Selection of Officers, Elections & Qualifications to Become An Officer

Section 7.01 - The offices of President, Vice President, Secretary, Treasurer, Recruitment Chairman, and Community Service/Philanthropy Chairman shall be elected by a vote conducted by the delegates of the IFC chartered chapters. Each delegate will have one vote per position.

Section 7.02 - The IFC Executive Board will determine a date for Elections and each chapter will be notified of the date nominations are due and the date of Elections at least two (2) weeks in advance.

Section 7.03 - The candidates nominated for IFC officer positions must confirm their nomination before the voting of that position begins. Each candidate must give a speech to the current IFC Executive Board, the IFC delegates who cast their vote, and any fraternity member of any IFC organization present. If the candidate is unable to make it to the Election, a notification must be submitted at least twenty-four (24) hours in advance. The delegate from that candidate's chapter will be permitted to read their speech on behalf of the candidate.

At the conclusion of all speeches for that officer position, there will be a discussion between the current IFC Executive Board, the delegates and any fraternity member in attendance that will be led by the IFC President. This discussion will be no longer than ten (10) minutes.

Section 7.04 - In the event of a tie the current IFC President will serve as the tiebreaker. If the President is unable to serve as the tiebreaker, then the Vice President will serve as the tiebreaker. The list carries on followed by the Treasurer, Secretary, Recruitment Chairman, and Community Service/Philanthropy Chairman.

Section 7.05 - In order to become eligible to become an Officer of IFC, a candidate must obtain a nomination and meet the following requirements:

- Have a cumulative GPA of 2.5 or better
- Have been an initiated member of their fraternity for one semester.
- Met with the current officer before Election Day to review position responsibilities (preferably in that officer's office hours)
- For candidates running for President, that candidate must have served on the IFC Executive Board or have been named a delegate for their individual chapter for at least one semester or have served on their chapter's executive board.

VIII. Officer Vacancies/Removal from Office

Section 8.01 - In the case of a vacancy in an officer position, the IFC Executive Board and the Director of Fraternity and Sorority Life will make a recommendation for the position. The IFC Delegates will vote on the recommendation and if the recommendation passes with majority votes from the delegates, the position will be fulfilled. If the recommendation fails to win majority votes from the IFC Delegates, then the election process will take place as operated in Article VII.

Section 8.02 - Any officer may be removed from office for cause, including but not limited to, more than three (3) unexcused absences from both Executive Board and Delegate meetings, fails to maintain a 2.5 cumulative GPA, fails to fulfill the confidentiality agreement, not fulfilling their duties as listed in Article IX, or conduct unbecoming of an officer.

The officer will be given strikes against him if any situations warrants so. Should the officer obtain three strikes as followed in the “Three Strike Policy” a recommendation of impeachment will be made to the IFC delegates.

Section 8.03 - If a situation should arise where the conduct of an officer is so severe that removal from office is the only acceptable response, the Executive Board officers and the IFC Advisor will act immediately.

Article IX. Officer Duties

Section 9.01 - The duties of the President shall be to:

1. Preside over all meetings of the IFC
2. Oversee the functions of the IFC
3. Represent the IFC at public functions
4. Recommend measures as necessary to the IFC to carry the business of the IFC
5. Develop and administer policies for the benefit of the IFC and the members of the fraternity community and responsibility delegate the provisions of policies as necessary
6. Organize and preside over bi-weekly IFC Delegate meetings

7. Attend and assist in the organization of a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the Vice President
8. Meet with the Director of Fraternity and Sorority Life regularly
9. Hold a minimum of one (1) office hour per week
10. Attend at least two (2) IFC external events per semester
11. Prepare and present a plan of action for the semester to the IFC Executive Board and IFC Delegates by the second meeting of the fall and spring semesters
12. Develop and maintain an annual IFC Transition Report to be passed down to their successor

Section 9.02 - The duties of the Vice President shall be to:

1. Attend all IFC meetings
2. Preside over meetings of the IFC in the absence of the President
3. Act as Chair of the IFC Judicial Review Board and judicial process
4. Enforce attendance and the Three Strike Policy in conjunction with the President
5. Organize and attend a mandatory retreat at the beginning of the fall and spring semesters in conjunction with the President
6. Hold a minimum one (1) office hour per week
7. Attend at least two (2) IFC external events per semester
8. Prepare and present a plan of action for the semester to the IFC Executive Board and IFC Delegates by the second meeting of the semester
9. Develop and maintain an annual IFC Transition Report to be passed down to their successor
10. Maintain a shared online archive of all Transition Reports

Section 9.03 - The duties of the Secretary shall be to:

1. Attend all IFC meetings
2. Record all notes from meetings
3. Enforce IFC Delegates to submit their reports on time
4. Notify all IFC Delegates of a change in schedule and/or time of meetings
5. Act as the person of official correspondence for the IFC
6. Reserve and book rooms for IFC meetings and events in conjunction with the Recruitment Chairmen and the President
7. Assist with the creation of the IFC Calendar in partnership with the IFC Executive Board
8. Maintain social media accounts for the IFC
9. Post regularly on IFC social media accounts
10. Develop at least two (2) external IFC events a semester
11. Hold a minimum of one (1) office hour per week
12. Attend at least two (2) IFC external events per semester
13. Develop and maintain an annual IFC Transition Report to be passed down to their successor

Section 9.04 - The duties of the Treasurer shall be to:

1. Attend all IFC meetings
2. Oversee the budget and finances of the IFC
3. Prepare a budget at the beginning of both the fall and spring semesters
4. Collect all dues from the chapters
5. Receive all payments due to the IFC with the appropriate receipts
6. Provide an update on all IFC balances, revenues, and expenditures at least once per month at the IFC delegate meeting.

7. Manage and supervise the IFC Venmo account
8. Plan and execute at least two (2) fundraising event for the IFC a semester
9. Hold at least one (1) office hour per week
10. Attend at least two (2) IFC external events a semester
11. Attend the Student Government Association (SGA) Budget Training Meeting in conjunction with one other IFC Executive Board member
12. Complete and fill out all budget related forms for the IFC to receive its budget from the Student Government Association (SGA)
13. Present a plan of action for the budget at the beginning of the semester to the IFC Executive Board and IFC Delegates by the second meeting of the semester
14. Develop and maintain an annual IFC Transition Report to be passed down to their successor

Section 9.05 - The duties of the Recruitment Chairman shall be to:

1. Attend all IFC meetings
2. Work with the IFC Advisor and the IFC Executive Board to determine recruitment dates and regulations
3. Enforce the rules and regulations of recruitment
4. Oversee the planning of recruitment activities with IFC and university policies
5. Work in partnership with the Secretary to create events for recruitment and to put them on IFC Calendar monthly
6. Hold at least one (1) office hour per week
7. Chair a recruitment committee responsible for providing chapters with information and assistance
8. Attend at least two (2) IFC external events per semester

9. Create and execute a minimum of two (2) Recruitment events per semester
10. Develop and maintain an annual IFC Transition Report to be passed down to their successor

Section 9.06 - The duties of the Community Service & Philanthropy Chairman shall be to:

1. Attend all IFC meetings
2. Oversee all community service and philanthropy operations for the IFC
3. Plan and execute at least two (2) community or philanthropy events for the IFC
4. Hold at least one (1) office hour per week
5. Plan at least one (1) collaborative community service or philanthropy event with one of the other two councils (Panhel or NPHC)
6. Attend at least two (2) IFC external events per semester
7. Work with the Public Relations Chairmen to post community service and philanthropy events on the IFC Calendar
8. Present a plan of action at the beginning of the semester to the IFC Executive Board and IFC Delegates by the second meeting of the semester
9. Develop and maintain an annual IFC Transition Report to be passed down to their successor

Article X. Delegates

Section 10.01 - Each member fraternity of the Inter-Fraternity Council is responsible for sending a delegate to each weekly or bi-weekly meeting. These delegates must be submitted to the Secretary of the IFC with their contact information by the second week of each academic semester. A limit of two (2) members shall be used for each fraternity's delegate. A primary delegate who will attend meetings and a secondary delegate who shall attend if the primary delegate can not. The secondary delegate must have his information submitted to the Secretary of the IFC as well. An Executive Board officer of the IFC does not count as a representative for the Delegate Meetings.

Section 10.02 - The duties of an Inter-Fraternity Council delegate include:

1. Attend all scheduled meetings on time.
2. Attend the entire length of the meeting.
3. Send the secondary delegate in case the primary delegate is unable to attend the IFC meeting.
4. Prepare a meaningful chapter report for each meeting.
5. Serve as an active participant in meetings and report back to their chapter any information from the meeting.
6. Be familiar with Inter-Fraternity Council and university policies.
7. 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. (This will be given by the IFC Executive Board at the first meeting of the semester).

Section 10.03 - The delegates to the IFC will be required to sign the “Three Strike Agreement” at the first meeting. This agreement will ensure their attendance to IFC Delegate meetings. If the delegate misses an IFC Delegate meeting, the chapter, not the delegate will be subject to punishment.

Article XI. Financial Information

Section 11.01 - The fiscal year of the Inter-Fraternity Council shall be from July 1 to June 30 of the corresponding year. The President, Treasurer and the IFC Advisor will manage the account through Shippensburg University Student Services, Inc. (SUSSI).

Section 11.02 - All payments due to the Inter-Fraternity Council shall be submitted to the Treasurer or IFC Advisor who shall promptly and accurately record them. The Treasurer must provide the Inter-Fraternity Council with a monthly report or breakdown of the financial information. The Treasurer must properly label all transactions for the Inter-Fraternity Council. All checks for payments shall be made payable to the *Shippensburg University Student Services, Inc.* or *SUSSI*.

Section 11.03 - Each fraternity under the Inter-fraternity Council shall pay dues in the amount of \$12.00 per initiated brother each semester by a date designated by the IFC Executive Board. However, the chapter with the highest previous term GPA will be granted a discount of \$2.00 per initiated brother for that semester. The chapter with the most total community service hours/brother as reported to the Office of Fraternity & Sorority Life will be granted a discount of \$2.00 per initiated brother each semester. In order to be eligible for this discount, you must submit a community service report by the end of each semester.

Section 11.04 - The Inter-Fraternity Council shall form a permanent Audit Committee on an annual basis.

Article XII. Rules of Order

Section 12.01 - The Inter-Fraternity Council shall be governed by Robert's Rules of Order, except in matters specifically provided for in this Constitution, By-Laws, and Standing Rules.

Article XIII. Standing Committees

Section 13.01 - The President of the Inter-Fraternity Council shall appoint Standing Committees to carry out the work of the IFC as needed. These Standing Committees must be approved by the Executive Board of the IFC by a majority vote.

Article XIV. Violations

Section 14.01 - Any dispute arising out of the Inter-Fraternity Council Constitution and By-Laws or Standing Rules shall be addressed by the Inter-Fraternity Council Judicial Review Board.

Article XV: Amendments

Section 15.01 - The Constitution and By-Laws may be amended by a majority vote of the voting members of the Inter-Fraternity Council, provided notice of the proposed amendment has been given in writing at the preceding delegate meeting.

Article XVI. Standing Rules

Section 16.01 - The attached policies and documents shall compose the Standing Rules of the Inter-Fraternity Council in conjunction with this Constitution and By-Laws. These documents include:

1. Inter-Fraternal Council Judicial Review Board Guidelines (appendix A)
2. Shippensburg University Guidelines for Joining a Fraternity or Sorority (appendix B)
3. Shippensburg University Expansion & Recognition Policy (appendix C)
4. Shippensburg University Policy on Hazing (appendix D)
5. IFC General Recruitment Guidelines (appendix E)
6. Inter-Fraternity Council Three Strike Agreement (appendix F)
7. Inter-Fraternity Council Confidentiality Agreement (appendix G)
8. The Swatoney Student Handbook (appendix H)
9. The Shippensburg University Student Code of Conduct (appendix I)