

# Southeast Missouri State University Interfraternity Council Constitution

Updated November 21, 2013

## **ARTICLE ONE: Name**

This organization shall be known as the Interfraternity Council (IFC) of Southeast Missouri State University.

## **ARTICLE TWO: Purpose**

- The purpose of the Interfraternity Council shall be to govern, develop and maintain fraternity life and Interfraternity relations at a high level of accomplishment and, in so doing, to:
- foster a spirit of friendliness and cooperative helpfulness among all fraternities on the campus;
- consider the goals and ideals of member groups as continually applicable to
- campus and personal life;
- promote superior scholarship as basic to intellectual achievement;
- cooperate with member fraternities and the University administration in concern for and maintenance of, high social and moral standards;
- provide programs and services to the member fraternities;
- act in accordance with such rules established by the Interfraternity Council;

## **ARTICLE THREE: Membership**

Section 1: Membership in the IFC shall include all local undergraduate chapters of inter/national social fraternities as recognized by the IFC and Southeast Missouri State University.

Section 2: Colonies of fraternities may participate actively in IFC. The Colony may have a voice, but may not vote on IFC business. When the colony receives its inter/national charter, it will become a full voting member of IFC. If after one year the colony does not receive its charter, IFC may grant the colony full voting privileges. It shall be necessary for the application of any inter/national fraternity or colony of a national fraternity to receive an affirmative vote of two-thirds of the IFC membership to receive full membership.

Section 3: Procedure for colonization shall be set by the Interfraternity Council by-laws.

Section 4: Each Fraternity shall be represented by a number of delegates set by IFC by-laws and in active status, chosen by the individual fraternity in the manner of their choice.

Section 5: Each fraternity shall be entitled to one (I) vote.

Section 6: IFC officers shall not be considered as voting representatives of the fraternity to which they belong.

## **ARTICLE FOUR: Officers**

Section 1. The executive council shall be composed of the elected officers of the Council. This includes the President, Vice President of Judicial Affairs, Vice President of Administration, Vice President of Recruitment and Retention, Vice President of Public Relations, Vice President of Education, Vice President for Risk Awareness, and the Vice President of Community Service and Philanthropy.

Section 2. Procedures for IFC Executive Board selection shall be set by IFC by-law, and eligibility shall be determined therein.

Section 3. Should such an officer or chair receive a semester GPA below the established standard while in office, he will be removed from his positions.

Section 4. Term of office: The officers shall hold office for a term of one year or until their successors have been elected and installed.

Section 5. Vacancies: Should the office of President be vacated, the Vice-President of Judicial Affairs shall succeed to the office of President with a simple majority approval vote. Should another office become vacant, the executive board shall open the position for application and appoint a new member. If an IFC executive member is elected to the office of president, recruitment chair or second highest-ranking officer of his chapter during his term as an IFC Executive Board Officer, he shall relinquish his IFC position. The remaining Executive Board members will appoint a suitable replacement.

Section 6. Removal of Officers:

- Upon petition by a simple majority of the member fraternities of IFC, the question of impeachment may be brought before the IFC. At this time the charges of impeachment shall be presented in writing to IFC.
- Discussion and debate shall take place directly following the charges of impeachment. The officer in question has the right to defend himself against the charges.
- At the following meeting, the final vote shall be taken.
- Upon the affirmation vote of two-thirds of the IFC membership for impeachment, the officer shall be removed from office.
- Reasons for impeachment may include but are not limited to; absenteeism, GPA requirement, violation of constitution or bylaws, or failure to fulfill duties.

## **ARTICLE FIVE: Officers Duties**

Section 1. Duties of the President

The IFC President shall:

- Preside at all IFC meetings
- Appoint all committees and their chairmen
- Serve as an ex-officio member of all committees
- Have the power to appoint temporary officers necessitated by a special issue or concern
- Have the power to break tie votes
- Represent the fraternity system to the university administration
- Represent IFC at Presidents' Council
- Coordinate the election process including applications, interviews, and ballots
- Assist in the transition of officers

## Section 2. Duties of the Vice President of Judicial Affairs

The Vice President of Judicial Affairs shall:

- Preside at IFC meetings in the absence of the President and assume presidency should the office become vacant for any reason prior to general elections
- Conduct trainings for designated IFC hearing officers and chapter standard boards
- Maintain and recommend revisions to the IFC constitution and by-laws
- Serve as the Chief Judicial Officer

## Section 3. Duties of the Vice President of Administration

The Vice President of Administration shall:

- Record the minutes of each general, Executive and special meetings
- Provide IFC members, chapters and advisors with a copy of all the minutes
- Prepare agendas for meetings
- Collect all dues and assessments as designated by the council
- Present a financial report each meeting
- Pay all financial accounts of the IFC and keep an accurate accounting of expenditures and receipts
- Prepare an itemized year end report of expenditures
- Prepare an annual budget
- Responsible for all thank you and congratulatory correspondence
- Assist the Vice President of Community Relations with website maintenance as requested

## Section 4. Duties of the Vice President of Recruitment and Retention

The Vice President of Recruitment and Retention shall:

- Develop comprehensive marketing plan recruitment for the fraternity system, including all associated components
- Coordinate fall and spring recruitment program for IFC
- Educate chapters and membership on recruitment policies and procedures
- Conduct chapter recruitment chair meetings with appropriate frequency
- Work with chapters requesting assistance with recruitment
- Create and edit recruitment promotional material with appropriate other Council(s)
- Monitor recruitment functions to see that fraternities are following the guidelines set by the IFC
- Update recruitment and retention statistics for each fraternity, on a semester basis

## Section 5. Duties of the Vice President of Risk Awareness

The Vice President of Risk Awareness shall:

- Conduct risk management workshops
- Ensure that all fraternities are following the Risk Management policies established by their headquarters
- Coordinate, along with the VP of Education, speakers and events which address issues and trends such as alcohol, fire safety, hazing and sexual abuse
- Help in coordinating other risk management educational programs and hazing prevention programs with other on-campus organizations

## Section 6. Duties of the Vice President of Community Service and Philanthropy

The Vice President of Community Service and Philanthropy shall:

- Promote community service and philanthropy among the fraternities and sororities at SEMO's campus
- Conduct roundtables for member chapters each semester on each of the following topics: Community Service, Philanthropy
- Coordinate community service and philanthropic events for the fraternity system
- Serve as liaison to community service and philanthropy agencies
- Coordinate one IFC-sponsored service and philanthropic event that all IFC chapters participate in
- Work with VP of Public Relations to establish Greek calendar for the year
- Publicize each chapters' community service and philanthropy on campus and to the community
- Write their personal goals and objectives regarding the position
- Create a written program designed to execute their goals and objectives

## Section 7. Duties of the Vice President of Public Relations

The Vice President of Public Relations shall:

- Coordinate public relation efforts of the IFC to the University and the Cape Girardeau community
- Conduct roundtables for member chapters each semester on each of the following topics: Public Relations
- Maintain the IFC website
- Promote all IFC related events
- Serve as liaison to the community, SEMO, and outside organizations
- Coordinate IFC-sponsored and co-sponsored events that all IFC chapters participate in and are open to non-greeks as well
- Work with VP of Community Service and Philanthropy to establish Greek calendar for the year
- Attend Show-Me Days and First Step Orientation to promote Greek Life
- Maintain a systematic effort to obtain timely radio, print, and television media coverage of events and accomplishments of the council, the member chapters, and individual members.
- Write their personal goals and objectives regarding the position
- Create a written program designed to execute their goals and objectives

## Section 8. Duties of the Vice President of Education

The Vice President of Education shall:

- Along with Panhellenic Council, coordinate Greek Foundations
- Coordinate a New Member Educator workshop for the fall and spring semesters
- Coordinate Scholastic Chairman Workshops along with Panhellenic Council
- Complete periodic evaluations of chapter scholastic programs
- Promote scholarship for the fraternity system and coordinate scholastic awards

## **ARTICLE SIX: Finances**

Section 1. All money collected from the chapters shall be recorded and then deposited in the IFC

account.

Section 2. A fee shall be assessed to each member (active and associate) determined by IFC by-law. This will be collected by IFC at the completion of formal recruitment each semester.

Section 3. Section 3. The Vice President of Administration shall sanction any fraternity failing to pay dues or fines within two weeks of the billing date accordingly. After two weeks of delinquency, a fine set by IFC will be assessed at each meeting until the chapter's account is current. After four weeks of delinquency the chapter will lose recognition by the IFC.

## **ARTICLE SEVEN: Meetings**

Section 1. Regular meetings of the IFC shall be held weekly during the academic year.

Section 2. The President of IFC may call a special meeting by giving 24 hours notification-

Section 3. A majority of voting members of the IFC shall constitute a quorum. A quorum must be present for the IFC to enact any ruling or to transact formal business.

## **ARTICLE EIGHT: Judicial**

Section 1. The IFC Judicial Board shall be established to deal with violations of the IFC Constitution and By-laws.

Section 2. In case of a disagreement between two fraternities or an alleged violation of the Constitution, By-laws, rules and/or regulations of this council, the Vice President of Judicial Affairs, acting as the Chief Judicial Officer, and the IFC advisor will have a private meeting with the members or Presidents<sup>2</sup> of the groups involved. If the disagreement cannot be resolved, it may be referred to the IFC Judicial Board.

Section 3. The IFC Judicial Board shall be composed of the following members:

- The Vice President of Judicial Affairs of the IFC who will act as the Chief Justice and will not vote unless there is a tie.
- The IFC advisor will serve as an advisor to the council.
- Membership from each fraternity as determined by IFC by-law.
- IFC Executive Board members may be present with a voice, but not with a vote. If there is a conflict of interest with any of the members of the Executive Board, then the advisor may select an appropriate alternative.
- In the absence of the Vice President of Judicial Affairs of the IFC, a replacement must be chosen to take the vacant seat. The IFC Executive Board will fill this vacancy no less than three business days prior to the hearing.

Section 4: All appeals must be sent to the Dean of Students within five working days of the written decision made by the IFC Judicial board.

Section 5. The IFC Judicial Board and the IFC Executive Council shall be governed by the established procedures as set forth in the By-laws.

## **ARTICLE NINE: Committees**

Section 1. IFC can establish any committee it feels necessary.

Section 2. The IFC President shall appoint the chairman and members of these committees.

### **ARTICLE TEN: Amendments**

Section 1. Proposed amendments to this Constitution must be submitted in writing at meeting at least one week before a vote is taken.

Section 2. A two-thirds vote is required for the passage of any amendment.

Section 3. The Vice President of Administration of IFC shall keep a record of all amendments enacted by the IFC and shall provide each IFC member, the IFC advisor(s) and the Southeast Missouri State Student Government with copies of the amendments.

### **ARTICLE ELEVEN: Interfraternity Council Membership Standards**

Section 1. Chapter Minimum Standards - The Interfraternity, Panhellenic and Pan-hellenic Councils believe that in order to ensure continued success of the Southeast Missouri State University Greek system, all chapters must achieve a minimum level of accomplishment. On a semesterly basis, each Executive Council will examine the documents submitted by the chapters to determine achievement or compliance with the standards listed below. After thorough evaluations, the appropriate Executive Council will make recommendations to the groups, which fail to achieve the minimum standards. These standards have been developed and ratified within the Southeast Greek community to ensure our continued growth and prosperity.

- Maintenance of chapter and new member grade point average of 2.65
- Involvement in at least two-community or campus service projects per semester at least, one of which includes 75% of membership.
- Attendance at two IFC sponsored or endorsed educational programs per semester. At least 75% of chapter membership must be in attendance. The IFC Executive Officers shall monitor attendance. Chapters wishing to use their own programs to fulfill this requirement must submit them to the Executive Council for approval prior to the event.
- Evidence of a positive new member program. (To be on file with the IFC advisor and updated on an annual basis)
- 50% of your chapter must have membership in other campus activities.
- Demonstration that the chapter has an up-to-date local Constitution and Bylaws. (To be on file with the IFC advisor)
- Defined set of chapter goals and objectives. (To be shared and discussed with the IFC advisor on a semesterly basis)
- Involvement of at least one local alumni/advisor.

#### **Areas of assumed compliance:**

- Operation in accordance with National Constitution and By-laws;
- Compliance with University policies, procedures and requests for information, and operation within Interfraternity, Panhellenic and Pan-Hellenic Councils Constitution and By-laws;
- Acceptance of responsibilities for all financial obligation incurred by the fraternity or sorority including Interfraternity, Panhellenic and Pan-Hellenic Council dues, and;
- Acceptance of responsibility for insuring the actions of members and guests related to chapter sponsored activities; events and programs are consistent with the University's policies, procedures and expectations.

## Section 2. Code of Conduct

- Each chapter will strive for academic achievement and practice academic integrity.
- Each chapter will respect the dignity of all persons; therefore, the chapter will not physically, psychologically, or sexually abuse or haze any human.
- Each chapter will protect the health and safety of all human beings.
- Each chapter will respect its property and the property of others; therefore, the chapter will neither abuse nor tolerate the abuse of property.
- Each chapter will meet its financial obligations in a timely manner.
- Each chapter will neither use nor support the use of illegal drugs; each chapter will neither abuse nor tolerate the abuse of alcohol.
- Each chapter will acknowledge that a clean and attractive environment is essential to both physical and mental health; therefore, each chapter will do all in its power to see that the chapter property is properly cleaned and maintained.
- Each chapter will strive to be productive members of the Greek community; each chapter will actively be involved in the IFC and support member chapters of the Greek system.
- Each chapter will challenge all fraternity members to abide by these fraternity obligations and will confront those who violate them.

## Section 3. Risk Management Guidelines.

All Southeast Missouri State University Interfraternity, Pan-Hellenic and Panhellenic Council member chapters shall abide by all university, national organization, local, state and federal laws and policies. The possession, sale, use and consumption of alcoholic beverages while on chapter premises, during an official fraternity event, or any situation sponsored or endorsed by the chapter, must be in compliance with any and all laws of the state, country, city and university, as well as their national organization risk management policy. IFC and Panhellenic chapters are responsible for monitoring their own chapter social functions.

### **Hazing**

- No chapter shall conduct hazing activities. Hazing is defined as: any action taken or situation created, intentionally, whether on or off fraternity premises which endangers the physical safety of another person; produces mental or physical discomfort; causes embarrassment, fright, humiliation or ridicule; or degrades the individual.
- Such activities may include but are not limited to the following: a) the required consumption of any liquid, solid or gas matter, b) any activity which might reasonably be expected to require an unreasonable or inordinate amount of the individual's time, impair the individual's academic efforts or cause excessive fatigue; c) any form of physical abuse; d) any activity which are contrary to the individual's genuine moral and/or religious beliefs or inconsistent with fraternal law, ritual or policy or policies/regulations of the University; e) any act inconsistent with Missouri House Bill Number 126, enacted by the 84th General Assembly of the Missouri State Legislature.

### **Sexual Abuse**

- No chapter shall participate in any form of sexually abusive behavior, whether physical, mental or emotional. This includes any actions, which are demeaning to women, including but not limited to date rape, gang rape, verbal harassment, or publications that diminish the integrity of individuals.

## **Hazing - Anti-Hazing Statement**

- Hazing for the purpose of pledging, initiation, admission into, affiliation with, or as a condition for maintaining membership in a group, organization or team shall be defined as:
  1. Any intentional, knowing or reckless act, whether on or off campus, which endangers the mental or physical health or safety of any person, regardless of consent, or which violates public law or University policy.
  2. Hazing includes, but is not limited to:
    - a. Any physical brutality such as whipping, beating, striking, paddling, branding, placing of a harmful substance on the body, or similar activity;
    - b. Any physical activity such as sleep deprivation, exposure to the elements, confinement, calisthenics, or other activity that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
    - c. Any activity involving consumption of food, liquid, alcoholic beverage, drug, or substance that subjects a student to risk of harm, or that adversely affects the mental or physical health or safety of a student;
    - d. Any activity that intimidates or threatens a student with ostracism, subjects a student to extreme mental stress, shame or humiliation, or adversely affects the mental health or dignity of a student, or that may reasonably be expected to cause a student to leave the organization or institution rather than submit to acts described above; and,
    - e. Any activity, in which a person solicits, plans, encourages, directs, aids, or attempts to aid another in hazing or intentionally, knowingly, or recklessly permits hazing to occur and/or knowingly fails to report the incident.

## **Statement of Non-Discrimination**

- Southeast Missouri State University is committed to providing a safe, civil and positive learning and working environment for its faculty, staff, students, and visitors, free from discrimination in any form. This policy applies to all members and guests of the University community and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, sex, sexual orientation, gender identity, age, genetic information, disability, or protected veteran status in any of its programs or activities. Harassment based on any of these classifications is a form of discrimination that also violates University policy and will not be tolerated. In some circumstances, such discrimination may also violate federal and/or state law. Retaliation is also prohibited against anyone who asserts a claim of discrimination, participates in a discrimination investigation, or otherwise opposes unlawful discrimination.

## **ARTICLE TWELVE: By-laws**

Section 1. The IFC shall have the power through its legislative capacity to enact and amend by-laws to this constitution by a two-thirds vote of its members present at any regular or special meeting.

Section 2. The Vice President of Administration of the IFC shall keep record of all bylaws enacted by the IFC and shall provide each member and the IFC advisor(s) with copies of these.