



## 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.



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(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 or recognized colony 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 as well as the President of each member chapter.\_

**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.



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(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 and the chapter's President is present at the meeting.

(c) A chapter's vote on any matter must be cast by the chapter's representative.

(d) A chapter representative or a chapter President may send a proxy to an IFC meeting in his stead should he have an unavoidable conflict, provided notification is given to the IFC Vice President of Communications prior to the meeting.

(e) Under no circumstances may the same individual represent a chapter representative and the chapter's President.

**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, Vice President of Finance, and Vice President of Recruitment. They shall hereinafter be referred to as the Executive Board.



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(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.

## (3) Procedures

### Section 1

Letters of Intent for all elected offices will be accepted up to fourteen (14) days before the election. The IFC President or Executive Vice President will solicit these letters of intent via E-Mail.

### 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 will review all letters of intent and subsequently hold interviews with applicants. 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 select two (2) final candidates for each position and notify all Chapter Presidents and applying candidates of the proposed slate no less than 24 hours before the next General Body Meeting. The candidates will have the opportunity to make two (2) minute speeches during the “New Business” portion of this meeting explaining their qualifications for the position. Each Chapter President and Representative will then be asked to submit feedback on a form supplied by the current Executive Board about each candidate. The GBM must fall on or before the first week of December, the precise meeting during which the election is held is at the discretion of the President and Executive Vice President.

### Section 5

After reviewing the feedback forms, the outgoing IFC Executive board will notify voting members of the proposed slate at least 72 hours before being voted upon at the next GBM. 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. These questions will be facilitated and fielded by the sitting IFC President and/or Executive Vice President.



Section 6

Votes will be cast by secret ballot.

Section 7

No proxy votes or absentee voting is permissible. If a chapter's representative and President are not in attendance at officer elections, the fraternity forfeits its voting privilege.

Section 8

A simple majority vote will pass the slate.

Section 9

If the slate does not receive a simple majority of the votes cast, each Executive Board position will be voted upon 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. For each position's election, the candidate slated by the sitting Executive Board shall be eligible to run, as will any applicants who submitted letters of intent indicating a desire to run for the position in question.\_

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 his election is entitled to run as a candidate for any of the subsequently contested Executive Board positions.

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 first Council meeting following the



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conclusion of spring recruitment. 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.

(4) 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.

(5) Appointed Committee Chairs. Within fourteen (14) days of his assumption of office, the IFC Executive Vice President, in conjunction with the Executive Board shall accept applications, interview qualified candidates, and appoint the chairmen that will fulfill the following duties. These chairmen shall, as a group, constitute the Interfraternity Council Minor Board.

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

(7) 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



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the By-laws. In the case of a vacancy in the office of President, the Executive Vice President shall assume office for the remainder of the semester unless a majority of sitting Executive Board members vote against. In that case, nominations and elections must be held in accordance with the By-laws.

(8) Removals. Elected Officers and Appointed Committee Chairs may be removed by the IFC President and consultation with 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 officer by a two-thirds (2/3) vote.

(9) 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 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. Other than their shared responsibilities, they are to perform all other duties as may be appropriate to their office.

(1) Executive Committee.

(a) President

- i. Shall preside over all meetings.
- ii. Shall act as the official representative of the Interfraternity Council.
- iii. Shall work with the Executive Board to develop a vision for the council.



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- iv. Shall implement the decisions of the Interfraternity Council.
- v. Shall have weekly meetings with the University's Director of the Office of Sorority and Fraternity Life.
- vi. Shall oversee the election and appointment process of the new Executive Board.
- vii. Shall assist with the transition of the new Executive Board.
- viii. Shall appoint and disband committees with the aid of the Executive Board.
- ix. Shall maintain an up-to-date file with all relevant IFC materials.
- x. Shall serve as an ex-officio member of all IFC committees and boards.
- xi. Shall have the power to break any tie vote by the Interfraternity Council or Executive Board.

(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 (Minor Board).
- iii. Shall meet with the committee chairmen as necessary.
- iv. Shall assist the President with the election process.
- v. Shall assist with monitoring social functions.
- vi. Shall perform other duties as necessary.

(c) Vice President of Risk Management

- i. Shall ensure fraternities are educated about all University and IFC/National Risk Management Policies
- ii. Shall enforce all IFC and Emory University related policies and procedures.
- iii. Shall host, in conjunction with the IFC Advisor, a yearly mandatory Risk Management program for all chapter risk managers, social chairs, and presidents.
- iv. Shall assist the Council Advisor with Risk Management related programming and new member education.
- v. Shall provide wristbands for all functions to member chapters.
- vi. Shall organize and assist with the monitoring of all social functions.
- vii. Shall meet with the IFC Advisor regularly to discuss issues related to the Greek community.
- viii. Shall be in charge of forming and supervising the social monitoring committee, referred to as the IFC Party Patrol.

(d) Vice President of Judicial

- i. Shall preside over all hearings of the Judicial Council.
- ii. Shall enforce all IFC and appropriate Emory University related policies.
- iv. Shall initiate investigations into fraternity conduct when necessary, with the





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guidance of the IFC Advisor.

- v. Shall maintain records of all investigations and hearings
- vi. Shall notify all chapters, in writing, of any charges, investigations and sanctions.
- vii. Shall attend the yearly Risk Management program for all chapters.
- viii. Shall meet regularly with the IFC Advisor.
- ix. Shall meet regularly with the Director of Student Conduct.

(e) Vice President of Communications and Programming

- i. Shall keep minutes of all meetings.
- ii. Shall conduct all correspondence on behalf of the Council.
- iii. Shall publish the minutes of the general meetings before the next regularly scheduled meeting. The minutes shall also be distributed to the relevant parties via E-mail.
- iv. Shall write a newsletter for the University Community on a semesterly basis detailing the accomplishments of the IFC, its chapters, and any goals it has for the coming semester.
- v. Shall publicize the Council and its events when necessary.
- vi. Shall maintain the official website of the Council, <http://EUifc.com>, as well as a direct email listserv for all IFC Chapter Presidents, Minor Board Chairs, Representatives and others to distribute general announcements and updates.
- vii. Shall serve as the principal programming officer of the Council, including coordinating event planning and promotion with key partner organizations. Such programming will include Greek Week, philanthropy and service, Wonderful Wednesdays, and assisting with recruitment activities.
- viii. Shall serve as the direct Executive Board liaison to the Greek Week/Activities Chair, and other Minor Board positions as deemed fit.

(f) Vice President of Finance

- i. Shall keep all financial records.
- ii. Shall prepare an annual budget to be voted on by the IFC General Body no later than the first Council meeting held in the month of October.
- iii. Shall prepare an annual financial report.
- iv. Shall collect dues from IFC chapters by the second IFC meeting of each semester.
- v. Shall fine chapters when necessary.
- vi. Shall work with the Student Government Association Business Manager on financial matters.
- vii. Shall reimburse fraternities and other applicable individuals in a timely manner.
- viii. Shall carry and be responsible for the official IFC purchasing card issued to



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the Council by the Student Government Association Business Manager.

(g) Vice President of Recruitment

- i. Shall oversee all registration 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 monthly 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 track all chapter's bids, accepted bids, and de-pledges.
- vii. Shall preside over Recruitment Manager selection process.
- viii. Shall have the authority to remove members of the Recruitment Committee if members fail to fulfill their responsibilities.

(2) Appointed Committee Chairs.

(a) Activities/Greek Week Chair.

- i. Shall plan activities to promote the councils and encourage interaction between all Greek-lettered organizations and independent organizations.
- ii. Shall assist with the formation of the Greek Week and Activities Committees
- iii. Shall spearhead the formation of the "Greek Week Council" : a group consisting of at least one representative from the other recognized Greek governing councils. This group shall plan, organize, and execute all Greek Week programming.
- iv. Shall oversee the IFC Activities Committees
- v. Shall help plan a Greek-themed Wonderful Wednesday at least once per semester

(b) Assistant Judicial Chair.

- i. Shall assist the VP of Judicial with all investigations and hearings
- ii. Shall assist the VP of Judicial to ensure all sanctions are completed
- iii. Shall investigate and adjudicate any case involving the chapter of the sitting VP of Judicial, or any other case that involves a clear conflict of interest

(c) Assistant Recruitment Chair.

- i. Shall assist VP of Recruitment in all recruitment activities



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- ii. Shall coordinate any and all publicity for IFC Recruitment
- iii. Shall work with the VP of Recruitment and the other Greek governing councils to plan and coordinate Makarios Day during the fall semester
- iv. Shall coordinate all presentations in residence halls promoting Recruitment

(d) Intramural Sports Chair.

- i. Shall educate all chapter IM representatives on all IFC and Emory University IM policies and procedures
- ii. Shall maintain all records for IM points
- iii. Shall update the community regularly about chapters' IM standing
- iv. Shall work closely with the Emory University Recreational Services Staff Member
- v. Shall work with the Vice President of Judicial to hold groups accountable for unsportsmanlike behavior

(e) Philanthropy and Scholarship Chair.

- i. Shall assist with the formation of the Philanthropy and Scholarship Committees
- ii. Shall oversee the Philanthropy and Scholarship Committees
- iii. Shall generate an end-of-the-semester report on the number of hours and money raised for charities
- iv. Shall provide information to chapters about potential Philanthropic and Service opportunities
- v. Shall communicate regularly with Volunteer Emory about Philanthropic and Service opportunities
- vi. Shall plan and coordinate the annual Greek Strongman Competition
- vii. Shall provide chapters with academic resources and their academic standing compared to other fraternities
- viii. Shall recognize top scholars in each fraternity for their academic successes

(f) Assistant Risk Management Chair.

- i. Shall assist the VP of Risk Management in meetings with chapters upon conclusion of social events, to go over proper Risk Management policies that were and were not followed at the event.
- ii. Shall assist the VP of Risk Management with all write-ups and findings to be delivered to chapters after meetings.
- iii. Shall assist the VP of Risk Management with all workshops throughout the year.
- iv. Shall assist the VP of Risk Management with assembly, execution and



supervision of the Risk Management Task Force.

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

## **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 and;
- (c) Serve on a minimum of one standing committee and;
- (d) Serve on the Risk Management Task Force and;
- (e) Serve as a Recruitment Captain for Spring Recruitment contingent on the failure of that representative's chapter to elect two Recruitment Captains by the end of first semester. (The end of first semester will be defined officially by the VP of Recruitment by the end of the first month of first semester at the very latest. A final date for Recruitment Captain submissions will be provided at that time.)
- (f) Serve as the chapter's judicial hearing board representative.

## **ARTICLE XI** **FINANCES**

The dues of each chapter shall be fifteen (\$15) dollars per brother and new member per semester. 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 Vice President of Finance shall send written notification of dues to the president, treasurer, and IFC representative of each member chapter within the fourteen (14) days of the invoice. Each member chapter will pay dues in full within two weeks of the invoice date.
- (b) The Vice President of Finance 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.



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(c) Each member chapter which has neither paid its bill in full, nor been granted an extension by the Vice President of Finance 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 consist of the following

- (a) Greek Week Committee and;
- (b) Activities Committee and;
- (c) Philanthropy Committee and;
- (d) Scholarship Committee.

(2) In their term, the President and Executive Vice President of the Council may create new committees or reassign existing standing committees to meet the needs of the Greek community.

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

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



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**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**

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  
Revised: November 2006  
Revised: September 2008  
Revised: March 2009  
Revised: April 2010  
Revised: January 2012  
Revised: November 2012