Constitution of the Inter-Fraternity/Sorority Council

Update September 16, 2013

Preamble

Under Article II, Section 1 of the Student Government Association Constitution, the following organization is hereby granted approval to function as a student organization for the best overall interest of the community.

Article I. Name

There shall be a body of Fraternal/ Sorority status students known as the Inter-Fraternity/ Sorority Council, henceforth known as the IFSC

Article II. Purpose

Section 1 The I.F.S.C. of Hofstra University shall serve as a unifying force among all fraternities and sororities, planning and coordinating events and initiatives in all areas of general concern. IFSC serves as a Court of Appeals for those cases previously decided by the Inter-Fraternity Council, African/ Latino Fraternal/ Sorority Association, and Panhellenic Council. Alliance henceforth known as the IFC, ALFSA, and Panhel.

Section 2 All organizations approved by the Expansion committee and their respective councils are recognized by the IFSC.

Section 3 If an organization is denied by their respective council, they may appeal to IFSC for approval.

Article III. Membership

Section 1 The IFSC membership shall consist of the following:

A. Each organization must have their President or representative at each meeting regardless of the number of members in each organization.
B. There will be IFSC attendance taken at every meeting & shall follow section 1a.
C. These representatives must be full time undergraduate students in good standing, must meet OSLA gpa standards, and be an active member of the organization.
D. The E-board members of IFSC are the Executive Board Members: Programmer, Finance Chair, Secretary, & VP/Order of Omega Chair.

E. Also included in the IFSC E-board are the Presidents of the ALFSA, IFC, & Panhel, that are voting members of the Executive Board.

F. Executive Board members shall never represent their respective organization in the IFSC.

Section 2 Organization memberships to IFSC is limited to collegiate and social fraternities and sororities, which are recognized by the IFC, Panhel, and ALFSA respectively.

Section 3 Only members of fraternities and sororities which are represented on the IFSC shall be recognized as Fraternal/Sororals. (i.e. Hold Fraternal/ Sororal status)

Article IV. Voting

Section 1 Each represented organization shall have one (1) vote. The power to vote shall be vested in the IFSC representative; only in his/her absence will the accompanying representative be empowered to vote.

Section 2 The IFSC constitutional regulations shall be passed by a 2/3 vote at a meeting. A quorum must be present for any vote to take place. Financial appropriations must have majority approval of Executive Board members. Any judicial decision of the Executive Board must have a 2/3 approval of the Executive Board members.

Section 3 President or Representatives present may be called upon to serve the interest of his/ her organization without prior notice.

Article V. Suspension

An organization is found responsible from an investigation through the OSLA or any other department.

Section 1 A suspended organization must meet the following requirements:

A. Must have full representation at all IFSC meetings.
B. Must still fulfill all 5-Star program requirements

Section 2 Suspended organization’s sanctions include but are not limited to:

A. No mixers
B. No parties
C. No recruitment
D. No pledging or New Member Education or intake
E. No Intramurals
F. Cannot sponsor or co-sponsor events
G. All social events are automatically canceled
H. Also will adhere to any sanctions that the Office of Student Leadership & Activities warrants.

Section 3 All of the following are grounds for suspension:

A. Any violation of the Office of Student Leadership and Activities policies
B. Any act of hazing
C. Any unlawful activity
D. Any violation of New Member Education
E. Not meeting minimal 5 Star requirements
F. Recruiting or hosting off campus events during Welcome Week

Section 5 If a suspended organization violated any sanctions of their suspension; they are subject to additional penalties to be decided by the IFSC Executive Board with the approval of OSLA.

Section 6 If an organization is suspended by OSLA or Community standards and a member is part of the E-Board they automatically resign from their position.

Article VI. Duties and Powers

Section 1 The IFSC Executive Board shall have the right and power to supervise and coordinate all the activities pertaining to the social Fraternities and social Sororities organizations of Hofstra University.

Section 2 IFSC mandates that all Executive Council Board Members attend University events required by the IFSC Council (i.e. President’s Retreat). Failure to adhere will result in monetary fines and/or suspension of position.

Section 3 To review and standardize the philosophy, goal, and ideals, and requirements for the Fraternity & Sorority organizations of Hofstra University.

Section 4 An organization not recognized as a Fraternity & Sorority by IFSC, Panhel, ALFSA, and IFC respectively, may not represent itself as a social Fraternity & social Sorority organization (i.e. may not pledge or discriminate in its membership) unless that organization is recognized by another academic division of Hofstra University. In this case, it must be regulated by that division or department (i.e Pre-professional fraternities and honor societies).
Section 5  All major proposals made on the floor during an IFSC meeting can be channeled by the IFSC e-board into an appointed (volunteered) or standing committee for study and recommendations.

A. The chairperson of the appointed or standing committee shall be empowered to create such sub-committees as he/she deems necessary for the proper functioning of the committee.

Section 6  The IFSC Executive Board will be the final judicial authority in any dispute concerning social Fraternity & Sorority organizations. (When internal dispute occurs, the involved parties shall not have votes)

A. Any appeal to the IFSC must be submitted in writing to the IFSC E-Board and cc the Graduate Assistant to be added to the agenda during New Business.
B. The Appeals Board shall be made up of the Body of IFSC and headed by VP/Order of Omega.
C. As the first order of business, an Appeals Board shall be called to review the original decision and its appeal.
D. It shall be the responsibility of the IFC, Panhel or ALFSA President to defend the original decision.
E. All appeals must be brought back by all representatives to their organizations and the voting will take place at the next meeting.
F. The Appeals Board, after review of the appeal, shall render one of the following decisions by a 2/3 vote:
   i. Uphold the original jurisdiction.
   ii. Refer back to the respective council.
   iii. Apply a sanction contained in the respective council’s constitution.
   iv. Overturn all or part of original decision.
G. Certain violations are met with minimum suspension period of one full semester.

Article VII.  Selection of the I.F.S.C. Officers

Section 1: The Inter-Fraternity Sorority Council Executive Board shall be comprised of four positions selected by an application process. The Assistant Director and Graduate Assistant for Fraternity and Sorority Life shall review these applications and select the best-qualified candidates for these positions at the end of the each spring semester.
• To be eligible to apply you must have a 2.5 GPA, be in good standing with the university and your organization must be in good standing with OSLA & the university.
• Each organization can have a maximum of two (2) representatives on the e-board (which includes IFSC appointed and council elections).
  o If your elected president of your organization you cannot serve in the E-board for Appointed or Council elections.
• All E-Board positions are expected to be in attendance at all IFSC meetings as well as IFSC required events.
• Also the E-Board is expected to help one another out, all these specific requirements of the positions are their primary responsibility however everyone will help one another.
• All E-board will help facilitate meeting which are preceded by Council break out meetings.
• All Council elections will take place at the same time and will take place in April, after elections applications for first Friday of May for Programmer, Finance Chair, Secretary, and VP
• The positions are as follows:
  o Programmer
  o Finance Chair
  o Secretary/Public Relations
  o Vice-President/Order of Omega

Programmer

The programmer shall sit as an executive board member of the Inter-Fraternity Sorority Council. This person will be tasked with spearheading the major Fraternity/Sorority Life events.

Fall Events

Anti-hazing Awareness

• Follow national dates for anti-hazing awareness
• Book atrium tables
• Create flyers
• Create a program or event throughout the entire week

Meet the Greeks

• Book a large space on campus and be sure there are enough tables so that each organization has one.
• Be sure each organization has an APPROVED two (2) to three (3) minute presentation on their organization.
• Order light refreshments.
• Market event

Fall Festival
• Work with OSLA to make sure all tasks are accomplished below:
  • Be sure that there are enough flatbeds for the Fraternity/Sorority Life pairings
  • Once a theme is picked, make sure there is a lottery AT LEAST two (2) weeks before Fall Festival
    o Whoever picks first in the lottery will go last in the parade, picks second will go second to last, etc.
  • Make sure the space for building is booked.
  • Be sure to collect everyone’s blurb about their float, music for skit, and music for lip sync
  • Be sure to have a DJ for lip sync
  • Book space for lip sync

Hofstra Celebrates the Holiday
• Work with OSLA administrators who are in charge of Hofstra Celebrates the Holidays
• Once a theme is picked, make sure there is a lottery AT LEAST two (2) weeks before Hofstra Celebrates the Holidays

Spring Events
Leaders with Letters Conference
• Act as a liaison between Fraternity/Sorority Life and the Office of Student Leadership and Activities
• Help plan and implement the conference with the Assistant Director and Graduate Assistant for Fraternity/Sorority Life.

Greek Week
• The Programmer shall act as the Greek Week Coordinator. With the help of the entire IFSC E-Board, create, plan, and implement all Greek Week Sports and Events as outlined in the Greek Week files
  o Look in Appendix A for the Greek Week files
• Each organization nominates two representatives to volunteer to be in the Greek Week Committee

IFSC Benefit Show
• Book space for the show
• Order refreshments
• Pick a Hofstra specific cause
• Be sure each organization has an act to perform
• Be sure each organization has a give-a-way for door prizes
• Invite outside clubs to perform
• Market the event

**Finance Chair**

The finance chair shall sit as an executive board member of the Inter-Fraternity Sorority Council. This person will act as the liaison between IFSC and the Student Government Association (SGA) for financial and other relations. The finance chair shall serve as the “bookkeeper” for ALL of Fraternity/Sorority Life and will have to be in constant contact with the treasurers of the Inter-Fraternity Council, Panhellenic Council, and the African Latino Fraternal Sororal Alliance. Help raise money and necessary funds for the regular operation of the IFSC. Organize at least one (1) fundraising event during each fall and spring semester sponsored by IFSC. All financial business does not become official until it passes in an IFSC meeting. When requesting a new budget or additional allocation, all requests must be presented to the SGA by the IFSC Finance chair. The request must be in writing with the appropriate number of copies for the members for the committee, and the IFSC Executive board. Fraternities and sororities are encouraged to co-sponsor events with other on-campus clubs and organizations, but may not give money to other clubs, organizations, and / or fraternities and sororities involved. Each organization involved must be appropriately funded. Funds may not be used for dues (both nationally and University related), fines (both nationally and University related), or formals.

**Appropriations**

*External – SGA*

• The Finance chair shall act as the liaison between Fraternity/Sorority Life and SGA.
• When any organization or council would like to be appropriated money through SGA the finance chair shall help them with the paperwork and represent them at the SGA appropriations.

*Internal*

• The Finance chair shall act as the unbiased member of the IFSC E-board who facilitates a vote when appropriating our own funds to organizations

**Dues and Fines**

• The finance chair will be in charge of collecting dues, $4 per active member, at the beginning of each semester.
• If an organization fails to pay dues in a timely manner (within one week of the due date) the finance chair shall issue a $50 fine.
• If an organization misses a meeting, that will result in a $25 fine.
• Any other fines for other offenses (including but not limited to: missing a President’s retreat, dirty rushing, missing a mandatory event, etc.) must be decided upon by the finance chair and approved by the Assistant Director and Graduate Assistant.
• All fines must be paid by the end of the semester. Failure to do so will cause the organization to be inactive until payment is collected.

**Secretary/Public Relations**

The secretary shall sit as an executive board member of the Inter-Fraternity Sorority Council. This person will be the only Secretary collecting all the council’s minutes, with that; they must be in attendance at EVERY IFSC meeting and take minutes and attendance for ALL of the councils. They will also be in charge of the upkeep of the IFSC office, keep track of all councils office hours, be sure the mailbox Fraternity/Sorority Life is organized and up to date. Create all advertisements for the programmer, Registration Packet, and Social Media (facebook, twitter), making sure all websites upkeep, videos, Instagram, and Calendar (silverscreen) are updated.

**Vice President /Order of Omega Chair**

The Order of Omega Chair shall sit as an executive board member of the Inter-Fraternity Sorority Council. The only people eligible for this position are those who have been elected to the Order of Omega E-Board. They will be in charge of keeping the IFSC updated with what Order of Omega is doing as well as publicizing for Order of Omega and 5-Star.

**Section 2**

**Oath of Office**

I (name) do solemnly swear pledge myself to fulfill the duties and responsibilities as (office) of the Inter-Fraternity/Sorority Council to foster cooperation and good will among the fraternities and sororities of Hofstra University.

**Section 3**

The term of office shall be one year and shall begin following inauguration of the spring semester and shall end with the inauguration of new officers.
Section 4  As an IFSC E-Board member if their respective organization receives a 2 or 1 star he/she will resign from office. (This will apply to all Councils as well)

Article VIII.  Meetings

Section 1  There shall be one (1) regular meeting of the entire IFSC every full week during the academic year. The exact time shall be determined by common agreement of the members of the IFSC e-board.

Section 2  Special meetings may be called within forty-eight (48) hours if an email notification is provided for each organization by either the IFSC E-board or GA.

Section 3  There shall be bi-weekly meeting of the IFSC E-Board every other week during the academic calendar year. The exact time shall be determined the common agreement of the members of the IFSC E-board at the beginning of each semester.

Section 4  All IFSC meetings, except the E-Board, shall be open to the Hofstra Community without speaking privileges. Permission to speak will be given if request is made prior to meeting and just cause is seen by the IFSC E-board.

Section 5  All Council (ALFSA, IFC, and Panhell) Meetings will take place prior to IFSC meeting.

Article IX.  Amendments

Section 1  Amendments to this Constitution may be proposed at any regular meeting of the IFSC during New Business and shall be voted upon at the next regular business meeting. Amendments proposed must be submitted in writing.

Section 2  Amendments to the Constitution shall become law if approved by a 2/3 vote of the members present at the meeting.

Section 3  Amendments to this Constitution must also be reviewed and approved by the Rules Committee of the Student Government Association, as stated in the Senate by-laws Article III, Section 8d.

Article X  IFSC Events Agreement

Section 1  This agreement applies to any on campus events sponsored by IFSC, IFC, Panhel or ALFSA.

  A. The councils of the IFSC (IFSC, IFC, Panhel, and ALFSA) hold signature on campus events throughout the academic year. Full attendance is required by all members of IFSC organizations.
i. These programs are defined as any event held on Hofstra University’s campus sponsored by the councils of IFSC, Panhel, IFC, and ALFSA.

B. All social Fraternities & social Sororities organizations will be notified of these events at the beginning of each semester.

C. Each of these events require attendance by each organization of the social Fraternities & social Sororities recognized by Hofstra University and IFSC.

D. Any organization’s failure to have required attendance will result in monetary fines and the potential to go under review by the IFSC Executive Board.

i. Any absence of one member of a social Fraternities & social Sororities organization will be documented and handed to the IFSC E-Board, the sponsoring council and Assistant Director, the week of the event.

ii. Any social Fraternities & social Sororities organization’s failure to provide documentation of any absence will pay a fine of ten (10) dollars per member absent from the mandated event, and the IFSC E-Board and the Assistant Director will provide a justly penalty for missing the event.
By- Laws to the Inter-Fraternity/Sorority Council Constitution

Updated May 8, 2013

Article I. Attendance

Section 1

Full representation (or full attendance) for an organization shall be The President or representative of the organization at the IFSC meeting.

A. Failure of an organization to send a representative (preferably the President to the weekly meeting) will result in an organization being fined $25.00.

B. Failure of an organization’s full representation from a second meeting will result in an organization being fined an additional $50.00.

C. An absence from a third meeting will result in an automatic review of the organization by the IFSC Executive Board.
   i. After immediate review by the IFSC Executive Board the organization could be subject to larger fines or temporary suspension of the fraternity or sorority’s. (Organizations could lose any event they are sponsoring)

D. Reinstatement will result after four academic weeks following the third and final absence, as long as attendance to all meetings since the final absence was recorded.

E. The fine will be paid by the following meeting
   i. Failure to pay fine by the following meeting will result in an organization being fined an additional $10.00 in addition to their original fine.

Section 2

Fraternities or sororities having been suspended must have full representation at all the IFSC meetings during their suspension without voting privileges.

Article II. Quorum

A quorum for the transaction of business shall consist of 2/3 of the recorded members of the IFSC/

Article III. Resignation
A member’s resignation will be recognized upon receipt of formal letter from that member to the IFSC E-Board, GA, or Assistant Director.

**Article IV. Rules of Order**

**Section 1**
All meetings of the IFSC shall be conducted according to Robert’s Rules of Order Revised.

**Section 2**
A motion to suspend the rules must be passed by a 2/3 vote of the IFSC.

**Article V. Impeachment**

**Section 1**
The cause for impeachment shall be failure to execute duties properly.

**Section 2**
Procedure

A. Impeachment proceedings shall begin with a petition signed by three or more members of the council, which shall be presented to the Assistant Director.

B. The advisor shall preside over the meetings at which impeachment is discussed and at which the office in question is not present. Both sides of the question shall be presented.

C. The impeachment shall be discussed further at the next regular meeting. The officer in question shall be present and the advisor should preside.

D. A 2/3 majority vote, by closed ballot, shall determine the vote.

E. Should the officer be found guilty, he/she shall be required to submit a resignation and be removed from office immediately.

F. An emergency application for that office shall be due by the next regular meeting.