

SOUTHEASTERN
INTERFRATERNITY
CONFERENCE



CONSTITUTION
ADOPTED: FEBRUARY, XX, 20XX

PREAMBLE

Recognizing the significant impact that the collegiate fraternity experience can have upon a college student and the importance in promoting a positive living and learning environment on the college campus, the Interfraternity Councils and like organizations within the Southeastern United States do hereby associate themselves into the Southeastern Interfraternity Conference.

ARTICLE I: NAME

The name of this organization shall be the Southeastern Interfraternity Conference, hereafter referred to as the SEIFC

ARTICLE II: OBJECTIVES

- Section 1:** To promote relationships among individual fraternity chapters and Interfraternity Councils which are conducive to the positive development and welfare of the fraternity system on the collegiate campus.
- Section 2:** To provide for the exchange of ideas, programs, and concepts through the implementation of service oriented programs coordinated by the SEIFC for the strengthening of the interfraternity system on member institution campuses.
- Section 3:** To establish a continuous communication system among Interfraternity Councils through a publication known as the SEIFC ~~SOUND~~ Torch, program exchanges, and referrals, and general networking among members.
- Section 4:** To promote relationships among all potential member institutions with efforts to incorporate diversity in membership by expanding programs to meet the culturally, educationally, and programmatically diverse institutions represented in the southeast membership.
- Section 5:** To educate members about the current developments and issues within ~~the southeast and~~ the international fraternity system.
- Section 6:** To recognize significant contributions by member institutions to the growth and development of the fraternity system on their campuses and within the region.
- Section 7:** To develop resolutions and recommendations that will further the purpose and ideals of the collegiate fraternity system.
- Section 8:** To organize exclusively for educational purposes, including but not limited to those purposes, consistent with organizations that qualify as exempt under section 501(c)(6) of the Internal Revenue Code or corresponding provisions of any future United States Internal Revenue laws.

ARTICLE III: MEMBERSHIP

- Section 1:** Paid attendance at the annual Leadership Academy by an institution's Interfraternity Council will constitute membership until the following Leadership Academy.

ARTICLE IV: MEMBERSHIP RESPONSIBILITIES

- Section 1:** Members are expected to promote a positive fraternal experience within the institution by implementing programs and services, which enhance living and learning opportunities.
- Section 2:** Members are encouraged to share ideas and programs with other institutions in the region and participate in the recognition programs of the SEIFC designed to promote the same.
- Section 3:** Members are expected to adhere to and promote positions and resolutions taken by the SEIFC or its Executive Board.
- Section 4:** Members are expected to recognize the importance of diversity within their systems and to support the growth and development of fraternal organizations.

ARTICLE V: ELECTIONS AND VOTING

- Section 1:** ~~All IFC voting delegates are eligible to vote on all matters affecting the SEIFC, unless approved in advance by the Executive Board.~~ All institutions in attendance at the Annual Leadership Academy will be allowed one voting delegate. Voting delegates are eligible to vote on all matters brought up during the business meeting or by the Executive Board throughout the year.
- Section 2:** Matters needing a vote by the membership with the exception of election of officers, may be considered in one of two manners: by a vote of the membership in attendance at the annual meeting, or by a mail ballot sent to all current members.
- Section 3:** On matters not able to be presented to the membership at the annual meeting and deemed necessary for an immediate vote by the Executive Board, an e-mail ballot ~~can be taken by sending it to all paid members qualifying~~ will be sent to all institutions present at the previous Annual Leadership Academy. A majority will consist of those members returning ballots and received by a designated deadline.
- Section 4:** All elections of officers must be held during the annual business meeting at the SEIFC Leadership Academy.
- Section 5:** All candidates for office shall receive the endorsement of their institutions prior to being considered eligible for office.
- Section 6:** An institution may only have one student officer serving on the SEIFC Executive Board at any given time.
- Section 7:** All candidates for office must be able to serve their entire term in office to be eligible for office.
- Section 8:** All candidates must be registered for the SEIFC Leadership Academy and be in attendance at the annual business meeting, or area meeting, to be eligible for office.
- Section 9:** All candidates for elected office must be nominated in one of the following manners:

- A. Submission of a candidacy statement, platform information, resume of experience and qualifications to the elections coordinator PRIOR to the Leadership Academy. These materials must be accompanied by a statement from the institutional advisor indicating his/her commitment to serve on the Executive Committee should the candidate be elected.
- B. Submission of the materials mentioned above prior to the start of the Annual Business Meeting at which the election will be held, including the ATTENDANCE of the institutional advisor at this meeting and confirmation of his/her commitment to serve on the Executive Committee should the candidate be elected.
- C. A candidate who was eligible for the position of SEIFC President but was not elected shall be considered eligible for the position of Vice President.
- D. In the event that no candidates for office have met candidacy qualification as defined in items (a) or (b) of this section, then nominations may be taken from the floor at the meeting with verification by an Executive Board member advisor that the candidate has the support and endorsement of his institutional advisor.
- E. All candidates are strongly encouraged to attend the Candidates Meeting scheduled during the conference.

Section 10: Elections shall be by majority vote of qualified members of the SEIFC in attendance at the annual business meeting ~~or area meeting~~, assuming that a quorum is present. If any one candidate does not receive a majority, a runoff election shall be held between the two (2) nominees receiving the greatest number of votes on the previous ballot.

Section 11: If for any reason, a member who is registered for the SEIFC Leadership Academy and has paid all necessary fees cannot attend or is forced to leave prior to elections, a written proxy vote may be submitted to the SEIFC President by that member before the time the election is held.

Section 12: The Executive Director shall initially be selected after a qualified search has occurred and a recommendation approved by a majority vote of the membership at the annual business meeting. After initial approval by the membership, the Executive Director will remain in office until such time as s/he deems it appropriate to resign or until the membership, through a majority vote of the membership, indicates its desire to have the Executive Director resign. The Executive Board may call for the Executive Director's removal, and the request must be approved by a majority of the membership at the annual business meeting. If the Executive Director resigns mid-year, the Executive Board shall name an interim Executive Director for the remainder of the term.

Section 13: Any IFC or council that has not ~~paid dues and/or~~ registered for the annual Leadership Academy forfeits voting privileges at the business ~~or area meetings~~. Neither shall they have the privilege to debate at these meetings, unless such is granted by the majority vote of those in attendance at this meeting, assuming the presence of a quorum.

Section 14: At the annual business meeting ~~and area meetings~~, a quorum is defined as fifty percent (50%) plus one (1) of those qualified members paid and registered for the annual Leadership Academy.

Section 15: All voting will be by secret ballot for officer elections. Other votes will be taken by hand or voice unless otherwise requested by a majority vote of the membership.

ARTICLE VI: ANNUAL LEADERSHIP ACADEMY AND MEETING

Section 1: The SEIFC Leadership Academy shall be held during the months of February or March of each year at a location recommended by the Executive Director and approved by the Executive Board.

Section 2: The Executive Director with the advisement, consent and participation of the Executive Board will coordinate the Leadership Academy.

Section 3: The annual business meeting is to be held during the Leadership Academy and chaired by the SEIFC President with the advice and consent of the Executive Board.

Section 4: ~~The area meetings will be coordinated and chaired by the Vice President of each area with the advice and consent of the Executive Board sometime during the annual Leadership Academy.~~

Section 54: ROBERT'S RULES OF ORDER, REVISED, shall be followed during the annual business meeting ~~and area meetings.~~

ARTICLE VII: OFFICERS

Section 1: ~~The elected officers of the SEIFC are the President and the four Vice Presidents. Each of the four elected vice presidents, in gavel order, will be responsible for one of the following areas of responsibility for the SEIFC Leadership Academy: Awards, Elections, Registration, or Communications/Vendors.~~

The elected officers of the SEIFC shall be responsible for the overall operation and management of the SEIFC, maintenance of the SEIFC annual budget, records, constitution and bylaws, and representation of the delegate universities within the SEIFC and their communal interests. The Executive Board shall consist, in gavel order, of The President, The Vice President of Awards, The Vice President of Programming, The Vice President of Communications, and the Vice President of Vendors.

Section 2: The appointed officers of the SEIFC are the Associate Executive Director, the Assistant Executive Directors, the FEA Liaison, and the Executive Director. ~~Associate and Assistant Executive Directors shall be appointed directly by the Executive Director.~~

Section 3: The elected officers of the SEIFC will serve a term of one year from the time of their election until the next election.

Section 4: The appointed positions of Associate Executive Director, Assistant Executive Director, and Executive Director are those individuals who 1) serve as student affairs professionals on campuses located throughout the ~~southeast~~ country, 2) a previous full-time student affairs professional pursuing a doctoral degree, or 3) are employed at an (Inter)National fraternity or sorority headquarters; and have a desire and/or responsibility to provide guidance to campus Greek organizations. ~~These positions are appointed by the current Executive Director.~~

Section 5: The FEA Liaison will be selected by the Fraternity Executives Association and will serve for a period determined by the FEA and confirmed by the SEIFC Executive Board. The FEA Liaison shall be ~~replaced~~ removed for cause by a majority vote of the SEIFC Executive Board.

Section 6: The ~~President, Vice Presidents~~, Associate Executive Director, Assistant Executive Directors, FEA Liaison, and the Executive Director will serve as non-voting members of the SEIFC Executive Board. The President will be allowed a vote only in cases of a tied vote among the Vice Presidents.

Section 7: In the event that the President is unable to serve out the remainder of his term, the Executive Board shall elect by ~~plurality~~ majority vote from among the Vice Presidents, to assume the position and duties of the President until the regular term of office is complete.

Section 8: In the event that any one of the Vice Presidents is unable to complete his term of office, the President shall appoint, within four (4) weeks, any qualified candidate, with the approval of the Executive Board. This person will assume those duties of the Vice President until that term of office has expired.

Section 9: The SEIFC President is an elected official representing the ~~entire geographic region in the~~ SEIFC. The President is responsible for the functioning of the SEIFC by coordinating the activities of the conference through the Area Vice Presidents. The SEIFC President reports to the Executive Director and is specifically responsible for:

- A. Presiding at all meetings of the Executive Board
- B. Appointing all non-elected offices and appointing all committees and committee chairpersons.
- C. Appointing and coordinating a student disciplinary committee prior to the Leadership Academy.
- D. Coordinating the annual membership recruitment plan through the Area Vice Presidents.
- E. Maintaining contact with member IFC's via letters, telephone calls and visits if possible.
- F. Providing articles for each issue of the ~~SOUND~~ Torch in addition to providing ideas and direction for the ~~SOUND~~ Torch content.
- G. Promoting and encouraging member institutions to attend the Academy and encouraging those schools to consider nominating qualified students for SEIFC offices.
- H. Having full involvement in the planning and developing of the Leadership Academy including participation in educational sessions, conducting the Academy orientation session, conducting the annual business meeting and appropriate meal functions and events.
- I. Conducting a new officer orientation along with the outgoing Vice Presidents.
- J. Keeping abreast of all interfraternal issues.
- K. Communicating with the SEIFC Executive Board and sending copies of all correspondence to the Executive Director.
- L. Providing the Executive Director with biographical information and a picture (upon request) for inclusion in the SEIFC ~~SOUND~~ Torch.

Section 10: The Vice President of Awards will be responsible for:

- a. Working alongside the Executive Board Adviser of Awards to re-evaluate all SEIFC awards criteria.
- b. Helping the awards adviser in assembling a committee to evaluate all award entries.
- c. Sending all SEIFC registrants a reminder e-mail to apply for SEIFC Awards.
- d. Helping the awards adviser in the planning and execution of the closing awards banquet including:

- a. Ordering all desired decorations for the closing awards banquet.
- b. Writing the script for the closing awards banquet.
- c. Developing a paper program for the awards banquet.
- d. Creating a PowerPoint presentation to assist in announcing awards recipients.

Section 11: The Vice President of Programming is responsible for coordinating the speaker series and educational programming during The Academy. The Vice President of Programming reports to an Assistant Executive Director and is responsible for:

- Assisting in the development of a Call to Programs.
- Coordinating the Emerging Leaders Institute.
- Maintaining and updating the SEIFC Constitution as needed.
- Creating and releasing applications for the SEIFC Elections.
- Ensuring Elections are conducted properly.

Section 12: The Vice President of Communications

- Take minutes during all meetings of the SEIFC board as well as all conference calls
- Manage SEIFC social media accounts (Twitter, Facebook, and Instagram)
- Update & review officer/general information on the SEIFC website
- Sit as a member on the Recruitment & Retention Committee of SEIFC
- Take minutes for all conference calls of the committee
- Encourage preregistration/ Oversee onsite registration at SEIFC
- Generate content ideas for the SEIFC Torch

Section 13: The Vice President of Vendors works closely with the Associate Executive Director to accomplish the following:

- Create a strategic year-round Vendors plan for the following SEIFC Leadership Academy
- Foster relationships with potential vendors to attend the following SEIFC Leadership Academy
- Solicit sponsorships to support SEIFC educational programs
- Procure items for the following annual SEIFC Silent Auction
- Coordinate efforts with fraternity headquarters to solicit donations for annual SEIFC Silent Auction
- Create a monthly “Vendor Spotlight” that will be featured in the SEIFC e-publications Torch/Sound and website
- Establish and maintain a strong standing relationship with all Associate Members

Section 14: Each Vice President is responsible for providing leadership to the SEIFC through active participation in membership recruitment efforts, SEIFC publications, in the annual Leadership Academy and the general operations of the conference. The Vice Presidents are responsible to a specific Executive Board advisor and the SEIFC President for:

A. Membership Recruitment

- a. ~~Sending at least three (3) letters throughout the year to IFCs in the states assigned to him.~~
- b. ~~Targeting IFCs within the state assigned him for special attention in recruiting them as members.~~

B. SEIFC SOUND Torch

- a. Providing the Executive Director with biographical information and a picture (upon request) for the fall issue.
 - b. Submitting thoughtful articles regarding IFC-related issues and information on regional accomplishments, concerns, etc.
 - c. Encouraging members within the region to submit articles.
 - d. Providing ideas and direction for the content of the ~~SOUND~~ Torch.
- C.** SEIFC Academy
- a. Assisting in the planning and development of the Academy.
 - b. Participating in sessions as appropriate.
 - ~~c. Conducting the area business meeting.~~
 - d. Working registration and generally helping as needed during the Academy.
 - e. Providing an orientation for newly elected Vice Presidents.
- D.** Administration
- a. Attending all Executive Board meetings.
 - b. Maintaining contact and soliciting feedback from members in the region.
 - c. Keeping abreast of interfraternal issues.
 - d. Promoting and encouraging member institutions to attend the Academy.
 - e. Encouraging member institutions to nominate qualified persons for SEIFC offices.
 - f. Working with their advisors and sending copies of all correspondence to the Executive Director.

Section 11: The SEIFC Executive Board is responsible for working directly with the student officer in assisting him in meeting the duties of his office by:

- A.** Planning and coordinating a function/program of the SEIFC, which will be determined after consulting with the Executive Director.
- B.** Assisting in membership recruitment and Academy participation by contacting potential member institutions fraternity advisors and/or professional staff.
- C.** Providing support to the student officer through their office.
- D.** Attending SEIFC board meetings and the annual Leadership Academy.
- E.** Providing ideas and articles for inclusion in the SEIFC ~~SOUND~~ Torch.
- F.** Previewing all correspondence, programs and plans of the elected student officers.
- G.** Providing a viable leadership and learning experience for the student officers.

Section 12: The FEA Liaison shall work closely with the SEIFC Executive Director in the oversight of both the Leadership Academy and the general association. The FEA Liaison shall attend all meetings of the SEIFC Executive Board and shall be entitled to voice in all matters of business. ~~The FEA Liaison shall be appointed by the Fraternity Executives Association with consent of the SEIFC Executive Board and shall be removed by a majority vote of the SEIFC Executive Board.~~

Section 13: The SEIFC Executive Director reports directly to the general association and the SEIFC Executive Board. The Executive Director serves as the chief operations executive for the association with oversight responsibility for all aspects of the SEIFC. This includes:

- A.** Coordinating day-to-day managerial functions of the SEIFC.
- B.** Membership solicitation.
- C.** All financial aspects for the SEIFC and Academy including receipt of monies, approval of expenditures, payment of accounts, collections, submission of

- financial reports, and filing of tax records, reimbursements, budgetary development and supervision, supervision of all SEIFC accounts/funds and all other aspects associated with the financial operations of the SEIFC.
- D.** Serving as the contracting agent for the SEIFC with board knowledge.
 - E.** Site selection, negotiation and contracting for the SEIFC Leadership Academy with board approval.
 - F.** Coordinating all publications of the SEIFC unless otherwise delegated.
 - G.** Supervising all aspects of the Leadership Academy, even those delegated to board members, to insure a successful Academy both educationally and financially.
 - H.** Representing SEIFC at conferences, meetings, etc., as appropriate.
 - I.** Serving as the archivist of the SEIFC.
 - J.** Maintaining an ongoing communication system between board members.
 - K.** Planning all board meetings.
 - L.** Orienting and training board members.
 - M.** All other duties necessary for the effective and successful functioning of the SEIFC.

ARTICLE VIII: FINANCES

Section 1: The SEIFC will operate using a budget created by the Executive Director and approved by the SEIFC Executive Board.

Section 2: All financial transactions of the SEIFC will be under the direction of the Executive Director following the approved budget with the option for Executive Board review of actions taken.

Section 3: The Executive Board may develop policies governing the assumption of reasonable administrative expenses by the SEIFC incurred by the board in the performance of their duties.

Section 4: The SEIFC will develop sound and prudent financial systems designed to insure the long-term health of SEIFC including but not limited to membership dues, fees and assessments, reserve funding, financial policies and other such concerns related to finances of the SEIFC.

ARTICLE IX: IMPEACHMENT

Section 1: Any elected officer of the Executive Board may be removed from office by a three-fifths (3/5) vote of the entire executive board.

ARTICLE X: AMENDMENTS

Section 1: This constitution may be amended by a two-thirds (2/3) vote of those regular member institutions/IFCs at the annual business meeting, assuming a quorum is present, or when deemed necessary by the Executive Board by receiving a two-thirds (2/3) vote of the membership by a mail ballot conducted following prescribed procedures.

Updated and Ratified: February 2015