PROFESSIONAL FRATERNITY COUNCIL CONSTITUTION

PURPOSE

In order to promote and enhance professional, service, and scholarly-based organizations, fraternities, and sororities on the Colorado State University campus, the Professional Fraternity Council (PFC) shall serve as a cooperative forum for sharing ideas, information, experiences, and concerns. By increasing the awareness of professional fraternal organizations on the Colorado State University campus, we strive to create a spirit of fellowship among the university and the local community. The Professional Fraternity Council exists to stimulate interaction among its members, further their common interests, and enhance their united impact at Colorado State University. We do ordain and establish this constitution of the Professional Fraternity Council of Colorado State University.

ARTICLE I - Membership

Section 1. Membership within the PFC

I. Membership in the PFC is granted to all chapters of fraternities and sororities in the Professional Fraternity Association.
   A. http://www.professionalfraternity.org/fraternal-members-listing.html

II. *Membership or participation in the PFC may not be used as a condition for host institution recognition as a student organization.*
   A. Refer to the Statement of Relationship document for the responsibilities of the representatives and their host fraternity or sorority.

III. Chapters of fraternities and sororities that are specifically interest-based may also be eligible for membership in this Professional Fraternity Council.

Section 2. Membership Additions

I. Should chapters of fraternities and sororities that are not recognized in the Professional Fraternity Association seek membership within the PFC, they must
   A. Submit a letter of interest outlining why they seek membership and their ability to uphold all the responsibilities of membership as outlined within the PFC's governing documents.
   B. Provide their local chapter's governing documents.
   C. Be a registered student organization.
   D. Seek a majority vote of the council's eligible voting body in favor of the addition.

Section 3. Membership Rules of Order

I. The Professional Fraternity Council of Colorado State University shall not discriminate or deny membership to any student or organization on the basis of race, age, color, religion, national origin or ancestry, sex, gender, disability, veteran status, genetic information, sexual orientation, or gender identity or expression.

Section 4. Duties of Membership

I. All chapters constituting the PFC shall have one delegate and one alternate delegate who is charged with the responsibilities of attending all meetings hosted by the PFC.
II. Membership organizations are allowed no more than three (3) unexcused absences at a PFC meeting or event throughout a calendar election cycle.
III. Chapters holding membership in the PFC must adhere to all PFC-specific policies, Fraternity & Sorority Joint Policies, and Colorado State University Policies as they pertain to fraternities and sororities, registered student organizations, and students.
IV. Chapters holding membership in the PFC must become and/or maintain their status as a Registered Student Organization.

Section 5. Membership Revocation

I. A member chapter will lose PFC recognition if their chapter:
    A. Loses recognition from Colorado State University
    B. Fails to comply with the bylaws and governing documents of the PFC over the course of three (3) semesters including, but not limited to, duties of membership, or academic standards.
II. An organization seeking to withdraw from the council must:
    A. Provide a letter of withdrawal outlining the intentions and reasoning for withdrawing membership from the PFC within at least one (1) month of the calendar election cycle.
    B. After providing the necessary documentation, seek a majority vote from the council in favor of the respective organization withdrawing from the council.
    C. Any fraternity that has withdrawn or lost its membership status within the PFC can regain full membership no sooner than one (1) year after previous removal or withdrawal.
        1. If the withdrawal deadline is not met, the organization is held responsible for all duties outlined within the governing documents of the PFC.

Article II - Organization & Government

Section 1. PFC Officers

I. Officers of the PFC must strive to act in the best interest of the PFC and not in the sole interest of any individual fraternity or sorority.
II. The elected officers shall be the President, Vice President, Secretary, Treasurer, Professional Development Chair, External Relations Chair, and Council Development Chair.

Section 2. Officer Eligibility and Terms

I. Individual members who wish to campaign for an office within the PFC must:
    A. Be enrolled at Colorado State University as a full-time student.
    B. Have completed at least 30 credit hours at Colorado State University.
    C. Be in good standing regarding conduct and academic standards with Colorado State University.
    D. Maintain active or good standing with their respective affiliate organizations. II. No PFC officer may hold an equivalent or comparable position within their

respective chapter concurrent with any part of their term as a PFC officer unless there are extenuating circumstances.

II. No more than three (3) members from the same organization may hold office during the same term unless there are extenuating circumstances.

III. Each officer's term will last until the following year's election (approximately a calendar year).

IV. Officers must be able to fulfill their entire term (January to December, traditionally) unless extenuating circumstances are present.

V. Each officer must be willing and able to commit to completing all their duties as assigned in the governing documents of the PFC.

VI. **Member-to-Application Ratio Requirement**

A. **In order to promote active engagement and growth, each chapter is required to submit a minimum of one (1) application for every twenty (20) active members per recruitment cycle.**

B. **Failure to meet this 1:20 ratio will result in a fine of twenty dollars ($20) for each application the chapter is missing to meet the requirement. This ensures fairness and accountability across all chapters and encourages active participation in recruitment efforts.**

Section 6: Joint Judicial Board Application Requirement

I. To ensure fair representation and encourage chapter involvement in the Joint Judicial Board selection process, each chapter is required to submit Joint Judicial Board applications at a minimum ratio of one (1) application per twenty (20) active members during each application cycle.

II. Chapters that fail to meet this 1:20 ratio will be fined twenty dollars ($20) for each missing application based on their active membership count at the time of the application cycle.

III. This policy will be enforced by the Joint Judicial Board, which reserves the right to verify membership numbers and application submissions.

on 3. Officer Responsibilities & Duties

I. Officer duties are as follows:

A. President

Leadership

1. Maintain overall responsibility for PFC operations and serve as the PFC representative to the campus and community.
2. Preside over all PFC meetings and respective PFC executive meetings. 3. Enforce the governing documents of the PFC.
3. Oversee the execution of responsibilities by each respective officer.
4. Ensure there are successful transitions between outgoing and incoming officers.
5. Discuss and approve officer budgets and individual expenses with the Administration Officer.

Management Tasks

1. Host regularly scheduled office hours weekly in the Office of Fraternity & Sorority Life.
2. Must attend monthly President's Forum.
3. Attend Monthly Ascend meetings.
4. Work with the Office of Fraternity & Sorority Life to plan and coordinate the New Member Education Officer Workshop Series including attending relevant meetings with other council officers.
5. Meet and communicate regularly with PFC advisor(s).
6. Any other duties and responsibilities as assigned by the council.

B. Vice President

Council Support/Engagement

1. Assist the council president and temporarily assume the president's duties in the case of the president's absence.
2. Recruit member chapters to the PFC and ensure they adhere to the membership addition procedures.
3. Maintain up-to-date contact documentation on all members of the PFC.
4. Cast a deciding vote in the case of any vote that results in a tie and requires a tiebreaker.

Management Tasks

1. Host regularly scheduled office hours weekly in the Office of Fraternity & Sorority Life.
2. Work with the Office of Fraternity & Sorority Life to plan and coordinate the Risk Management Officer Workshop Series and attend regular Harm Reduction & Risk Management Workgroup meetings.
3. Review all forms submitted by the PFC Chapters for events that pertain to the Joint Fraternity & Sorority Life Risk Management Policy.
4. Meet and communicate regularly with the PFC President and Advisor(s).
5. Any other duties and responsibilities as assigned by the council.

C. Administrative Chair

Record Keeping

1. Keep an accurate and complete record of all official communications for all meetings of the PFC.
2. Ensure all official communications are recorded and read into the minutes of the council.
3. Distribute meeting minutes within a 72-hour window following a PFC council or executive meeting.
4. Maintain the PFC calendar by recording all events within an organized PFC calendar and distributing it to all members of the council.
5. Determine speech times for elections.
6. Work with the Office of Fraternity & Sorority Life to plan and coordinate

the Accountability Officer Workshop Series pathway.

Financial Oversight

1. Preside over all responsibilities regarding any PFC bank account or PFC SOFA account.
2. Create, maintain, and update a general budget for the PFC on an annual basis no later than one month after the calendar election cycle.
3. Provide and oversee executive member budgets.
4. Deposit any funds received to the council's bank account.
5. Reimburse any expense of any officer that has prior approval from the President as it is outlined and pertains to the council and the council's governing documents.
6. Plan all council fundraising efforts by organizing at least one council-wide fundraising event per semester.
7. Report on the financial condition of the PFC.

Management Tasks

1. Participate in the Joint Judicial Board and All-University Hearing Board as a representative of the PFC.
2. Meet and communicate regularly with the PFC President and Advisor(s).
3. Any other duties and responsibilities as assigned by the council.
4. Shall oversee the enforcement of recording due to changes in the constitution.

D. Professional Development Officer & Scholarship Chair

1. Oversee the development and implementation of the council's professional program.
2. Must be available to train and work as an FSL Ambassador from the beginning of the spring until the end of summer.
3. Work with the Office of Fraternity & Sorority Life to plan and coordinate the scholarship Officer Workshop Series pathway.
4. Work individually with scholarship chairs from chapters who fall below the all men's or all-women's GPA.
5. Host regularly scheduled office hours weekly in the Office of Fraternity & Sorority Life as needed by the council.
6. Meet and communicate regularly with the PFC President and Advisor(s).
7. Chair the council's Professional Development Committee, should the council seek to have such a committee.
8. Any other duties and responsibilities as assigned by the council.

E. External Relations Chair

Social Media & Promotion

1. Develop, plan, and implement a comprehensive public relations and marketing strategy for the PFC.
2. Work with the Office of Fraternity & Sorority Life to plan and coordinate the External Relations Officer Workshop Series pathway.

3. Manage and maintain all PFC social media accounts.
4. Submit announcements for any PFC programming.
5. Positively represent PFC in any communications distributed by Fraternity & Sorority Life and on the Colorado State Campus.

Management Tasks

1. Host regularly scheduled office hours weekly in the Office of Fraternity & Sorority Life as needed by the council.
2. Meet and communicate regularly with the PFC President and Advisor(s).
3. Meet & communicate regularly with FSL External Relations Advisor & Council External Relations Chairs
4. Must be available to train and work as an FSL Ambassador from the beginning of the spring until the end of summer.
5. Any other duties and responsibilities as assigned by the council.

F. Council Development Chair

1. Work with the Office of Fraternity & Sorority Life to plan and coordinate the Community Service and Philanthropy Officer Workshop Series pathway.
2. Participate in the Fraternity & Sorority Life Programming Board Meetings as the liaison for the PFC.
3. Host regularly scheduled office hours weekly in the Office of Fraternity & Sorority Life as needed by the council.
4. Facilitate participation in university-sponsored events.
5. Meet and communicate regularly with the PFC President and Advisor(s).
6. Chair the council's Development Committee, should the council seek to have such a committee.
7. Ensure chapter philanthropic and community service events are consistently updated on the Fraternity & Sorority Life website.
8. Any other duties and responsibilities as assigned by the council.

Section 4. Officer Elections

I. Elections for any of the positions outlined in the governing documents of the PFC will be held prior to the week of the Finals Exam every fall semester.

II. Each term of office shall be for one year unless there are extenuating circumstances present.

III. All voting shall be done by a secret ballot vote.

IV. The meeting for elections must have a quorum.

V. Each candidate running for office must meet all eligibility requirements as outlined in the governing PFC documents.

VI. **Voting Method:**

A. All voting shall be conducted by a vote.

VII. **Member Requirement:**

A. The meeting for elections must have a delegate from every chapter present.

VIII. **Eligibility:**

A. Each candidate running for office must meet all eligibility requirements as outlined in the governing PFC documents.

IX. **Application Process:**

A. Each chapter within the council must submit at least one nomination for a PFC position to ensure active engagement and representation.
B. Organizations must submit at least one applicant for every 20 members they have.
C. Using a form people will be able to send in nominations for themselves or others.

X. **Election Process (New Slate System):**

A. PFC Executive Board members who are not running for re-election will conduct interviews for all candidates.
B. After interviews, a slate of candidates will be assembled and presented to the delegates of each organization.
C. The delegates will vote to approve or reject the proposed slate as a whole.
D. If the slate passes, those candidates will take office.
E. If the slate does not pass, the election process will allow for every person's position to then be voted on “yes or no”, the positions voted no will be then re-slated. In order to be considered for a position you must have applied by the due date.

Section 4. Officer Removal

I. Failure to maintain dedication to the officer position, improvement when requested, and/or character unbecoming of a PFC officer can call into question the officer’s eligibility to stay in office.
II. Should an officer fail to fulfill the duties of their position as outlined in the governing documents of the PFC, the PFC President and Advisors may request a mediation to discuss the officer’s performance.
III. The meeting must meet a quorum for any business to be transacted.
IV. Any PFC delegate or officer may initiate the process of removal of an officer by:
    A. Providing a written motion to the PFC president and Advisors with the reasoning
    B. The PFC president and advisors may determine the legitimacy of the motion and accept or decline the motion.
    C. Following an exception of the written motion, the officer in question must be notified immediately.
    D. In the following council meeting, the motion initiator must present their reasoning, and the PFC officer in question may have the opportunity to respond.
    E. Once each party presents their case, the council may discuss the situation and cast a secret ballot.
V. Officers may be removed by a two-thirds vote of the council present at the meeting.

Section 5. Vacancies

I. Should there be a position vacant after the initial election process, the position must be filled as soon as possible.
II. Once a position is announced as vacant, there will be an election the following meeting only for the vacant position(s) and will follow the nomination and election structure as outlined in the PFC governing document.

Section 6. Delegates

I. Each organization within the PFC must have one (1) designated delegate and at least (1) alternate delegate to represent their organization's respective interests. An organization may have multiple alternate delegates should they choose to do so.
II. The designated delegates shall be voting members of the council and have one vote in any voting matters within the council.
III. All alternate delegate(s) may have a voice but will have no vote.
IV. The alternate delegate(s) will act as the designated delegate should the designated delegate be absent.
V. Should a chapter's delegates miss more than three (3) meetings within a calendar election cycle, the chapter will be asked to discuss reasons and future options with the PFC president and the advisor.
VI. Delegates and alternate delegates shall be selected by their respective organizations in a manner in which they see fit.
VII. All delegates must provide their contact information to the President, Vice President, and Advisor.
VIII. Officers may not serve as delegates for their respective organizations unless under extenuating circumstances.

Section 7. Representation & Voting

I. Each PFC officer and designated delegate shall be entitled to one vote.
II. The PFC Vice President should vote last in the case of a tie where a vote is needed as a tie-breaker.

Section 8. Advisors

I. The PFC shall have an advisor or co-advisors to offer guidance and ensure the non-regulatory nature of the organization.
II. The advisors shall be voted on by the council by a secret ballot and elected by a majority vote of the council unless appointed by the OFSL.
III. There will be two advisors to the PFC: a representative of OFSL and an advisor from the Career Management Center.

ARTICLE III - MEETINGS

Section 1. Regular Meetings

I. Regular meetings of the PFC shall be held at least twice a month at a time and place established at the beginning of each calendar election cycle, or if necessary, at the beginning of each semester.
II. The order of business at all stated regular meetings shall include:

A. Call to Order
B. Roll Call
C. Officer Reports
D. Chapter Reports
E. Advisor Reports
F. Open Period
G. Old Business
H. New Business
I. Adjournment

Section 2. Special Meetings

I. Special meetings may be called by the PFC President when necessary and with notice to all representatives.
II. A special meeting must be called at least three days prior to the meeting convening.

Section 3. Quorum

I. Two-thirds of all members constituting the PFC must be in attendance to constitute a quorum for the transaction of business.
II. Any orders of business must be conducted with a quorum of the body present.

ARTICLE IV - FINANCES

Section 1. Dues

I. Dues may be altered based on the needs of the council, but only with a two-thirds vote of the council.
II. Dues will be collected by the Treasurer.
III. Record of due changes.
    A. Requirement for any due changes to be recorded in the Constitution, along with reasons and adjusted amounts, to ensure clear information accessibility for all members.
    B. The PFC executive board will oversee enforcement.
    C. Chapter delegates will be responsible for ensuring compliance with the documented due changes within their respective chapters.

Section 2. Fines & Fees

I. Any fines or fees charged to any chapter must be paid within a month after notification of such financial charges.
II. Failure to pay any fines will result in a loss of voting privileges and a weekly fine of $5.00.

Section 3. Excess funds

I. Any unspent funds from the budget will roll over to the following year’s budget.

Section 4. Buffer Amount

I. There must remain at least 10% of the budget’s beginning amount within the account at all times.

Section 5. Financial Audit

I. At the end of the calendar election cycle, the President and any designated officer, with

the exception of the Treasurer, shall conduct a financial audit.

ARTICLE V - ACADEMICS

Section 1. Minimum GPA

I. To maintain membership in the PFC, a member organization shall maintain in good standing with OFSL's academic standards.

ARTICLE VI - AMENDMENTS

Section 1. Amendments to the Governing Documents of the PFC

I. Any governing documents of the PFC may be amended at a chosen regular or special meeting of the PFC by a two-thirds vote of the voting body on any proposed amendment that has been announced and submitted in writing at a previous meeting.

II. There must be a meeting designated for amendments at least once a calendar election cycle. If there are no proposed amendments, the council can choose to accept the governing documents as is.

How to Start a Local PFC

1. Discuss the PFC concept with your chapter and national headquarters.

2. Contact other professional fraternities on campus who may be interested in being a part of the charter group.

3. Identify a campus advisor (with the assistance of the VP of Academic Affairs or *Provost)* who would be willing to work with the PFC.

4. Contact the appropriate University official (Student Affairs) and information on your intent to form a PFC as a student organization. Ask if they need additional information and if there is a specific procedure you must follow. Ask them what they will do to assist you.

5. Contact other PFA member fraternities on your campus and invite them to an informational meeting.

6. Host an informational meeting to present the PFC concept to other fraternities. Inform them of University policies/procedures, answer questions, and obtain a list of interested fraternities.

7. Inform the University and PFA Headquarters of your progress.

8. Organize a meeting consisting of two representatives from each interested fraternity for the purpose of writing a PFC constitution. Use the sample provided by PFA, along with University requirements and your own ideas. Approve the constitution by a simple majority (one vote per fraternity) and elect acting officers.

9. Submit the proposed constitution, along with any other required information to the appropriate University official.

10. Follow the appropriate recognition policies prescribed by your University. 11. After

recognition, elect officers and establish a regular meeting time and location.

12. Submit a copy of the University approved PFC Constitution to PFA Headquarters along with a completed PFC survey.

13. Submit a list of participating fraternities and PFC officers to the PFA Headquarters.