

**CLAYTON STATE UNIVERSITY  
FRATERNITY AND SORORITY COUNCIL (FSC)**

**CONSTITUTION  
LAST REVISED: JANUARY 2013**

**PREAMBLE**

In order to promote unity, provide effective governance and ensure better cooperation and communication amongst the Clayton State Fraternity and Sorority community, the Fraternities and Sororities, duly convened this **24<sup>th</sup>** day of **OCTOBER, 2005** and hereby adopted and established this Constitution.

**ARTICLE I: NAME**

This organization shall be officially known and designated as the **FRATERNITY AND SORORITY COUNCIL (FSC)**.

**ARTICLE II: OBJECTIVES**

The objective of the Fraternity and Sorority Council (FSC) is to serve as a coordinating body for of all social fraternities and sororities for Clayton State University. In addition, assist each organization with achieving and maintaining the highest standards of intellectual, moral and social deportment. While the FSC recognizes the individual variations from chapter to chapter regarding basic fraternal goals, governance and philosophy, the FSC believes each organization share the same fundamentals values.

The FSC believes with the support and guidance of graduate and alumnae advisors, a fraternity or sorority chapter can enjoy a higher quality of existence than could be realized in the absence of this support. Further, we the FSC believes with increased cooperation and communication between these bodies and the University Administration, a higher standard of excellence can be reached by each organization.

With these goals in mind, the FSC sets as policy the vigorous striving toward the attainment of the following specific purposes:

- a. The FSC shall work within and support the guidelines set forth in the **CLAYTON STATE UNIVERSITY HANDBOOK**.
- b. The FSC shall act as a forum for members to dialogue and share ideas.

- c. The FSC shall act in an advisory role for University Administration in matters pertinent to the effective operation and control of the Fraternity & Sorority System.
  - i. The FSC shall meet and work with the appropriate individuals and administrative units in order to help solve problems and create programs beneficial to Clayton State and the surrounding community.
- d. The FSC shall receive guidance from the Fraternity & Sorority Life Coordinator (FSC Advisor) in order to permit effective communication between the administration and the FSC. This enables a viable platform to discuss decisions that affect policies, procedures and structure of the Fraternity & Sorority community. This includes the granting of a voice in the decision-making process of all Committees, Councils, and Boards, which impact the Fraternity & Sorority System.

### **ARTICLE III: POWERS**

The FSC shall serve as an advisory body with limited governing jurisdiction. It may pass Resolutions and make Position Statements for dissemination to the various members of the University Community (primarily to University Administration, and individual chapters). It shall have the ability to establish in concert with the other university bodies, policies and procedures for itself. The FSC shall, whenever applicable, have a voice in the determination of policies which impact the Fraternity & Sorority community. The FSC shall not officially or unofficially advise or operate in a authoritative position of an Undergraduate Chapter.

### **ARTICLE IV: MEMBERSHIP**

**Section I:** A Chapter 'Organization' of the FSC shall be defined as an officially recognized social fraternity or sorority at Clayton State University.

**Section II:** Each Fraternity and Sorority with a seat on the Council shall have no more than one (1) vote.

**Section III:** Only recognized Fraternities or Sororities are able to participate in FSC meetings. Suspended organizations (or organizations on probation) are not permitted to attending meetings.

### **ARTICLE V: OFFICERS**

**Section I:** The officers shall serve as the Executive Board of the Fraternity & Sorority Council (FSC). The Executive Board shall consist of: President, Vice-

President, and Secretary. The President is a stipend position. This position must maintain a 2.5 cumulative institutional GPA, a course load of at least 12 hours, and must be an active member of their organization. The Vice-President and Secretary must maintain a minimum 2.3 cumulative institutional GPA. All representatives must be active members of their respective organizations.

**Section II:** Election of officers shall be by majority vote (half + 1) of FSC members present at the meeting in which elections take place. Voting by proxy is not permitted.

In order to hold office, the candidate must be a member of a recognized Fraternity or Sorority. In the event of tie, the FSC president shall retain the tie breaking vote. \*In the event an officer is no longer considered a student of Clayton State University, the officer must immediately resign from the position and the President (or Advisor) will call for nominations within two-weeks (14 days).

**Section III:** The term of office shall be (1) year. Officers cannot hold more than one (2) consecutive year in the same position.

**Section IV:** The University Administrator responsible for Fraternity & Sorority Life shall serve as the Advisor. He/she shall assist the FSC in the dissemination of information, compilation of reports, enforcement of policies and oversight of the budget.

## **Section V: Officer Responsibilities**

### **A. Role of the President**

The President shall serve as the official representative of the FSC. The President shall coordinate and chair all meetings of the FSC Executive Board and general body. He/she shall work closely with the University Administrator responsible for Fraternity & Sorority Life to oversee the dissemination of information to members and other pertinent constituencies. The President shall only vote in instances of tie-breaker.

### **B. Role of the Vice President**

The Vice President shall be responsible for assisting in the dissemination of information to individual chapters and their FSC representatives. The Vice President shall be in regular communication with the FSC representative of each fraternity and sorority. The Vice President shall share information, ideas and concerns received from chapters with the Executive Board, and share with individual chapters any information shared through the Executive Board. The Vice President shall assist in the creation of agendas, and in the coordination and planning of FSC meetings.

### **C. The Role of the Secretary**

The Secretary shall be responsible for recording meeting minutes, preparing formal FSC correspondence and monitoring FSC funds. The Secretary will chair meetings if the President or Vice President is unable to attend formal, scheduled meetings. The secretary will ensure sure all information on all marketing materials (including emails) is correct. The Secretary is also responsible for storing all important documents.

**Section VI:** In the absence of the President, his/her responsibilities shall be assumed by the Vice President until the President assumes his/her position. The succession of authority shall by President, Vice President and Secretary.

**Section VII:** In the event of a permanent vacancy in the Executive Board, the Executive Board shall appoint an interim from amongst the FSC membership. Any vacant office shall be filled within 1 month or (30) days. The officer elected to fill a vacancy shall serve out the remaining term of the office.

## **ARTICLE VI: MEETINGS**

**Section I:** The FSC shall meet as often as necessary and desired in any given semester. A minimum of seven (7) is required each academic year (at minimum, once a month).

**Section II:** The FSC shall meet at a time and place agreed to by a majority of the members and announced in writing at least one month in advance of the scheduled meeting date.

**Section III:** Each Fraternity and Sorority with a seat on the Council shall be permitted to bring no more than three (3) members to participate in FSC deliberations. If a fraternity or sorority chooses to bring more than three (3) members to FSC deliberations, consent of the other members of the FSC Executive Board must approve through formal vote at the meeting that the additional members 'may' have a voice.

**Section IV:** Members of the fraternities and Sororities, faculty advisers, and other faculty members, and University Administrators may attend all meetings. Only chapter representatives will be permitted to vote and have a voice during meetings and deliberations. Advisors will not be permitted to have a voice during meetings unless permission is granted by the Fraternity & Sorority Life Advisor or President. Other desired or relevant individuals may attend a meeting, with a voice if agreed to by a majority of members voting and present. Such participants in a meeting shall have no vote and only be recognized during the 'new business' portion of the meeting.

**Section V: Meeting Structure.** The FSC will utilize a variety of meeting formats based on the agenda and needs of any particular meeting.

**a. Standard Meetings**

Standard meetings shall operate under Robert’s Rules and chaired by the President. All meetings shall include approval of minutes and reports. In addition, each meeting shall include Advisor, Executive Board, Organization and Committee updates.

**b. Special Meetings**

The FSC President may call and organize Special Meetings that shall follow Robert’s Rules.

**Section VI: Required Participation.** Each fraternity or sorority is required to send a representative from their organization to all FSC meetings. In the event that the FSC representative is unable to attend the meeting, then the FSC representative is responsible for finding an alternate. The FSC representative must notify the President and FSC Advisor a minimum of twenty-four (24) hours in advance regarding absence and submit the name of the alternate. Organizations that fail to have a representative at meetings risk having their status as a recognized fraternity or sorority terminated.

**Section VII. Attire.** The attire for FSC meetings is business casual. FSC Representatives dressed inappropriately will be dismissed from the meeting. Dismissal will be counted as an absence.

**ARTICLE VII: COMMITTEE FRAMEWORK**

The FSC shall establish committees to effectively promote reasonable action and communication. These committees will meet whenever necessary to conduct the business assigned to them. The committees will be encouraged to submit resolutions and actions plans to the FSC for approval. The FSC President shall have the authority to establish standing committees and ad hoc committees. He/she shall also appoint membership to committees as deemed expedient and appropriate.

Committees will be established as follows:

**Section I: Standing Committees**

The FSC President shall establish Standing Committees. Standing Committees will continue for an unspecified amount of time. Standing Committees may be formed or disbanded by the FSC President or by three fourths (3/4) general body majority vote.

Committees to be formed are the following:

1. **Council Governance:** The committee will review the FSC Constitution no less than once (1) a year (annually) in order to suggest revisions, updates and corrections. This committee will also work to encourage participation from all fraternities and sororities, and suggest enforcement of any rules or guidelines established by FSC resolution. The committee will also address issues relating to security and safety within recognized campus chapters.

2. **Programming and Recruitment:** The committee will oversee FSC expansion (adding additional organizations) and FSC programming (i.e. FSC Week, FSC forums, etc). The committee will also be responsible for addressing issues relating to the process of assimilating new members into Chapters, offering suggestions and advice to ensure effective education relating to hazing, university policies and mandates and Campus Life rules and regulations.

3. **Judicial Board:** The committee will investigate issues and suggest actions or remedies when appropriate. This committee will make formal recommendations to the Fraternity & Sorority Life advisor concerning violations committed by a recognized Fraternity or Sorority. This committee will hold no jurisdiction and will only be permitted to issue a formal recommendation when solicited by the University.

## **Section II: Ad-Hoc Committees**

Ad Hoc Committees shall only be created by the FSC President for a limited time period. The FSC President shall appoint members to ad hoc committees as deemed appropriate. Ad Hoc Committees will focus on a very specific issue or topic and report back to the GC with suggested actions and/or resolutions.

## **ARTICLE VIII: BY-LAWS**

The FSC may adopt By-Laws at any regularly scheduled meeting by a two-thirds' (2/3) vote. In order for a by-law to be voted on during a meeting, the FSC President must submit the proposed change to FSC voting members no less than seven (7) days before the next general meeting.

### **Bylaws of the Clayton State University Fraternity and Sorority Council (Last revised, September, 2011)**

#### Section I: Chapter Participation

1. Each organization must have a minimum of one (1) member present at each FSC activity, event or program.

2. In the event an organization cannot have a minimum of one (1) member present, a notice must be formally submitted to the President

and FSC Advisor a minimum of twenty-four (24) hours in advance. Documentation must be provided regarding absence.

## Section II: Violation of Chapter Participation

1. A violation of the Chapter Participation clause will have the following repercussions:

- a. 1<sup>st</sup> violation: Written and verbal warning to FSC Representative, Chapter President and Chapter Advisor.
- b. 2<sup>nd</sup> violation: Twenty-Five Dollar (\$25.00) fine. Email notification sent to FSC Representative, Chapter President and Chapter Advisor. Notification will also be placed in chapter mailboxes. Funds will be applied to FSC agency account.
- c. 3<sup>rd</sup> violation: Five Month Suspension

### Suspension Defined:

- i. Cancellation of all pending space requests, probates/new member inductions, campus social programs, campus academic programs, campus service projects and philanthropies, and step show/stroll participation.
  - ii. Suspension does not include official chapter meetings.
  - iii. Organizations can "buy back" into full FSC standing with \$250.00, which will be applied to the FSC agency account.
  - iv. If violation takes place at the end or in the middle of a semester, suspension will roll over to the next semester.
- d. 4<sup>th</sup> violation: Meeting with FSC Advisor; suspension up to one (1) year.

## Section III: Official Chapter Week

1. Chapters are not permitted to host formal activities, events or programs during another Chapter's Official Week.

2. Chapters must declare/announce the dates of their Official Week a minimum of sixty (60) days in advance at an Official FSC Meeting in order for the Article III clause to be exercised.
3. This also includes: overlapping weeks, activities, events, and programs; meetings do not apply.
4. If appropriate, a Chapter may collaborate with another Chapter during their week if there are no potential scheduling accommodations. However, the Chapter with the designated week owns the 'right of refusal.'

#### Section IV: Removal of Executive Officers

In the event an Officer is *unable* or *unwilling* to fulfill the duties of his/her position as outlined by the Constitution, the Officer can be removed with a majority vote (half + one).

1. Resignations must be submitted in writing to the FSC Advisor. The Advisor will notify the Executive Board. Resignations will not be considered official until it is received by the FSC Advisor.