

Professional Fraternity Council Constitution

University of California, Merced

Last Updated March 1, 2017

Ratification Approval By:

*Alpha Kappa Psi, Psi Upsilon Chapter
Alpha Phi Omega, Alpha Eta Gamma Chapter
Delta Epsilon Mu, Theta Chapter
Delta Sigma Pi, Tau Chi Chapter
Phi Alpha Delta, Pre-Law Chapter
Phi Delta Epsilon, California Lambda Chapter
Theta Tau, Mu Delta Chapter*

Preamble

The Professional Fraternity Council, hereafter referred to as PFC, shall be the governing body for all recognized Professional Fraternity Organizations (hereafter referred to as PFOs) at the University of California, Merced. The purpose of this council is to maintain the system of PFOs, connect the PFOs in their individual points of action, support the recruitment of new members to PFOs, build relationships and networks between its PFO members, support mutual efforts of fundraising by the PFOs, and provide professional opportunities to the members of the PFOs, general student body, and community at large.

Article 1: Council Membership

I. Acknowledgement

- a. All PFC Executive Board position titles shall be granted powers upon valid election
- b. All PFO's affiliated with the PFC must nationally be a member of the Professional Fraternity Association (PFA). If a current PFO's national headquarters relinquishes membership in the PFA, a vote of the PFC will allow the organization to continue membership in the council

II. Purpose and Responsibilities

a. Council Executives

- i. To carry out the aforementioned duties in the Preamble:
 1. To maintain the system of PFOs;
 2. To connect individual points of action;
 3. Support the recruitment of new members of the PFOs;
 4. To build relationships and networks between its PFO members;
 5. To support mutual efforts of fundraising;
 6. To provide professional opportunities;
- ii. To represent each chartered chapter of the PFOs recognized by their respective National foundations, by the Office of Student Life and by the PFC;

- iii. To represent each interest group, colony, or similar status of the PFOs recognized by their respective National foundations, by the Office of Student Life and by the PFC;
 - iv. To serve as liaison between the PFC and the represented PFOs
 - 1. In relaying information discussed at meetings of the PFC Delegation to the memberships of the PFOs;
 - 2. In relaying information from the memberships of the PFOs to the meetings of the PFC;
 - 3. In relaying information to the National foundations of the represented PFOs when required or deemed necessary;
 - v. To report to the PFC when chapter status has been granted to any interest group, colony, or similar status by the PFO's National foundation;
 - vi. To report to the PFC issues of possible misconduct amongst the represented PFOs;
 - vii. To address all issues brought forward to or against the represented PFOs to the just benefit of the affected PFO and all other PFOs represented;
- b. Delegation and Requirements
- i. Each PFO must be recognized by a PFO's respective National foundation and the Office of Student Life.
 - ii. The PFC Delegation shall be represented by one Delegate, which will be the president of the respective chapter or their designee, on the PFC:
 - 1. The Delegates shall be recognized as Active Members or Current Members of the represented PFO
 - 2. The delegate shall be the president or their designee. The term shall be determined by the PFO's term of office.
 - 3. The chapter president may appoint a designee, in the event of
 - a. The chapter president must inform the PFC president a minimum of 24 hours prior to that person serving as the chapter's designee.
 - b. Designee is required to take notes during meeting and relay the information to their PFO president.
 - i. Failure to communicate this information to their PFO president will result in a loss of privilege to appoint a designee
 - iii. Each PFO with the status of Interest Group, Colony, or similar status recognized by the PFO's respective National organization, the Office of Student Life, and the PFC shall be represented by one Delegate on the PFC.
 - iv. Terms of Position

1. Delegates of the represented PFOs shall remain part of the PFC Delegation for the duration of the Academic Year or the PFOs office term of office. Designees excluded.
 2. Each represented PFO may petition in writing to replace a Delegate at the start of each semester. PFOs that have semester long terms of office, shall be allowed to replace their delegate without petitioning the PFC.
 3. Each represented PFO shall announce the Delegates for the following Academic Year at or before the last meeting of the PFC
- v. Delegate Removal
1. Under discussion of the PFC and PFC Executive Board, a Delegate may be removed by two-thirds vote of the councils voting delegates on the basis of misconduct.
 2. Upon removal of a Delegate, whether by PFC removal or removal by the represented PFO, the PFO in question shall notify the PFC and appoint a new Delegate before the next meeting of the PFC

Article 2: Executive Board

I. Hierarchy and Responsibilities

- a. The PFC Executive Board shall consist of the following positions:
 - President
 - Executive Vice President
 - Vice President of Recruitment
 - Vice President of Finance
 - Vice President of Administration
 - Vice President of Academics
 - Vice President of Outreach and Involvement
 - Vice President of Marketing
- b. The number of positions may be expanded at the discretion of the PFC with a vote to change the constitution.
- c. The responsibilities of each of the positions shall be as follows:
 - i. President
 1. Oversee all affairs of the council;
 2. Moderate all meetings of the PFC;
 3. Serve as a direct contact on behalf of the PFC and represented PFOs for all university affiliates and the public.
 - ii. Executive Vice President
 1. Undertake the responsibilities of the PFC President in situations where the PFC President is unable to fulfill the above responsibilities and shall do so for all other PFC Executive Board positions;

2. Fulfill all duties that do not fall under a direct category for other PFC positions
- iii. Vice President of Recruitment
 1. Plan the main PFC recruitment day each semester;
 2. Promote and advertise recruitment in conjunction with FSL;
 3. Assist PFC organizations in their recruitment efforts;
 4. Serve as a liaison with FSC EVPs.
- iv. Vice President of Finance
 1. Manage the accounts of the PFC;
 2. Create, proposes, and maintaining a budget each semester (for the fiscal year)
 3. Work in conjunction with ASUCM for budget proposals for each semester (for the fiscal year)
- v. Vice President of Administration
 1. Record all minutes for the meetings of the PFC;
 2. Distribute all minutes to the Delegation and Advisors;
 3. Make available all public content within the minutes to all public requests in accordance to the constitutional regulations;
 4. Serve as signatory for all PFC reservation needs.
- vi. Vice President of Academics
 1. Plan networking opportunities such as career fairs that cater to all different professions (at least 1 per semester)
 2. Host study sessions in partnership with PALS or Bright Success Center
 3. Assist PFOs with any academic needs if asked to
- vii. Vice President of Outreach and Involvement
 1. Serve as liason for FSL events (I.e. Greek Week, Be a Better Greek, etc.)
 2. Host socials/mixers for all PFOs to attend
 3. Stay up to date with calendar events to keep PFC in check for upcoming events
- viii. Vice President of Marketing
 1. Advertise all PFC hosted events
 2. Keep PFO's up to date with upcoming PFC events
 3. Oversee all public relations matters, including but not limited to social media and advertisements.
- d. All positions can be contacted via their respective emails which will be passed on to the next elected official in due time.
- II. Elections and Terms
 - a. All PFC Executive Board positions shall be elected during the spring semester.

- b. Nominations for the PFC Executive Board positions shall be taken a minimum of three meetings before the end of the spring semester.
- c. Election shall be deemed valid when a candidate receives a majority vote of the councils voting delegates.
- d. If no valid election is achieved after the first round of voting, a second round of voting shall take place amongst the top two candidates in votes of the PFC delegates.
- e. If no valid election is achieved after both the first and the second round of voting, the PFC Executive Board position shall be held vacant until the Delegation comes to consensus, majority, or otherwise by means of vote by the Delegation. In the event of a tie, the PFC President shall break the tie.
- f. No PFO shall be represented on the PFC Executive Board by more than two PFC Executive Board positions.
- g. The PFC Executive Board shall hold their positions for a full term, end of spring semester to the end of the following spring semester, unless necessary action is taken or presented need arises.

III. Executive Board Removal and Vacancy

- a. Under discussion of the PFC Delegation, an Executive Board member may be removed by three-fourths vote of the Delegation on the basis of misconduct and/or their inability to execute the position in a professional manner.
 - i. The delegate must bring up the Executive in question during a PFC meeting, stating their reasons why the Executive should be removed.
 - ii. The following PFC meeting, the Executive has 5 minutes maximum to state why he/she should not be removed.
 - iii. The Executive in question will be removed from the room to allow discussion for 10 minutes among the delegates and a vote of removal will take place.

Explanation*: The person is brought up, then a week passes until the actual vote happens. During that second meeting, the executive has a week to prepare to defend him/herself. So it is technically a two-week process.

- b. In the instance that a PFC Executive Board member is placed on Academic Probation or subjected to Academic Dismissal, said PFC Executive Board member shall be placed on probation and shall be subject to removal.
- c. In the vacancy of the PFC President position, the Executive Vice President shall undertake the full responsibilities of the PFC President until election of a new PFC President is deemed valid.
 - i. If Executive VP chooses to not step up as PFC President, special elections shall take place.

1. Candidates will have one week to apply for the position. The following meeting elections shall take place and if voted in, the newly elected President will take over for the meetings following thereafter.
- d. In the vacancy of the remaining PFC Executive Board positions, the PFC Vice President shall serve as an Interim Executive Board member, until the selection of the new PFC Executive Board member is deemed valid. This process will include a period of open nomination and then selection of the new member of the executive board. Delegates should encourage participation from their chapter membership.
- e. Executive Board members who voluntarily vacate a position must notify the Council two weeks prior to their dismissal from PFC.

Article 3 Council Meeting

- I. Meeting Frequency
 - a. The PFC shall hold meetings of the PFC Delegation at a minimum of one meeting every two weeks during the academic semester, for a minimum of fifteen meetings for the Academic Year. Meetings will take place <insert time and day>.
 - b. The PFC Executive Board shall provide forty-eight hour notice if it so desires to hold a meeting of the PFC above the minimum fifteen meetings for the Academic Year for said meeting to be considered valid.
 - c. The PFC Executive Board will meet each week for Executive Board meetings at a time to be determined by the PFC President
- II. Quorum and Delegate Voting
 - a. A Quorum shall be achieved in the attendance of one Delegate above one-half of the total-voting members.
 - i. Any meeting of the PFC that does not meet Quorum shall not permit valid voting procedure and shall be noted as such in the PFC meeting minutes.
 - b. Each Delegate shall be given right to one vote in all voting procedures held during meetings of the PFC.
 - c. The PFC President shall only vote in the instance of a tie vote to serve as tiebreaker
 - d. Voting procedure outlined in these bylaws, to be deemed valid, must be followed.
- III. Meeting Requirements
 - a. The agenda for the PFC meeting shall be distributed to the Delegation twenty-four hours in advance of the Meeting of the PFC by the PFC President or PFC Vice President of Administration
 - b. The minutes of the previous PFC meeting shall be read by the PFC Vice President of Administration at the beginning of each PFC meeting and shall be brought to vote to be passed

- c. Each represented PFO shall report to the PFC at each meeting, as deemed appropriate by the respective PFOs and the PFC Executive Board. Reports may include:
 - i. The status of activities shall include, but shall not be limited to, announcement of all non-recruitment events, professional or otherwise.
 - ii. The status of membership shall include, but shall not be limited to, announcement of current membership total, announcement of current PFO GPA, and announcement of probationary status or actions.
 - iii. The status of recruitment shall include, but shall not be limited to, announcement of all recruitment events, announcement of current pledge total, and announcement of newly accepted members.
 - d. Each PFC meeting shall allow for a Public Forum.
- IV. Public Attendance and Content
- a. All members of the represented PFOs shall be permitted to attend meetings of the PFC unless the PFC Executive Board initiates a closed meeting of the PFC.
 - b. All non-members of the represented PFOs shall only be permitted to attend the Public Forum, shall be required to notify the PFC President prior to the PFC meeting regarding attendance permission, and shall only be permitted into the PFC meeting room once Public Forum begun.
 - c. Any and all content of PFC meeting minutes shall only be made public and available on the Office of Student Life website.

Article 4 General Powers of the PFC

- I. Inter-PFO Coordination
 - a. The PFC shall serve as the common discussion ground for coordination of all Professional Fraternity events and activities held by the represented PFOs
- II. PFO Disciplinary Action
 - a. The PFC, and specifically its Executive Board, shall have jurisdiction over all cases of misconduct by the represented PFOs and shall report to all necessary university affiliates, including but not limited to the Coordinator for Fraternity and Sorority Life and the Office of Student Conduct.
- III. Recognition of PFOs
 - a. The PFC and its delegates shall recognize any PFO that is affiliated with a Professional Fraternity Association recognized National Foundation, which is also recognized by the Office of Student Life.
- IV. Restriction of PFOs
 - a. The PFC, and specifically its Executive Board, shall have the ability to justly recognize restriction of the represented PFOs on the basis of misconduct or non-compliance with the PFC Constitution, PFC Bylaws, or university regulations

- i. Restriction shall be extended to a notification of the Office of Student Conduct, if deemed appropriate by the PFC Executive Board. Any violation of the student conduct code must be reported to the Coordinator for Fraternity and Sorority Life and the Office of Student Life.
 - ii. Restriction shall be extended to a notification of restriction sent to a PFO's National foundation, if deemed appropriate by the PFC Executive Board in conjunction with the Coordinator of Fraternity and Sorority Life.
 - iii. Restriction shall be extended to probation on attendance of PFC events, if deemed appropriate by the PFC Executive Board
 - iv. Restriction shall be extended to probation on hosting of events both on- campus and off-campus if deemed appropriate by the PFC Executive Board, based on misconduct of a member or organization.
- V. Representation of PFOs
 - a. The PFC shall serve as the direct link between the represented PFOs and all university affiliates regarding issues affecting a given PFO or all PFOs represented.
- VI. Financial Orders of Business
 - a. The PFC shall have jurisdiction over possible financial orders of business dealt within the PFC, amongst the represented PFOs, or with university affiliates
- VII. Recruitment and Hazing
 - a. The PFC shall have jurisdiction to oversee issues that may arise in competitive recruitment. The Vice President of Recruitment will propose any recruitment rules each semester for the following semester.
 - b. PFC does not condone any form of hazing and requires all PFC organizations to abide by all University and state laws regarding hazing.
 - c. The PFC shall forward any and all allegations of hazing to the Coordinator for Fraternity and Sorority Life and the Office of Student Conduct. The PFC Executive Board will place any chapters on probation during a hazing investigation.
- VIII. Probation
 - a. Probation will include the following restrictions: a. Halt all programming and events on or off campus, which are not specific to scholarship, philanthropy, or community service. All brotherhood/chapter events will not be permitted

Article 5 Professional Greek Recruitment

- I. Inter-PFO Recruitment Activities
 - a. The represented PFOs may convene and hold mutually hosted recruitment activities under the supervision of the PFC.
- II. Competitive Recruitment

- a. The represented PFOs, in instances of recruiting similar audiences or focus groups of students, may convene to discuss mutual efforts of recruitment and may bring any and all issues in competitive recruitment to the knowledge of the PFC when deemed necessary.
 - i. Any and all issues in competitive recruitment shall be overseen by the PFC Executive Board and shall be addressed to the benefit of all PFOs involved and all PFOs represented.

Article 6 Relations with the Fraternity Sorority Council

- I. Inter-council Relations
 - a. Any and all issues of conflict between the PFC and FSC shall be brought to the attention of the PFC and will immediately be brought to the attention of both councils and the Coordinator for Fraternity and Sorority Life.
 - b. All other proceedings between the PFC and the FSC shall place the FSC in the realm of the public under constitutional regulation.
- II. Dual Membership in PFC and FSC Organizations
 - a. All students shall be allowed to hold dual membership in a PFO and a member organization of the FSC without question.
 - i. Each represented PFO shall report to the PFC Executive Board all Active Members or Current Members with dual membership in a FSC and PFC organization.
 - ii. Any and all issues of conflict based on this dual membership shall be brought to the attention of the PFC and shall immediately be brought to the attention of both councils and the necessary university affiliates
 - b. No student shall be allowed to join and/or participate in the new member education program of a PFC and FSC organization, during the same semester.
- III. Recognition of the PFC in university Fraternity and Sorority Life
 - a. In accordance with university regulations, PFC and all PFOs shall be considered a member of the Fraternity and Sorority Life community. As such, all PFO and their members must abide by all FSL policies and regulations.
 - b. Any and all issues of conflict regarding this matter shall be brought to the Coordinator for Fraternity and Sorority Life and the PFC.

Article 7 Finances

- I. Fiscal Year
 - a. The fiscal year shall run from July 1st to June 30th.
- II. Budget
 - a. The Vice President of Finance shall determine a budget each semester for the following semester to be approved by a majority vote of the Chapter Delegates.

- i. If the proposed budget is not approved two weeks before the end of the semester, the previous year's semester budget shall be instituted until a budget is approved.
 - ii. Contingency Fund
 - 1. The budget shall be required to have a contingency fund of at least \$500. This fund shall only be used in the case of an emergency, and the use of this fund shall require a majority vote of the Chapter Delegates.
- III. Unexpended Funds
 - a. Unspent monies at the end of the semester shall be transferred into the same line item that it was originally assigned to unless President and Vice President of Finance agree on a different allocation.
- IV. Payments
 - a. Payable to UC Regents, the Vice President of Finance shall collect and deposit all payments made to the PFC.
- V. Membership Dues
 - a. Dues shall be collected each semester from member organizations holding regular membership in the PFC.
 - b. Amount: The amount shall be an assessment per active and new member, which will be determined by the previous year's semester amount.
 - i. The Vice President of Finance shall have the ability to request a change in the amount. A change in the amount shall be approved by a majority vote of the Chapter Delegates along with the new budget.
 - c. Dues are due the next PFC meeting after recruitment is over. G. Late Fees
 - i. Sanctions for overdue fines and outstanding debts are as follows:
 - i. If dues haven't been paid by the third PFC Meeting after recruitment, an additional fine of 7% of the total amount owed will be charged the following week. An additional 3% will be charged each week after the fourth FSC General Meeting until both dues and fines have been paid.
 - ii. By the seventh PFC Meeting after recruitment, if any outstanding dues remain, the chapter or colony will be placed on restriction as defined by the PFC Constitution and will not be able to vote on financial matters until both dues and fines have been paid.
- VI. Use of on campus account by chapters
 - a. PFC must receive a check and associated invoices prior to proceeding with a transaction with the on campus account.
 - i. All associated documents must be submitted to the PFC two weeks prior to the date of the event in which the funds will be used.
- VII. ASUCM or ICC Funding Requests & Distribution

- a. Chapter delegates must draft a bill in conjunction with Vice President of Finance to present to the PFC:
 - i. PFOs with off campus accounts are allowed to be co-sponsored by PFC in order to submit the fund request to ASUCM;
- b. It is the responsibility of the chapter to lobby for the bill following the approval by the PFC;
- c. Once the fund requests are approved by ASUCM or ICC, chapters must follow all university business and purchasing policy procedures, including, but not limited to, securing signatures from the designated PFC officers.

Article 8 Amendments to the PFC Constitution

I. Formal Request

- a. All constitutional amendment requests shall be submitted in writing to the PFC President, within twenty-four hours of a meeting and voted on within the following meeting of the PFC. A vote of the PFC delegates, may extend these time limits.
- b. A constitutional amendment shall be deemed valid upon three-fourths vote of the Delegation to pass said amendment.

Article 9 Authorization of the PFC Constitution

I. Ratification

- a. The PFC Constitution shall be deemed validated and effective upon the ratification of the constitution by all of the recognized and represented PFOs.
- b. Signatures of the Founding Representatives of the recognized PFOs shall be attached to the PFC Constitution upon ratification by the individual PFOs.

Article 10 Amendments

I. Enumeration of Amendments

- a. All valid amendments after the ratification of the PFC Constitution shall be enumerated hereafter in the PFC Constitution.