



THE CONSTITUTION OF THE FRATERNITY COMMUNICATIONS ASSOCIATION

ARTICLE I. IDENTITY

- Section 1. Name: The name of this Association shall be the Fraternity Communications Association.
- Section 2. Mission: The Association serves to enhance fraternity communications through the exchange of ideas, experiences and information.
- Section 3: Governance: The Association shall be governed by this Constitution, by the Handbook of Governance, Policies and Procedures, and by the procedures set forth in Robert's Rules of Order.

ARTICLE II. MEMBERSHIP

- Section 1. Membership Eligibility: Regular membership in this Association is open to all general and professional fraternities and sororities, and honor societies operating chapters on college and university campuses in the United States and Canada, and to interfraternity organizations. Only those fraternities and sororities that have paid the annual dues of the Association shall be considered members. Each regular member organization in good standing shall have one vote.
- Section 2. Emeritus Membership Eligibility: Emeritus membership may be extended to any individual who was once a member of the Association by the Board of Directors based upon past outstanding service to the Association, including but not limited to, service as an elected member of the Board of Directors. Association Presidents are granted emeritus membership status at the end of their term as President. Past Presidents shall have one vote separate from their member organizations vote for the remainder of their natural life. Emeritus members are provided all other rights and privileges of regular membership. Annual dues are waived.

ARTICLE III. GOVERNMENT

- Section 1. Governance: This Association shall be governed by the meetings thereof by those members in attendance, and ad interim by the Board of Directors.
- Section 2. Fiscal Year: The fiscal year for the Association shall be designated by the Board of Directors.

ARTICLE IV. BOARD OF DIRECTORS

- Section 1. Executive Committee: The officers of this Association shall consist of a President, Vice President of Operations, and Vice President of Programming all constituting the Executive Committee. The Director of Finance serves as an ex-officio member of the committee. Actions by the Executive Committee shall be reviewed by the Board of Directors.
- Section 2. Board of Directors: The President, Vice President of Operations, Vice President of Programming, Director of Finance, Director of Information, Director of Communication, Director of Education, Director of Networking, and Director of Recognition shall be elected by the Association at its annual meeting, for a period of two years. In addition to the officers and the six elected Directors, the immediate Past President of the Association shall be a member of the Board of Directors. Should the immediate Past President not wish to continue or be unable to serve on the Board of Directors, the membership will elect an additional member to the Board of Directors.
- Section 3. Eligibility: Any individual from a regular member organization is eligible to serve as a voting member on the Board of Directors. Individuals eligible for office are those recognized by their respective member organization.
- Section 4. Vacancies: Vacancies in the elective officers or directors shall be appointed for the remainder of the term by the Executive Committee with approval from the Board of Directors. An individual(s) selected to fill a board vacancy will serve the remainder of the current term. They must reapply for a new term should they want to remain on the Board of Directors.
- Section 5. Removal: Any officer or director may be removed for cause by a vote of at least seven members of the Board of Directors or by at least two-thirds vote of the regular membership by mail, email or any other form of electronic communication deemed appropriate by the Board of Directors.
- Section 6. Term of Service: Each member of the Board is elected to serve one two-year term; at the end of their respective term they must reapply to serve on the Board of Directors. There are no term limits. To ensure board continuity, only five seats are up for election each year, unless an individual had been appointed to fill a vacancy by the Board of Directors, than that individual must reapply to serve a new term on the Board of Directors; in this case there could be additional seats up for election.

- Section 6. President: The President shall preside at all meetings of the Association, of the Executive Committee, and of the Board of Directors. The President shall have the authority to appoint, with the approval of the Board of Directors, such other offices and committees as deemed necessary for a period of one year. The President works directly with the Past President.
- Section 7. Vice President of Operations: The Vice President of Operations shall perform the duties of the President at all meetings at which the latter is absent. The Vice President of Operations works directly with the Director of Finance, Director of Information, and Director of Communications.
- Section 8. Vice President of Programming: The Vice President of Programming shall perform the duties of the President at all meetings at which the President or Vice President of Operations are absent. The Vice President of Programming works directly with the Director of Education, Director of Networking, and Director of Recognition.
- Section 9. Director of Finance: The Director of Finance shall be in charge of the Association's funds, subject to the supervision of the Board of Directors. Additionally, this Director directly oversees the Scholarship Committee Chair.
- Section 10. Director of Information: The Director of Information shall keep accurate minutes of the meetings of the Association and of the Board of Directors. Additionally, this Director directly oversees the Membership Committee Chair.
- Section 11. Director of Communication: The Director of Communication shall oversee all internal and external communication. Additionally, this Director directly oversees the Marketing Committee Chair.
- Section 12. Director of Education: The Director of Education shall oversee all educational initiatives of the Association. Additionally, this Director directly oversees the Annual Conference Chair and the Mid-Year Conference Chair.
- Section 13. Director of Networking: The Director of Networking shall oversee all networking initiatives of the Association. Additionally, this Director directly oversees the Associate Member Committee Chair.
- Section 14. Director of Recognition: The Director of Recognition shall oversee all recognition initiatives of the Association. Additionally, this Director directly oversees the Awards Committee Chair and the Varner Committee Chair.
- Section 15. Past President: The Past President directly oversees the Nominations Committee.
- Section 16. Committee Chairs: Committee Chairs will serve a one year term. They will be nominated by their respective Director to the Board of Directors by April 1st and will be approved by the Board of Directors before May 1st each year to ensure proper transition can occur at the Annual Meeting.
- Section 17. Officers shall perform such other duties applicable to their offices as prescribed by the parliamentary authority adopted by the Association.

ARTICLE V. ELECTIONS

- Section 1. Nominations Committee: Four months prior to an annual meeting, the Past President, with the approval of the Board of Directors, shall appoint a Nominations Committee of five individuals. The Past President shall serve as chair of the committee. The Nominations Committee shall be responsible for reviewing and soliciting from among the Association's membership those willing to serve in elective office and for presenting its recommendations to the membership at the annual meeting.
- Section 2. Nominations Process: The Nominations Committee must identify a candidate pool no later than two months prior to the annual meeting. The Nominations Committee will then conduct phone interviews with the candidates and must have a proposed slate of individuals to serve on the Board of Directors no later than one month prior to the annual meeting.
- Section 3. Slating of Individuals: The Nominations Committee shall notify those individuals who have been slated to serve on the Board of Directors no less than 30 days prior to the annual meeting. The Nominations Committee shall present its recommended slate to the membership at the annual meeting. Nominations may be made from the floor, providing that the nominator submit to the Director of Information a signed acknowledgement from the person to be nominated that said person is willing to serve on the Board of Directors. Should nominations from the floor be made, election shall be by secret ballot. Election of non-contested Board openings may be made by acclamation.
- Section 4. Slating of Officers: At the Annual Meeting the five slated individuals and those serving their second year on the Board of Directors shall meet after the first business meeting to discuss the slating of officers. The meeting will be conducted by the Nominations Committee Chair. One individual from the Nominations Committee, selected by the chair, will also be in attendance to certify the vote. Positions will be discussed and voted upon in the order listed in this Constitution. Once the President has been slated the chair will continue on to the next position on the Board of Directors. Individuals may be nominated or may nominate themselves for a specific position. Once all of the officers have been determined the Nominations Chair will then take the slate of officers to the next business meeting for approval by the membership.
- Section 5. Approval by the Membership: Voting members in attendance at the Annual Meeting shall approve the proposed slate of officers during a business meeting. The membership can either vote to approve or not approve; the slate must be approved as a whole. If the membership does not approve the slate of officers, the Board of Directors will reconvene to determine a new slate.

ARTICLE VI. MEETINGS

- Section 1. Annual Meeting: The Association shall hold an annual meeting to conduct Association business, elect officers and provide educational training to its members. Quorum shall be defined as 75 percent of voting delegates registered for the meeting (one per organization holding regular membership).
- Section 2. Midyear Conference Meeting: If determined by the Board of Directors, the Association may hold a business meeting at the Midyear Conference provided there is proper notice as defined by the Constitution.
- Section 3. Board of Directors Regular Meetings: The Board of Directors shall hold monthly conference calls and no less than two (2) face-to-face meetings during the fiscal year. A conference call is not required in months when face-to-face meetings are scheduled.
- Section 4. Board of Directors Special Meetings: Should a need arise for additional face-to-face meetings or conference calls, the Executive Committee and the Board of Directors shall meet at such times and places as the President may determine, or by agreement of a majority of the Committee.
- Section 5. Board of Directors Petition Special Meetings: Special meetings of the Board of Directors may also be called from time to time on the petition of five (5) or more members of the Board of Directors, to be received by the Director of Information not less than thirty (30) days before the date set for such meeting in the petition. Such petitions shall also state the business to be transacted at the called meeting.
- Section 6. Board of Directors Meeting Quorum: For regular or special meetings of the Board of Directors, seven must be in attendance; for mail, email or any other form of electronic communication deemed appropriate by the Board of Directors votes of the Board, seven Directors shall vote.

ARTICLE VII. DUES AND ASSESSMENTS

- Section 1. Annual Dues: Annual dues may be fixed by the membership at a general meeting, to be assessed against member organizations. Such dues shall be devoted only to payment of actual expenses of the Association.
- Section 2. Conference Registration Fees: The Board of Directors shall determine the registration fee to be levied for individuals attending the annual conference, midyear conference, or special meetings of the Association.

ARTICLE VIII. AMENDMENTS

- Section 1. Notice and Procedure: This constitution may be amended by a favorable vote of at least two-thirds of the member organizations attending the annual meeting, or of at least two-thirds of the member organizations in a mail vote, email vote or any other form of electronic communication deemed appropriate by the

Board of Directors. Proposed amendments shall be received in writing by the President and the Director of Information at least sixty (60) days prior to the time of the voting. The President and Director of Information shall be responsible for distributing proposed amendments to the membership at least thirty (30) days prior to the time of voting. Other amendments may be introduced at the annual meeting if at least two thirds of the member organizations present vote to consider them. No amendment shall be considered unless it meets either of the previous criteria.

Section 2. Association Handbook: The Association Handbook of Governance, Policies and Procedures may be amended at any called meeting of the Board of Directors or, if necessary, by a mail, email or any other form of electronic communication deemed appropriate by the Board of Directors vote of the Directors, by a favorable vote of six Board members. Any proposal for amendment of a provision of the Handbook submitted by a regular member shall be acted upon by the Board at its next meeting, unless an earlier vote by mail, email or any other form of electronic communication deemed appropriate by the Board of Directors is deemed necessary by a majority of the Board. Any such proposals may also be submitted by a member organization at the annual meeting, even if such proposal was rejected by the Board previously. Majority approval of the regular members shall be required for adoption of any such proposal at the annual meeting.

Revised/Adopted by the Association on May 18, 2012.