**MODEL PFC CONSTITUTION**

PURPOSE

The purpose of the PFC is to promote and enhance professional fraternities on campus by serving as a cooperative forum for sharing ideas, information, experiences, and concerns, increasing the awareness of professional fraternities on campus; and creating a spirit of fellowship among students. The PFC exists to stimulate interaction among its member groups.

MEMBERSHIP

Membership in the PFC is granted to all chapters of fraternities eligible for membership in the Professional Fraternity Association. Each fraternity shall designate two representatives. *Membership or participation in the PFC may not be used as a condition for host institution recognition as a student organization.*

OFFICERS

The officers of the PFC shall be the President, Vice President, Secretary, and Treasurer. Officers, although from a member chapter, act in the best interest of the PFC as a whole, not in the sole interest of the individual fraternity.

OFFICER ELECTIONS

The election of officers shall take place at a time and place determined by the representatives.

Each term of office shall be one year.

OFFICER REMOVAL

Officers may be removed by a two-thirds vote following a two-week probationary period.

REPRESENTATION AND VOTING

Each member chapter in good standing, through its representatives, shall be entitled to one vote. Said fraternity shall-designate its voting member. A majority vote determines decisions. The PFC President votes only in the case of a tie.

ADVISOR

The PFC shall have an advisor or co-advisors to offer guidance and ensure the non-regulatory nature of the organization. The advisor shall be voted on by the membership.

CONSTITUTIONAL AMENDMENTS

This constitution may be amended by a two-thirds vote of the member chapter representatives.

**BYLAWS**

OFFICER RESPONSIBILITIES

The President shall preside over all meetings, serve as a liaison between the administration and the PFC, and serve in a public relations function to build awareness of professional fraternities. The Vice President shall assume the duties of the President in the absence of the President and be responsible for the recruitment of member chapters into the PFC. The Secretary shall keep a complete and accurate record of all meetings of the PFC. The Treasurer shall oversee the financial records, collect and disburse all fees, and report on the financial condition of the PFC.

MEETINGS

Meetings of the PFC shall take place at a time and place determined by the representatives. Special meetings may be called by the officers with notice to all representatives.

*ACTIVITIES*

*Events and activities (professional development, recruitment, community service, or otherwise) may be held to further the mission of the member fraternities in form and manner that complies with host institution policies.*

*RECRUITMENT*

*The PFC may not regulate the recruitment of its member fraternities.*

FEES

*Each member chapter shall pay an amount assessed to be determined by the Professional Fraternity Council.*

AMENDMENTS

The bylaws may be amended by a majority vote of the member chapter representatives.

**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 V.P. of Academic Affairs or *Provost)* who would be willing to work with the PFC.

4. Contact the appropriate University official (Student Affairs) and information of 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 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.

1. Submit a copy of the University approved PFC Constitution to PFA Headquarters along with a completed PFC survey.
2. Submit a list of participating fraternities and PFC officers to the PFA Headquarters.