Armstrong State University

Greek Council Bylaws

February 25, 2015

Table of Contents

<table>
<thead>
<tr>
<th>Article I: Membership</th>
<th>Article II: Council</th>
<th>Article III: Executive Board</th>
<th>Article IV: Elections</th>
<th>Article V: Finances</th>
<th>Article VIII: Policies</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>2</td>
<td>3</td>
<td>5</td>
<td>6</td>
<td>8</td>
</tr>
</tbody>
</table>
Article I: Membership

All organizations shall pursue the goals and adhere to the standards of the Greek Council.

SECTION 1. Membership
Membership may include all University recognized Greek organizations.

SECTION 2. Membership duties
Membership duties are defined as payment of Greek Council dues/debts within four weeks of the assigned due date and required delegation of attendance at Greek Council meetings and events.

SECTION 3. Rights
Rights of membership include voting privileges at Greek Council meetings, inclusion in all public relations, participation in Council sponsored events, and official recruitment.

SECTION 4. Probation
A probationary period, recognized as “Poor Standing”, of one month will be installed for any organization that does not fulfill its membership duties. Probation shall be defined as limited rights of membership (i.e. loss of voting privileges). The standards of membership must be reestablished prior to the completion of this period.

a). Membership Duties include payment of dues and complete attendance at Council meetings.

b) It will be at the Executive Council’s discretion to deem a violation of Membership Duties as excused or unexcused.

SECTION 5. Poor Standing
Poor Standing status shall be at the discretion of the Executive Board in the event an organization has failed to meet the required standards of membership.

Article II: The Council

SECTION 1. Delegation
The Assembly shall be composed of a Delegation representing all member organizations. Each member Organization shall select one (1) Greek Council Representative and one (1) alternate to attend the Greek Council meetings and an Executive Officer.

SECTION 2. Eligibility
a) Each delegate must serve the minimum of one full semester term.
b) These representatives will be active members of their own organization.
SECTION 3. Voting
The Greek Council shall grant one (1) vote per delegation in official business.

a) A delegate exceeding one (1) unexcused absence will forfeit voting privileges for his/her organization for one (1) successive Greek Council meeting.

SECTION 4. Resignation
An organization shall have the privilege to replace a resigning delegate. In the event of delegate resignation, the organization must notify the Executive Board of the appointed replacement within (10) days of resignation.

SECTION 5. Absences
a) Delegation of the Greek Council shall be granted no more than two (2) non-consecutive unexcused absences from Greek Council meetings per semester.

b) Violations of the Fines Policy may be reviewed on a case by case basis. Organizations who appeal may be excused if they receive a 2/3 vote from the Council.

b) The Executive Board shall consider extenuating circumstances on a case-by-case basis. If any Delegate and their Executive Officer is unable to attend a meeting, he/she is required to send a representative from his/her organization having notified the Executive Board.

Article III: Executive Board

SECTION 1.
The Executive Board shall consist of the following elected positions: Chair, Vice Chair, Secretary, and Treasurer. Officers may be from any Greek organization in good standing with the University and Greek Council and with no more than one member per organization on the Executive Board.

SECTION 2.
Each Executive Board officer shall be knowledgeable in and uphold the Constitution and Bylaws of the Greek Council. Executive Board officers may view any and all financial records and/or information regarding Greek Council accounts. Officers shall be required to attend all official Greek Council events unless excused.

SECTION 3. Duties and Privileges of the Chair
a) It shall be the duty of the Chair to oversee the planning and execution of all events.

b) He/she shall preside over all meetings in compliance with parliamentary procedure as defined by Robert's Rules of Order.

c) May call a special meeting.

d) He/she shall have the deciding vote when there is a tie.

e) It shall be his/her responsibility to ensure all reservations are made in a timely manner.
f) Empowered to delegate and administer the affairs of the Council, and implement and enforce these By-Laws and all measures adopted by the Council; and make all executive decisions as necessary.

g) Shall have complete oversight of the operations of the Greek Council.

i) Represent the Council in all matters pertaining to or affecting it, but not limited to matters with the University

j) Shall approve all expenditures of the Treasurer.

SECTION 4. Duties and Privileges of the Vice-Chair

a) It shall be the duty of the Vice Chair to assume all responsibilities of the Chair in his/her absence.

b) He/she is responsible for maintaining the calendar.

c) Shall oversee Greek Week.

d) Shall assist in the duties of the Chair.

SECTION 5. Duties and Privileges of the Secretary

a) The Secretary shall record detailed minutes of all meetings, including members in attendance.

b) He/she shall distribute the minutes within 24 hours of the meeting.

c) The Secretary shall provide a Greek Council contact list by the second week of the semester.

d) He/she shall also update the Constitution and Bylaws upon amendment.

e) Shall inform organizations of poor attendance.

SECTION 6. Duties and Privileges of the Treasurer

a) The Treasurer shall handle all financial exchanges.

b) It shall be his/her responsibility to create and maintain the council budget.

c) He/she shall prepare, in cooperation with the Chair, applications for University funding.

d) He/she shall be in charge of collecting semester dues from each organization.

e) Shall review and make recommendations on all budget requests made to the council.

f) Shall bill each organization every semester for dues and fines.

SECTION 7. Meetings
The Executive Board shall meet at least once monthly before Greek Council meetings during academic periods.

a) The Council shall hold at least two regular meeting each calendar month. The exceptions to this shall be May, June, July, August, December, and January.

b) Meetings shall be conducted according to Robert Rules of Order Newly Revised, subject to the limitations of these By-Laws.

c) The Greek Council Chair shall have to ability to call special meetings to order with consent of one (1) additional member of Executive Board. Notice for a special meeting must be given no less than 24 hours in advance.
SECTION 9. Removal from Office Impeachment

a) In the event that an Officer does not fulfill his/her duties, or acts in any way detrimental to the Greek Council or the integrity of the Greek Council, a motion must be made and can be at any regular meeting, but tabled until the next regular meeting. The Officer will be impeached with a two-thirds (2/3) vote, in favor of impeachment.

b) It is expected that all Greek Council officers, will uphold the integrity of the Council, perform their duties to the fullest, and are to attend at least 2/3 of both Greek Council meetings and Greek Council events. Only excused absences, determined by the Executive Board, will not count against their attendance. No person shall be removed from office without due process. An officer accused of failing to meet officer duties, shall be notified of this violation. Therefore will be informed of his/her right to be present in person and represented in any proceeding against him/her. This notice shall be documented.

c) Following judgment to remove an officer, elections will immediately be held for any elected officer removed, and applications will be collected for any appointed officers removed.

Article IV: Elections

SECTION 1. Elections
Voting for the Chair, Vice Chair, Secretary, and Treasurer shall be held during the November regular meeting with nominations being opened at the prior meeting.

SECTION 2. Nominations
Nominations will be open at the prior meeting.

SECTION 3. Candidacy
An individual must be in good standing with his/her respective organizations, Greek Council, and the University to be eligible for candidacy. The individual must have earned at least 24 credit hours.

SECTION 4. Executive Board
All Executive Board officers shall be elected by a majority vote (defined as 2/3 vote from the council) of the Council.

SECTION 5. Majority Vote
In the event a candidate for an office does not receive a majority (at least half) during the first vote, the candidate with the fewest votes shall be eliminated until two (2) candidates remain or until one (1) has received the necessary majority.

SECTION 6. Office Term
The Executive Board members shall serve for a term of one year. The Executive Board members will be elected at the end of the fall semester and serve the following spring semester, summer semester, and fall semester.
SECTION 7. Resignation
Any Executive Board Officer not able to fulfill his/her duties, as outlined in this Constitution and Bylaws, shall resign and a successor be designated by election.

   a) In the event of an Officer resignation, nominations and voting shall occur during the succeeding Greek Council meeting.
   b) The Chair will fill vacancies in all other Executive Board offices through appointment. Appointments are subject to confirmation by a majority vote by the Greek Council.

SECTION 8. Removal
In the event of an officer being removed from position, nominations and a new election shall take place, except in the case of Chair. Demotion at the position of Greek Council Chair shall be followed by the promotion of Greek Council Vice Chair to the Chair position. This shall subsequently be followed by elections for the position of Vice Chair.

Article V: Finances
Penalties will be assessed for late payment of dues.

SECTION 1. Dues
Greek Council dues shall be five dollars ($5.00) per active member per semester.

The first week the dues are delinquent, the organization will be assessed a five dollar ($5.00) late fee and for each week thereafter. After the fourth week of delinquency, the organization will be considered inactive until dues and fines are paid.

SECTION 2. Budget
The budget must be presented no later than one (1) month prior to the end of the semester preceding that in which it will be utilized. All additional expenditures must be approved, prior to purchase, by a majority vote of the Council.

SECTION 3. Purchases
All purchases must be authorized by the Treasurer and the Chair in order to receive reimbursement. Receipts must be submitted to the Treasurer within 3 weeks of purchase and will be reimbursed according to the order in which they are received. An appeal process will be granted under extenuating circumstances relating to reimbursements. An appeal will be decided on a majority vote of the Council.

SECTION 4. Fine Policy
Fines will be implemented when Greek Organizations fail to comply with set guidelines stated within the Greek Policy and Procedures, Constitution and Bylaws.
The five-dollar fee will occur every following week the obligation is not met for dues.

<table>
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<th>Fine Policy is set as follows:</th>
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<tr>
<td>Failure to attend meeting (unexcused)</td>
<td>$100.00</td>
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<tr>
<td>Failure to meet attendance percentage (30% of total chapter)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Failure to submit paperwork (leadership roster, membership roster, end of year report, etc.)</td>
<td>$5.00</td>
</tr>
<tr>
<td>Failure to pay dues on time</td>
<td>$5.00</td>
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Fines are set in place to encourage participation and hold organization accountable for their commitments.

**Article VI: Advisors**

Each Greek Organization needs to have a campus advisor to assist the chapter. Each campus advisor is responsible for reserving campus locations on behalf of their respective Greek Organization using the R25 registration form.

**Article VII: Expansion**

**SECTION 1: Sub-Councils**

Chapters and Colonies in the Greek Council shall be, as divided by their national affiliation:

a) National Panhellenic Conference

b) North-American Interfraternity Conference

c) National Pan-Hellenic Council

d) Other Governing Organization Section
All social sororities that have a national affiliation with the National Panhellenic Council (NPC) shall have membership in this sub-council.

NPC shall function within the framework of the Greek Council Governing Code to provide guidance and leadership in the areas of formal rush, informal recruitment, and intramural sports, and to promote unity, cooperation, and Panhellenic sisterhood among the NPC member organizations in the Greek Council leadership training.

a. The current officers and advisors shall train newly elected executive officers and representatives in their new offices.

b. This shall take place at a transition retreat organized by the Greek Council Chair.

Section 2: Annual Events
The Council will host one annual (semester) event on campus.

Section 3: Philanthropy
The Council shall participate in one service/philanthropy event together during each semester.

Article VIII: Policies

SECTION 1: Alcohol
The sale of alcohol on campus is illegal and expressly forbidden.

The possession and consumption of alcoholic beverages is strictly prohibited.

The serving, possession, or consumption of alcoholic beverages is prohibited unless the Vice President of Student Affairs grants prior written approval for special institutionally sponsored events. Under such approval, the following conditions apply:

a. The use of student activities funds for the purchase of alcoholic beverages is prohibited.

b. A person under 21 years of age may not possess or consume alcoholic beverages.

c. A person of legal drinking age must not provide alcohol beverages to underage persons.

d. A person must not present a false identification, either written or oral, in order to obtain alcoholic beverages.

e. Persons and/or organizations that have permission to serve alcohol must sign a statement accepting full responsibility for any personal injuries, damages to property, and clean up of Armstrong State property.
Organizations are reminded that events held off-campus must adhere to the same alcohol regulations as on-campus events. The Adviser of an organization that has permission to serve alcohol at a special event is required to be present at the event.

f. An organization must check student identifications for legal drinking age when monitoring events.

g. At special functions where the use of alcohol is approved, consumption of alcoholic beverages is permitted only within the approved area designated for the event.

h. Non-alcoholic beverages must be equally as available as alcoholic beverages and a reasonable portion of the budget for the event shall be designated for the purchase of food items. Promotional materials for the event shall not make reference to the amount of and/or type of alcoholic beverages available.

i. Drinking games or activities contributing to alcohol overindulgence are prohibited and alcohol cannot be given as a prize for contests, games and other such activities.

j. Intoxication will not be accepted as an excuse for disorderly conduct on campus or at institutionally sponsored student events.

k. A person who is intoxicated will be prevented from driving a motor vehicle by campus police officers.

l. Another person shall not give a person who is in an obvious state of intoxication an alcoholic beverage.

m. The possession, sale and/or use of any illegal drugs, controlled substances and/or drug paraphernalia, at any sponsored events or at any event an observer would associate with the fraternity, is strictly prohibited.

n. The possession or use, (without valid medical or dental prescription), manufacture, distribution, or sale of any drug controlled by federal or Georgia law is prohibited.

o. Students who choose to violate these policies will be held responsible under the Student Code of Conduct. If an administrative or student court hearing is necessary, the accused student is entitled to all the rights guaranteed under the student code of conduct.
SECTION 2: Hazing

All forms of hazing, pledge day and/or pre-initiation activities, which are defined as hazing shall be banned.

Hazing is defined as any action or situation with or without consent which recklessly, intentionally or unintentionally endangers the mental or physical health or safety of a student, or creates risk of injury, or causes discomfort, embarrassment, harassment or ridicule or which willfully destroys or removes public or private property for the purpose of initiation or admission into or affiliation with, or as a condition for continued membership in a chapter or colony of any fraternity/sorority.

SECTION 3: Compliance

These Bylaws shall not conflict with the Bylaws of the policies and regulations of the Armstrong State University, or the State of Georgia. Any stipulations applying to all chartered organizations made by the university shall be considered to be immediately enforceable, whether contained in these Bylaws or not.