

Multicultural Greek Council By-laws

Article I. FINANCE

- Section 1.01 Fiscal year: the fiscal year of MGC shall be from January 1 to December 31.
- Section 1.02 Contracts: the signature of the president shall be required to bind the MGC.
- Section 1.03 Checks: all checks issued on behalf of the MGC shall require two signatures for cashing. The only officers with authority to sign checks are president, vice president and secretary.
- Section 1.04 Payments: all payments due to MGC shall be presented to the treasurer, who shall record and deposit them. Payments shall be made payable to MGC.
- Section 1.05 Membership dues:
- a. Dues shall be due at the second meeting of each semester.
 - b. Amount: the dues of each MGC membership in the fall semester and again in the spring semester.
 - i. Regular membership shall be \$5 per person.
 - ii. Provisional membership shall be \$5 per person.

Article II. MEETINGS

- Section 2.01 The Executive Board (EB) will meet once a week during the long semesters. Time and place will be decided by the EB each semester.
- Section 2.02 The Executive Board and Council will meet bi-weekly during the long semesters. Time and place will be decided by the GM each semester.
- Section 2.03 If an officer has to miss an organizational meeting, they must notify president by phone prior to the absence. Then at the next EB meeting, the officer must submit in writing to the Standards Officer why the meeting was missed.
- Section 2.04 If a member from an organization misses two excused or unexcused meetings there will be a \$10 fine. At least 2 delegates of each organization must attend the meeting, excluding members of the executive board. If a member of the executive board does not attend the MGC meeting, the fine is \$10.
- Section 1.01 To increase participation in MGC, the council will offer an incentive program. Points will be awarded in the following criteria: Attending Mandatory events such as Council Meetings, Community Service, Fundraisers, Socials, paying dues on time, and those officers designate mandatory. Extra points can be awarded by attending other orgs events (per org member) and donating to MGC. For these events provide proof of attendance such as a picture, signature from an org member sponsoring the event, or finding an officer at the event. *If only one delegate attends events that require at least two delegates, half of the points will be awarded to the organization.

Article III. SELECTION OF OFFICERS

- Section 3.01 Eligibility and Terms for Officers
- a. The President and Vice President must meet the following qualifications:
 - i. Must be in good standing with their respective affiliate organization.
 - ii. Must have previously served as a delegate or officer of MGC.
 - iii. Must have a minimum of 2.5 cumulative G.P.A.
 - iv. No person serving as President of their organization may serve as EB President.
 - b. The Secretary, Treasurer and Standards Officers must meet the following qualifications:
 - i. Must be in good standing with their respective affiliate organization.
 - ii. Must have one semester as member in affiliate organization.
 - iii. Must have at least a 2.5 cumulative G.P.A.
- Section 3.02 Nominations for all officers shall be opened at the MGC Council meeting four (4) weeks prior to the last meeting of the year. Nominations shall remain open for a minimum of two (2) weeks.
- Section 3.03 Voting in elections of all MGC officers shall be done by closed ballot.
- Section 3.04 There is a maximum of two members per organization allowed to serve on the MGC EB.
- Section 3.05 All voting member organizations with voting rights and at least one (1) representative present shall be permitted one (1) vote.
- Section 3.06 No voting by proxy is allowed.
- Section 3.07 The Election order is:
- a. President
 - b. Vice President

- c. Administration & Finance
- d. Community Service & Public Relations
- e. Standards

Section 3.08 In the event of a tie vote in the election, there shall be a revote. If the vote is still a tie, then the sitting council will cast the deciding vote. If it is still a tie vote the current President will cast the deciding vote.

Section 3.09 All elections will follow these procedures:

- a. On the day of the election, additional nominations can be taken from the floor for all positions except the presidency;
- b. The nomination shall be seconded from another of MGC (including the executive board);
- c. Nominees shall accept or decline the nomination;
- d. All nominees, with the exception of the first nominee, shall leave the room;
- e. The first nominee shall then present a speech, no longer than five minutes, to the MGC Council;
- f. Questions shall be asked of the first nominee;
- g. Speeches and questions shall continue until all nominees have spoken;
- h. No other nominee shall be in the room while another nominee is speaking or being questioned; (9) Once all nominees have spoken and left the room, an open discussion shall take place with pros and cons for all nominees being verbally discussed;
- i. All voting member organizations with voting rights and at least one representative present shall be permitted one (1) vote via secret ballot;
- j. All elections of executive board member is decided by simple majority
- k. The President shall then bring all nominees back into the room and announce the winner.

Section 3.10 When deciding any issue before MGC, only the regular member organizations may vote. Each voting member organization with at least one (1) representative present shall be permitted one (1) vote.

Article IV. VACANCIES AND IMPEACHMENT

Section 4.01 In the event of a vacancy in office,

- a. All vacant offices shall be appointed by the MGC President with advisement of the Executive Officers.
- b. An announcement will be made at a general meeting of the vacancy.
- c. Qualified applicants will have one week to turn in a letter of interest.

Section 4.02 Removal from Office

- a. All elected officers may be removed from office for the following reason:
 - i. Removal for due cause or dereliction of duty
 - ii. Removal from office due absences. Missing three Council, EB, or special meetings in a given semester
- b. Procedure for removal
 - i. The alleged violations must be presented in writing and appear with the sponsoring organization(s) or executive officer on the established agenda

Article V. THE EXECUTIVE OFFICERS DUTIES

Section 5.01 THE PRESIDENT shall

- a. Have overall responsibility for the operation of the MGC.
- b. Call and preside over all regular and special meetings of MGC.
- c. Call and preside over all regular and special meetings of the MGC.
- d. Review, approve and sign all MGC checks and contracts.
- e. Approved signer for the bank accounts: MGC at Regions Bank and SORF.
- f. Serve as member ex-officio of MGC with voice but no vote.
- g. Maintain up-to-date president's file that will include a copy of the current:
 - i. MGC Constitution,
 - ii. By-law.
 - iii. Budget.
 - iv. Copies of all rule violation reports and the MGC Rulings
 - v. Copies of all current contracts
 - vi. Have a minimum of two office hours per week.

Section 5.02 VICE PRESIDENT shall

- a. Attend all regular and special meetings of MGC.

- b. Perform the duties of the president in her absence, inability to serve, or at their call.
- c. Serves, with president, as official spokesperson for the MGC.
- d. Approved signer for the bank accounts: MGC at Regions Bank and SORF.
- e. Oversees all MGC Committees
- f. Serve as a liaison between the IFC, NPHC and NPC.
- g. Maintain an officer notebook in order and in good condition.
- h. Report to the president weekly.
- i. Report to council weekly.
- j. Develop, with the risk management committee, a MGC Risk Management Policy.
- k. Have a minimum of two office hours per week.

Section 5.03 THE ADMINISTRATION & FINANCE SHALL

- a. Maintain the finances of the MGC.
- b. Prepare the annual budget to be approved by the MGC.
- c. Provide receipts for all payments and membership dues collected by the MGC.
- d. Responsible for prompt payment of all bills incurred and all deposits by the MGC.
- e. Responsible for balancing the accounts monthly
- f. Assure on a monthly basis all committees and officers are aware of their budget allotment and work within it.
- g. Maintain an officer notebook.
- h. Report weekly to the MGC.
- i. Keep an up-to-date roll of the members of MGC and call it at all meetings.
- j. Keep full Minutes of all regular, special and executive board meetings of the MGC.
- k. Be responsible for the official correspondence of the MGC unless provided for otherwise
- l. Maintain a complete and up-to-date file that includes all minutes of all meetings and correspondence of the Council from the date of its organization; copies of all MGC contracts, current correspondence.
- m. Attend all regular and special meetings of the MGC.
- n. Create and maintain an MGC Calendar.
- o. Maintain supplies such as letterhead, thank you's, etc.
- p. Serve at least one office hour per week.
- q. Perform all other duties as assigned.

Section 5.04 COMMUNITY SERVICE & PUBLIC RELATIONS SHALL

- a. Work to extend the council's effort of service towards the community at all times.
- b. Preside over all Service Committee meetings.
- c. Coordinate at least one MGC Service Function, or Philanthropy, per semester.
- d. Be responsible for all correspondence between council and the public including social media.
- e. Be responsible for the publication of the recruitment, orientation or any other materials for the council.
- f. Be responsible for submitting and keeping an up-to-date file on all publicity released during his term in office.
- g. Be responsible for updating and maintaining the information on the MGC Web-page.
- h. Maintain an officer notebook.
- i. Report to Council weekly.
- j. Serve at least one office hour per week.
- k. Perform all other duties as assigned.

Section 5.05 STANDARDS OFFICER SHALL

- a. Shall chair the Judiciary Committee.
- b. Shall act as parliamentary for meetings insuring the meetings are in line with the procedures set forth by the MGC constitution, By Laws and Roberts Rules of Order.
- c. Shall maintain decorum and order at all meetings.
- d. Shall certify all voting persons in attendance.
- e. Maintain an officer notebook.
- f. Report to Council weekly.
- g. Serve at least one office hour per week.
- h. Perform all other duties as assigned.

Article VI. DELEGATES

- Section 6.01 Delegates and alternate delegates should attend all regular MGC meetings.
Section 6.02 Delegates and alternate delegates will be assigned by the President, to chair a MGC committee.
Section 6.03 Each delegates and alternate delegates who chairs a committee with report to the vice president.

Article VII. STANDING COMMITTEES

Section 7.01 Judiciary Committee

- a. Who sits on the committee
 - i. The official delegate will automatically be on the judiciary committee.
 - ii. The chairman will provide a slate of five (5) members who represent the member organization for the approval at a regular meeting.
- b. The charge of the committee charge is to:
 - i. Act as a consulting body for any chapter (student or alumni) disciplining its members according to the Fraternity's governing documents when requested by the individual chapter;
 - ii. Serve as the investigative body for any cases in which is reported to the chapter or council
 - iii. Provide ongoing review of Fraternal governing documents to ensure their integrity as those documents pertain to disciplinary matters (including updates as mandated by changes in US/Texas law);
 - iv. Reviewing cases which were adjudicated by other parties;

Section 7.02 Social Committee

- a. The chairman will be appointed by the MGC president and once appointed will report to the Vice President of MGC
- b. Shall coordinate one social activity for the fall and spring semester for MGC.
- c. Must attend the first executive meeting of each month.
- d. Serve at least one office hour per week.
- e. Perform all other duties as assigned.

Section 7.03 Service Committee

- a. The chairman will be appointed by the MGC president and once appointed will report to the Vice President of MGC
- b. Shall coordinate one service project for the fall and spring semester for MGC.
- c. Must attend the first executive meeting of each month.
- d. Serve at least one office hour per week.
- e. Perform all other duties as assigned.

Section 7.04 Fundraising Committee

- a. The chairman will be appointed by the MGC president and once appointed will report to the Vice President of MGC
- b. Shall coordinate and promote at least one fundraising project per semester for the MGC.
- c. Must attend the first executive meeting of each month.
- d. Serve at least one office hour per week.
- e. Perform all other duties as assigned.

Article VIII. HAZING

Section 8.01 MGC is unequivocally opposed to any activity by a member organization or individual(s) within the member organization that is herein defined as hazing.

Section 8.02 Definitions

- a. Hazing. Any intentional, knowing or reckless act occurring on or off campus by one person alone or acting with others, that endangers the mental or physical health or safety of a currently-enrolled or prospective student for the purpose of pledging, being initiated into, affiliating with or maintaining membership in that organization.

Section 8.03 Hazing acts include but are not limited to:

- a. Any type of physical brutality such as whipping, beating, striking, branding, electronic shocking, etc.;

- b. Any type of physical activity such as sleep deprivation, exposure to the elements, confinement in a small space, calisthenics or other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. Any activity involving consumption of a food, liquid, alcoholic beverage, drug or substance which subjects the student to unreasonable risk or harm;
- d. Any activity that intimidates or threatens the student with ostracism, subjects the student to extreme mental stress, shame or humiliation or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining at the institution;
- e. Any activity that induces, causes, or requires the student to perform a duty or task, which involves a violation of the Penal Code.

Section 8.04 Committing an Offense.

The organization and any individual involved in hazing

- a. Commits an offense by;
 - i. Engaging in hazing;
 - ii. Soliciting, encouraging, aiding or directing another engaging in hazing;
 - iii. Intentionally or knowingly permitting hazing to occur;
 - iv. Having first-hand knowledge that a specific hazing incident has occurred and failing to report said knowledge in writing to the SFA Judicial Officer or the Director of Student Engagement.

Article IX. VIOLATIONS

Section 9.01 Any dispute arising out of a violation of MGC rules and regulations shall be addressed through mediation.

Section 9.02 If an agreement is not reached through the mediation process, the matter shall be referred to the Judiciary committee.

- a. The MGC President will receive the alleged charges in writing from the president of the filing MGC member organization.
- b. The president will then provide within 48 hours a copy of the charges to the accused chapter and the chairman of the Judiciary Committee
- c. The chairman of the Judiciary Committee of the will provide a copy of the allegation to each member of the Judiciary Committee and set a time for the hearing
- d. The MGC Judiciary Committee will convene and formally hear the accusations of the sponsoring organization(s) or executive officer and the rebuttal from the accused MGC officer.
- e. The MGC Judiciary Committee will then render a decision.
- f. If the decision of the Judiciary Committee is not accepted, the matter may be appealed. Notice of the intention to appeal shall be given to the MGC president. The appeal will go to SFA Student Government Judicial committee for adjudication. The finding of the SFA Student Government Judicial committee will be final.

Section 9.03 Judiciary Committee Sanctions:

- a. A public reprimand as well a notifying their national office of the infraction and findings.
- b. Service to MGC, the university, the community or the organization they offended
- c. Provide an educational program for MGC or the University
- d. Monetary fine

Section 9.04 Probationary membership Status

- (a) Any organization not meeting the requirements during the present semester will be put on a probationary membership for one semester to improve their status.
- (b) If the organization's performance does not improve during that time period, the council will vote on whether or not the organization shall retain membership within the council.
 - (i) Before voting, the organization(s) on probation shall present to the council why they wish to continue to be a member.
- (c) If the organization is voted to stay, they will keep their probation status for the following semester.
 - (i) If, at the end of that semester the organization does not improve their involvement, they will then be removed from the council.
 - (ii) If at the end of the semester, the organization significantly improves their involvement; their status will then be changed to active.

Section 9.05 Council Event Attendance:

- (a) 75% member attendance per active chapter is required for all MGC events.
 - (i) If 75% of members of a chapter cannot participate, then a 48 hour notice to a MGC executive board is required.
 - 1) If there is not a 48 hour notice, then the chapter will be fined \$25.
 - (ii) If there is 0% attendance of a chapter, then the chapter will be fined \$25.
 - (iii) If a chapter has less than 75%, but notifies MGC executive board 48 hours prior to an event, then only a \$5 fine will be given to the chapter.
- (b) All fines must be paid by the next MGC meeting.
 - (i) If the chapter cannot pay the fine, they need to set up a meeting with the executive board.
 - (ii) If the chapter does not pay by the next meeting, each day after the meeting their will be a \$5 fine with a maximum amount of \$70.

Article X. RULES OF ORDER

Section 10.01 The MGC and its executive council shall be governed by Robert's Rules of Order Newly Revised except in matters specifically provided for in the constitution, by-laws or standing rules.

Article XI. AMENDMENTS

Section 11.01 These by-laws may be amended by two-thirds (2/3) vote of the voting members of MGC, provided notice of the proposed amendment has been given in writing at the preceding regular meeting.