

# Multicultural Greek Council at the University of Michigan

## BYLAWS

April 11th, 2018

### Article I –Officers

#### SECTION 1. Duties of Elected Officers

##### A. President

- a. Serve as chairperson of the Executive Board
- b. Preside at all meetings of the Executive Board and the General Council
- c. Serve as official representative and spokesperson for MGC
- d. Serve as official endorser/signer on MGC's bank account along with the Vice-President and Treasurer
- e. Serve as contact person with the other Greek councils
- f. Prepare agendas for Executive Board meetings

##### B. Vice President

- a. Serve as President pro tempore
- b. Aide the President in whatever capacity is applicable
- c. Serve as parliamentarian
- d. Serve as Greek Activities Review Panel (GARP) Chief Justice for matters pertinent to the MGC.
- e. Serve as a contact person to Hazing Task Force (HTF)

##### C. Secretary

- a. Compile roster of MGC members each semester.
- b. Compile a chapter president contact sheet for each organization per semester which shall include name, address, e-mail address, phone number, and any other pertinent information
- c. Serve as Achievement Expectations Program Liaison
- d. Take attendance at General Council meetings
- e. Maintain records of attendance
- f. Prepare agendas for the general council meetings which must be reviewed by the Executive Board before general council meetings
- g. Take detailed minutes at Executive Board, General Council meetings, committee meetings, and all other meetings pertinent to the issues of MGC.
- h. Post electronic minutes for General Council meetings and Executive Board meetings chapters and Executive Board members

##### D. Treasurer

- a. Receive all money from chapter dues and fines and deposit the money in the council account
- b. Responsible for creating and presenting the semester budgets
- c. Serve as official signer of MGC's bank account along with the President and Vice-President
- d. Oversee any and all monetary transactions
- e. Provide monthly treasury reports at General Council meetings
- f. Provide weekly treasury reports at Executive Board meetings

- g. Sign all MGC expenditures along with either the President or Vice-President
  - h. Compile an end of elected term budget report to be presented no later than the last general council meeting
- E. Policy Chair
- a. Responsible for reviewing and revising all MGC documents including but not limited to the constitution, bylaws, expansion policy, and social policy
  - b. Serve as the head of the Policy Committee and responsible for coordination of the committee
  - c. Responsible for finalizing all updates to all policies under their jurisdiction by the end of their elected term
  - d. Responsible for uploading updated policies onto relevant platforms including but not limited to the Office of Greek Life pages, Maize Pages, and to the MGC Drive
  - e. Responsible for proofreading all formal statements and communications
  - f. Serve as a contact person to Hazing Task Force (HTF)
- F. Programming Chair
- a. Responsible for planning and coordinating one social and one community service event per elected term
  - b. Coordinate all committees for MGC events, including but not limited to Spring Gala Committee
  - c. Collect and compile event calendars from each chapter and to create a master calendar which is then made available to all MGC members
  - d. Responsible for scheduling rooms for meetings and events
- G. Publicity Chair
- a. Responsible for promotion and advertisement of all MGC events, including but not limited to flyers, e-mails, tickets, etc.
  - b. Responsible for designing or coordinating the design of all MGC publicity
  - c. Responsible for arranging and seeing to the completion of campus publicity including but not limited to Diag boards, showcase, banner poles, etc.
  - d. Responsible for coordinating summer publicity in coordination with the Office of Greek Life.
  - e. Responsible for taking and collecting pictures of all MGC Events.
  - f. Responsible for all media on MGC events including but not limited to photos, videos, and other printed media.
  - g. Responsible for maintaining the council website.

## **SECTION 2. Election of Officers**

### **A. Applications**

1. All candidates must fill out and turn in an MGC officer application to the MGC Executive Board prior to elections
2. The due date of the application shall be at least three days prior to the day of elections.
3. The application will be made available at least two weeks in advance of elections in the Office of Greek Life.

4. If no candidate runs for a position the voting process for that position will resume at the start of the next semester.

#### B. Speeches

1. Elections will start with the President and then proceed in the following order of Vice President, Secretary, Treasurer, Programming Chair, Publicity Chair, and Historian. (This follows rolling voting procedures where a candidate may run for a subsequent office if he or she was not elected for the office for which he or she ran.)
2. The candidates for each position will speak in alphabetical order by last name
3. The speeches for President will not exceed four minutes.
4. The speeches for all other offices will not exceed two minutes
5. During the election for each office, the other candidates running for the said office will wait outside the room of elections and only coming in to give their speech.

#### C. Nominations

1. Nominations will be taken for each office prior to the start of the election for the respective office.
2. Any MGC member can nominate any person other than his or her self for an Executive Board office.
3. A candidate may be nominated for more than one office.
4. The nominated person can defer or accept their nomination.
5. If a candidate does not win a specific office, he/she may be nominated for a subsequent office.
6. A candidate is eligible to drop down and run for a subsequent office if he/she was not elected for the office for which he/she ran.
7. There is no limit to how many times a candidate can drop down.

#### D. Question and Answer

1. Following each speech, each candidate will be asked questions from the floor and the Executive Board
2. The executive Board will ask the first two questions.
3. The first two questions for each specified office will be the same for any number of candidates running for the specified office.
4. The Question and Answer portion of election will take no longer than 5 minutes per candidate, however this time may be extended by a 2/3 vote by the General Council.

#### E. Discussion

- a. Following a candidate's question-answer session, he/she will be asked to leave the room to allow for a 5 minute discussion period on the floor.
- b. Discussion time may be extended by a 2/3 vote by the General Council.
- c. All comments made must relate to elections.
- d. Executive Board members may not speak unless providing factual information pertaining to the candidate.

#### F. Voting

1. Each active and associate membership chapter will have one vote unless their voting privileges are suspended for that meeting.
2. Voting will take place by a secret, written ballot.
3. The Quorum shall be set at two-thirds of the active chapters.
4. The Council Advisor will immediately collect and count the votes and the President will then immediately announce the winner.
5. All votes once submitted are final, unless re-voting must take place in the event the situation described in letter f of this section occurs.
6. If a majority (>50%) vote is not met after the first vote, another vote will be taken with only the two candidates receiving most votes in the previous vote remaining in the ballot. A second place tie can be broken in the same manner, considering only the two candidates tied for second place, and then re-vote with the top two candidates.
7. In case of a tie, the current Executive Board shall cast the deciding vote in which each Executive Board member, excluding the president, submits a secret ballot to the Council Advisor. The Executive Board majority (>50% ) vote will count as one General Council chapter vote, and thus determine the outcome.
8. In case of a tie among the Executive Board, the president shall submit a secret ballot to the Council Advisor, and thus determine the overall vote of the Executive Board.

G. Procedures

1. Elections must be held at least one month prior to the end of the winter semester to allow a transition period for the new Executive Board.
2. Two-thirds of the Executive Board must be present to hold elections.
3. Term for each Officer shall be one full academic year from May to May.
4. Officers are allowed to serve a maximum of two terms in any one position.

## **Article II – Executive Board**

### **SECTION 1. Duties and Responsibilities**

- A. The Executive Board must abide by the MGC Constitution and Bylaws.
- B. Act for the MGC, in the interim between General Council meetings, including, but not limited to summer activities.
- C. Deliberate on all policies and council related issues.
- D. Approve the time and place of General Council meetings with consent of the Council.
- E. Required to attend all General Body, Executive Board meetings and all retreats made available by the Office of Greek Life.
- F. Hold at least one hour per week of office hours in the Office of Greek Life.
- G. Shall conduct themselves with dignity on all occasions as ambassadors of Multicultural Greek Council so that they will not misrepresent MGC or its chapters.
- H. Actions and attitudes should reflect the values and observe the policies set forth by the Statement for Human Dignity and the University of Michigan Policies for Student Conduct.

- I. Allowed two absences per semester from any MGC related event, including but not limited to, MGC Executive board meetings and council meetings. Once two absences have been tallied, the officer will be subject to fines as outlined in the fine system in Article VI, Section 4 and may be considered for temporary suspension of officer duty.
- J. Officers will remain neutral during all elections for officers, HTF and GARP representatives. They cannot vote with their respective chapter. Officers cannot comment or deliberate during discussion in elections. The only exception to the rule is during first two questions asked by the Executive Board during officer elections or if providing factual information when questioned in the discussion portion of the voting procedure.

## **SECTION 2. Filling a Vacancy**

- A. In case of a vacancy for the office of President, before the President's term expires, the Vice-President shall fill the vacancy in the interim for no greater than three consecutive General Council meetings. Elections for a new President should follow the procedure outlined in Article I, Section 2 of these By-Laws at the next General Council meeting.
- B. In case of an unexpired term for any other officer, open nominations followed by an election shall be held by the General Council to elect a person to fill the vacancy within two General Council meetings.
- C. In the event that a council officer is unable to fulfill her/his duties (due to personal circumstances or other hardship) for a temporary period during the term of office, the officer shall notify the other members of the Executive Board of the situation and request a leave of absence. The Executive Board may grant the leave or request the officer to resign in lieu of a leave of absence. A leave of absence may not exceed three consecutive General Council meetings. If a leave of absence is granted, the duties and responsibilities of the office shall be assigned or delegated to other Executive Board members or to one or more members of the General Council Body for the duration of the absence. Failure to notify the Executive Board of the request of a leave of absence before a leave of absence is taken will result in automatic removal of the officer. The protocol described in Article 2 Section 2.b shall be the protocol for electing a new officer if the officer in question fails to notify the Executive Board of a leave of absence.

## **SECTION 3. Violation of Duties**

- A. In case officer actions have been found to adversely effect and negatively represent the MGC, the officer will be liable for their actions. In addition officers will be subject to any of the following:
  - 1. A warning will be issued by the MGC Executive Board, or General Council. A warning will become null if an officer attends both four consecutive Executive board meetings and four consecutive General Council meetings and/or corrects his or her adverse behavior.
  - 2. If the officer does not attend the meetings and correct his or her behavior, he or she will be subject to the following:

- a. Permanent removal from office which will follow the procedures in Article II, Section 4 of these Bylaws.
- b. Referral to the Office of Student Conflict Resolution and the Office of Greek Life

#### **SECTION 4. Removal of Officers**

- A. An officer may be removed from office if they have committed serious violations that defy the values and principles set forth by the Multicultural Greek Council and its constitution, displays behaviors that are negative and detrimental to the Multicultural Greek Council and/or has demonstrated that they are incapable of performing the duties of the officers set forth by this constitution.
- B. To remove an officer, the Executive Board and Council Advisor must setup mediation either after a warning period or a serious violation of duties has been brought to the Executive Board's or General Council's attention. The General Council may vote by a 2/3 majority to skip over a mediation period if the matter in question was brought by the General Council. If the matter is not resolved in the mediation, the issue will be formally brought up at the General Council meeting. The council will then vote to formally initiate impeachment procedures by majority vote. Then, at least within two council meetings there must be a formal vote on impeachment of the officer by 2/3rds of the Council Vote.
- C. If any Officer is not a full time student of the University of Michigan (12 credit hours or greater), does not maintain a 2.5 cumulative GPA, obtain a 2.25 GPA their semester before serving in office or any semester while serving in office, or is not an active member of his or her fraternity/sorority, the officer will be automatically removed from office by serving notification at least 7 days prior to the officer in question and the General Council
- D. In the event an officer is removed, the vacancy will be filled as stated in Article II, Section 2 of these Bylaws.
- E. The General Council has the right to move for officer removal procedures as stated in Article II, Section 3 if it feels the Executive Board has failed to initiate the removal process.

### **Article III – Expansion and Removal**

#### **SECTION 1. Becoming an Active Chapter**

- A. Interest Chapters
  1. Interest Chapters must prepare oral and written presentations including, but not limited to chapter history, constitution/bylaws, and reasons for wanting to join the MGC, to be presented at a General Council meeting.
  2. They must then attend two consecutive meetings after the presentation meeting.
- B. Associate Chapters
  1. On the second consecutive General Council meeting the Interest Chapter attends, the delegates from each Membership Chapter will vote on

whether the interest chapter shall be allowed to become an Associate Chapter of the Multicultural Greek Council.

2. A vote of a majority (>50%) votes for Associate Chapter status must be met in order to gain Associate Member status.
3. The group will remain an Associate Chapter for 12 consecutive, scheduled meetings.
4. The group is granted the same rights and privileges as Active Chapters.
5. The group is subject to the same attendance policies as the Active Chapters (Article IV), with the exception of the probationary period.
6. If an Associate Chapter does not meet the attendance requirement, its Associate Chapter status will be terminated and they will be unable to re-apply for membership until the semester following the next immediate semester.
  - a. An Associate Chapter may appeal termination to the General Council at the next General Council meeting.
  - b. An appeal is accepted by a majority vote, and the missed meeting will not count towards their consecutive meeting count.

#### C. Active Chapters

1. After the completion of the Associate Member term, the Chapter Presidents will vote as to whether or not Membership Chapter status shall be granted.
2. A passing vote will be one of two-thirds or higher.

#### D. Failure to Obtain Status

1. For an Interest Chapter, failure to attend two consecutive meetings or to obtain a majority vote of the council will result in termination of their application process.
2. For an Associate Chapter, failure to obtain a majority vote of the General Council will result in the extension of their Associate Chapter status for six (6) consecutive meetings at which point a second vote will take place. Failure to receive a majority vote after this expansion period will result in the termination of their application process.
3. A Chapter who has failed to gain status will be allowed to re-apply for membership in the semester following the next immediate semester.

### **SECTION 3. Active Membership**

- A. If a chapter fails to maintain an active membership they will lose recognition from the MGC.

### **SECTION 4. Re-Activation**

- A. An inactive chapter wanting to re-activate its status shall contact the Executive Board stating its purpose.
  1. The Inactive Chapter must come to a General Council meeting to give an oral and written presentation explaining its reasons for wanting to return to MGC.

2. A two-thirds vote will be required to obtain Associate Chapter status. The chapter will remain an Associate Chapter for 5 consecutive, scheduled meetings.
3. The group is subject to the same attendance policies as the Membership Chapters (Article IV), with the exception of the probationary period.
4. If the policies are not followed their Associate Chapter status will be terminated.
5. After the completion of the Associate Member term, the General Council will vote as to whether or not Membership Chapter status shall be granted.
6. A passing vote will be one of two-thirds or higher.

## **Article IV – Active Chapters**

### **SECTION 1. Active Chapters**

- A. Active chapters of the Multicultural Greek Council include alpha Kappa Delta Phi Sorority, Inc., Chi Upsilon Sigma National Latin Sorority, Inc., Delta Tau Lambda Sorority, Inc., Kappa Phi Lambda Sorority, Inc., Lambda Theta Alpha Latin Sorority Inc., Lambda Theta Phi Latin Fraternity, Inc, Lambda Phi Epsilon National Fraternity, Inc., Phi Iota Alpha Fraternity Inc., Pi Alpha Phi Fraternity, Inc., Sigma Lambda Beta International Fraternity, Inc., Sigma Lambda Gamma National Sorority, Inc., and Sigma Sigma Rho Sorority Inc.

### **SECTION 2. Duties of active chapters**

- A. Adhere to all policies set forth herein this constitution.
- B. Pay all dues and fines that regards the chapter on time.
- C. Have one vote on all MGC voted matters.
- D. Provide two delegates to the council if the chapter has ten or more active members. Chapters smaller than ten active members must provide one delegate to the council. All delegates are active members in their chapter.
- E. Provide one active member from the chapter to serve on any MGC committee formed. This same member does not have to serve on all committees.
- F. If a chapter has less than five members they are not required to serve on any MGC committees.
- G. Failure to adhere to these duties will result in social probation or a recognition loss from the MGC.

### **SECTION 3. Probation**

- A. If an active chapter continuously fails at adhering to the policies set forth, the council can vote to put the chapter in question on social probation.]
- B. Probation will consist of two stages:
  1. Probation – Membership Chapter cannot attend any MGC events or be allowed to vote during General Council meetings
  2. Appeal – Membership Chapter will be given one meetings time to appeal to the General Council and vote will be taken to remove the Membership Chapter from the MGC.



- C. Membership Chapters must attend three consecutive meetings, or be voted off probation by the General Council before being released from social probation. Membership Chapter may request for time to plead its case at any council meeting while on probation.

## **Article V – Absences and Tardiness**

### **SECTION 1. Absences**

- A. Each Membership Chapter is allowed one excused absence per semester without any repercussions from a General Council meeting. An excused absence is as outlined in Article VI of these Bylaws.
- B. After one unexcused absence from General Council meetings, the Membership Chapter will lose voting rights for the next meeting.
- C. After two unexcused absences from General Council meetings, the Membership Chapter will be placed on probation and subject to disciplinary actions by the Council. The Council will determine reinstatement of voting rights.

### **SECTION 2. Executive Board Absences**

- A. Each Executive Board member is allowed two absences per semester without any repercussions.
- B. Once two absences have been tallied, the officer will be subject to fines as outlined in the fine system in Article VI, Section 4 and may be considered for temporary suspension of officer duty.
- C. If Officer absences have been found to adversely affect and negatively represent the MGC, that Officer will be subject to a warning as described in Article II Section 3 of these Bylaws

### **SECTION 3. Tardiness**

- A. Tardiness is defined as not being present when a General Council meeting is called to order for Membership Chapters.
- B. 3 Tardies = 1 Unexcused absence      20 min late = 1 Unexcused absence; 20 min late = 1 Tardy
- C. For Executive board, tardiness is defined as not being present at designated meeting times.

## **Article VI – Dues, and Fines**

### **SECTION 1. Membership Chapter Dues**

- A. The amount of dues for Membership Chapters will be voted on prior to the end of the winter term, and will be collected on a semester basis. The fine for not turning in chapter dues by the deadline designated by the Executive Board will be set at \$10 for each meeting.

### **SECTION 2. Associate Chapter Dues**

- A. The amount of dues for Associate Chapters will be less than that of the membership chapter dues and will be determined and collected at the discretion of

the Executive Board.

### **SECTION 3. Attendance Policy**

- A. **MGC** events shall be classified into two types, Type A and Type B events
  - 1. Type A events include but are not limited to weekly Council meetings and Executive Board meetings.
  - 2. Type B events include but are not limited to MGC Sponsored Events and official ticketed events. The attendance policy for Type B event may only be enforced if the council wishes to enforce the policy by a simple majority vote (>50%).
- B. Type A Events
  - 1. Prior notification by the Executive Board is not required for Type A events.
  - 2. Date, time, and location may be changed by the Executive Board 24 hours in advance via official notification 48 hours in advance.
  - 3. Attendance requirement for Type A events is predetermined by Article 4 Section 2d.
  - 4. In the event the representative cannot attend the Type A event, it is the responsibility of the representative to find an alternate representative.
    - a. If no alternate representative can be found, it is the responsibility of the representative to notify the executive board by email 24 hours in advance, accompanied by a signed written explanation by the chapter president on the following council meeting.
    - b. The written explanation should encompass the reasons for the chapter's absence from that particular event including the reasons why any alternate representative was not available.
    - c. The written explanation will be reviewed, approved or rejected, and the executive board will email the results to the representative within 7 days of submission.
  - 5. The fine for an unexcused absence for Type A events is \$10.00. There is no fine for a tardy unless three unexcused tardies accumulate form an unexcused absence whereby a fine of \$10 will be enforced. A tardy or absence is considered unexcused for all instances where aforementioned protocol is not followed.
  - 6. Executive Board member fines are reduced by 50% for type A events.
- C. Type B Events
  - 1. Official notification is required by the Executive board is required via email 7 days in advance of the event.
  - 2. Date, time and location may be changed by the executive board via official email notification 48 hours in advance of the event
  - 3. Attendance requirement for Type B events are 25% of the active chapters membership (rounding down).
  - 4. It is the responsibility of the chapter to ensure that the appropriate amount number of representatives attends a Type B event.
    - a. Where a chapter is unable to send the appropriate amount of representation, it is their responsibility to notify the executive board

by email 24 hours in advance, accompanied by a signed written explanation by the chapter president on the day of the next weekly council meeting.

- b. The written explanation should encompass the reasons for the chapter's absence from that particular event including the reasons why any alternate representative was not available.
  - c. The written explanation will be reviewed, approved or rejected, and the executive board will email the results to the representative within 7 days of submission.
- 5. The fine for missing a type B event that is not ticketed is \$10.00 per member absent below the 25% requirement (rounding down).
  - 6. The fine for missing a type B event that is ticketed shall \$10.00, or the admission price to the event, whichever is greater, per member absent below the 25% requirement (rounding down).
  - 7. A tardy for any type B event is considering missing more than one-fourth of the total event. The fine for an unexcused tardy for a type B event is \$5.00 for every member tardy.
  - 8. A tardy or absence is considered unexcused for all instances where aforementioned protocol is not followed.
  - 9. The written explanation will be reviewed, approved, and result will be emailed within 7 days of submission to the representative by the executive board.
- D. Executive Board members pay the 100% of the cost for a fine for type B events.

## **Article VII—Disciplinary Agreement, HTF, and G.A.R.P.**

### **SECTION 1. Disciplinary Agreement**

- A. All organizations that are a part of the Multicultural Greek Council subjugate themselves to all rules, fines, fees, and punishments set up by the Multicultural Greek Council. Further, as members of the University of Michigan Greek Community, Multicultural Greek Council members agree to adhere to the rules, judicial processes, and requirements of the Greek Activities Review Panel and the Hazing Task Force. Likewise, as members of the University of Michigan Chapter of the Multicultural Greek Council, member organizations will comply with National organizational policies deeming member organizations as non-hazing organizations.
- B. The Greek Activities Review Panel shall have jurisdiction over cases referred to them by the MGC. General Council, member organizations, or individual members, involving an organization's violation of guidelines and rules delineated by the Constitution and Bylaws of the MGC. Further, the Multicultural Greek Council may refer an organization to the Greek Activities Review Panel, for failure to comply with fines, due payment, and or other specific conduct violations determined by the MGC. In addition, an organization under sanctions from the MGC may appeal an MGC decision to G.A.R.P.
- C. The Hazing Task Force shall have jurisdiction over cases referred to them by the MGC. General Council, member organizations, or individual members, in

violation to the University of Michigan's Greek Community Hazing Policy will be referred to the Hazing Task force as well being reprimanded by the General Council of MGC.

## **SECTION 2. G.A.R.P. Elections and Composition**

- A. G.A.R.P. will be co-chaired by the MGC Executive Vice President who will serve as one of the 4 Chief Justices.
- B. In the case that a conflict of interest exists for the Multicultural Greek Council Chief Justice, or the hearing requires the testimony of the Chief Justice as a witness, the active MGC Justices must select among themselves a member to serve as acting Chief Justice, until the completion of said hearing.
- C. The MGC General Council will elect a maximum of eight and a minimum of two active members to serve on the Board at the second MGC meeting of the calendar year.
- D. No more than two members per chapter may serve at the same time on the Board. This does not include the Executive Vice President.
- E. All further procedures and specifics of G.A.R.P. are defined in the G.A.R.P. procedures.
- F. Vacancies and Removal: In the case where a Justice is no longer able to fulfill their duties and must vacate their position, the President can elect to appoint someone to fill the vacated seat, or leave the position unfulfilled. If a Justice fails to complete their duties to the satisfaction of the Executive Board, General Council, and/or G.A.R.P. membership, the Council may follow the same procedures of officer impeachment to remove a Justice.

## **SECTION 3 Hazing Task Force Elections and Composition**

- A. The MGC General Council will elect a maximum of eight and a minimum of two active members to serve on the Board at the second MGC meeting of the calendar year.
- B. No more than two members per chapter may serve at the same time on the Board.
- C. All further procedures are defined in the University of Michigan's Greek Community Hazing Policy

## **Article VIII – Amendments**

### **SECTION 1.**

A. These Bylaws shall be amended by a two-third vote of Membership Chapters present and voting at any General Council meeting.

### **SECTION 2.**

A. The Executive Board or General Council delegates may introduce an amendment during new business or open table at General Council meetings.