

CONSTITUTION OF THE INTER-GREEK COUNCIL

*of the State University of New York
-College at Oneonta-*

PREAMBLE:

The Inter-Greek Council, being the supreme governing body of all recognized, social Greek lettered organizations, does here be set forth this constitution. This document defines the structure of the Greek system, and the goals and standards of its member organizations.

ARTICLE I: NAME

Section I: This organization shall be known as the Inter-Greek Council of the State University of New York College at Oneonta. Herein referred to as the IGC.

ARTICLE II: PURPOSE

- Section I: The object of the Inter-Greek Council shall be to instill, develop, promote, and maintain a standard of conduct concurrent with a positive image.
- Section II: To promote brotherhood / sisterhood and inter-fraternity / sorority relations at a high level of accomplishment and to foster unity among its member fraternities and sororities, so to cultivate a stronger community through positive interaction.
- Section III: The Inter-Greek Council will strive to promote higher learning and academic growth as a basis of intellectual growth.
- Section IV: Act in accordance with the rules established by the College, and the Inter-Greek Council, as to not violate the sovereignty, rights, privileges of member fraternities and sororities.
- Section V: Advise member organizations and provide assistance to them through the formal rush period.

Section VI: Act as a liaison with the State University of New York College at Oneonta, its administration, faculty, its affiliated organizations, and the community at large.

Section VII: The Inter-Greek Council will be a self-governing body. Moreover, all member organizations will follow the structural and judicial policies and procedures outlined by the Greek Code.

ARTICLE III: MEMBERSHIP

Section I: Recognized member organizations of the North American Inter-Fraternity Council (NIC), the National Pan Hellenic Council (NPC), the National Pan Hellenic Council (NPHC), National Multicultural Greek Council (NMGC) and National Association of Latino Fraternal Organizations (NALFO) shall be eligible for membership in the Inter- Greek Council.

Section II: Any organization not affiliated with NPC, NIC, NPHC, NMGC or NALFO that has been given recognition by the Inter Greek Council must exist within accordance of the Code of Rights and Responsibilities for Social Greek Letter Organizations.

Section III: Any special interest groups seeking fully recognized status with the Inter Greek Council must exist within accordance of the Code of Rights and Responsibilities for Social Greek Letter Organizations.

ARTICLE IV: INTER GREEK COUNCIL

Section I: Inter-Greek Council Executive Board Officers

1. The Executive Board shall consist of a member(s) from any of the fully recognized member organizations.
2. Members of the Executive Board must be active members in their chapter.
3. Members of the Executive Board must have a cumulative Grade Point Average of a 2.5 before they are elected
- 4.. Executive board officers and their duties:
 - A. President
 1. Preside over all IGC meetings
 2. Preside over all IGC E-Board Meetings

3. Sit in on all President's Meetings
4. Attend the Greek Advisory Committee Meeting
5. Complete two office hours per week in the Greek Life Office
6. Coordinate the IGC retreat with the Greek Advisor (1x per semester)
7. Attend open houses, alumni weekend events, homecoming, expos, etc. to talk with prospective students and alumni about Greek Life
8. Keep a binder to pass down all important information to the succeeding IGC President

B. Vice-President

1. Attend all IGC Meetings and preside over them if President is unable to do so
2. Attend all IGC E-board Meetings
3. Represent the IGC at all Greek Advisory Committee meetings
4. Complete two office hours per week in the Greek Life Office
5. Oversee all IGC chair positions to ensure that they are completing their tasks. The Chairs include: Recruitment Chair, Membership Chair, Community Service Chair, Scholarship Chair, & Public Relations Chair
6. Serve as Chair of the Greek Judicial Board
7. Work with the Greek Advisor to train members of the Greek Judicial Board
8. Take attendance at all meetings and e-board meetings, and inform the treasurer of any delegates that were missing so that fines may be imposed
9. Distribute minutes to all IGC delegates, chapter presidents, advisors, and the Greek Advisor within one week of the meeting
10. Create a list of all delegates and their contact information
11. Write all IGC correspondence including "thank-you" notes, etc on college stationary
12. Attend admission, alumni events, open houses, expos, etc. to discuss Greek Life with prospective and alumni students
13. Keep a binder of all important information to pass down to the next IGC Vice President

C. Treasurer

1. Attend all IGC Meetings
2. Attend all IGC E-Board Meetings
3. Send out invoices each semester with the assistance of the Greek Advisor
4. Collect all money, give receipts, and deposit it with OAS within 48 hours
5. Collect fines if chapters miss mandatory events/meetings and fill out the necessary paperwork
6. Help coordinate an IGC fundraiser each semester
7. Keep a binder of all important information to pass down to the next IGC Treasurer
8. Attend admission, alumni events, open houses, expos, etc. to discuss Greek Life with prospective and alumni students
9. Keep a binder of all important information to pass down to the next IGC Vice Treasurer

E. Recruitment/PR Chair Fraternities

1. Attend all IGC Meetings
2. Attend all IGC E-Board Meetings
3. Create a recruitment schedule each semester with the assistance of the Greek Advisor and chapter chairs
4. Create posters and recruitment materials with assistance of the chapter chairs to be distributed each semester
5. Decide on recruitment shirts each semester and work with t-shirt companies to ensure correctness.
6. Update the recruitment rules each semester and meet with chapter chairs to distribute and review
7. Attend and work exhibition tables at open houses, expos, and other admissions events to answer questions about greek life.
8. Design and update showcase bulletin boards
9. Work with other organizations and administration to publicize recognized greek events.
10. Keep a binder with all important information to pass down to the next Recruitment Chair

11. Be updated and practice the most up to date IFC recruitment strategies, as well as other National Organizations

F. Recruitment/PR Chair Sororities

1. Attend all IGC Meetings
2. Attend all IGC E-Board Meetings
3. Create a recruitment schedule each semester with the assistance of the Greek Advisor and chapter chairs
4. Create posters and recruitment materials with assistance of the chapter chairs to be distributed each semester
5. Decide on recruitment shirts each semester and work with t-shirt companies to ensure correctness.
6. Update the recruitment rules each semester and meet with chapter chairs to distribute and review
7. Attend and work exhibition tables at open houses, expos, and other admissions events to answer questions about greek life.
8. Design and update showcase bulletin boards
9. Work with other organizations and administration to publicize recognized greek events.
10. Keep a binder with all important information to pass down to the next Recruitment Chair
11. Be updated and practice the most up to date NPC recruitment strategies, as well as other National Organizations

G. Community Service Chair

1. Attend all IGC meetings
2. Attend all e-board meetings.
3. Coordinate the fall Halloween carnival and the spring Easter egg hunt
4. Coordinate community service opportunities for all Greek chapters
5. Record community service hours for each chapter throughout the year
6. Select the "Community Service" Award winning chapter for IGC
7. Coordinate the "Excessive Fine" community service opportunities for chapters

8. Attend admission, alumni events, open houses, expos, etc. to discuss Greek Life with prospective and alumni students
9. Coordinate one IGC philanthropy event for all greek chapters to participate in three months per semester.
10. Work with the YMCA for their Halloween carnival.
11. Keep a binder of all important information to pass down to the next IGC Community Service Chair

H. Scholarship Chair

1. Attend all IGC meetings
2. Attend all IGC e-board meetings.
3. Plan fall and spring scholarship receptions (organize events, generate certificates, design and order programs, etc.)
4. Plan and organize scholarship programs for all Greeks (twice per semester)
5. Work with the Order of Omega to facilitate academic achievement amongst Greeks
6. Organize study hours for Greeks for finals weeks in the fall and spring
7. Attend admission, alumni events, open houses, expos, etc. to discuss Greek Life with prospective and alumni students
8. Keep a binder of all important information to pass down to the next IGC Scholarship Chair

I. New Member Chair

1. Plan fall and spring scholarship receptions (organize events, generate certificates, design and order programs, etc.)
2. Plan and organize scholarship programs for all Greeks (2x per year)
3. Work with the Order of Omega to facilitate academic achievement amongst Greeks
4. Organize study hours for Greeks for finals weeks in the fall and spring
5. Attend admission, alumni events, open houses, expos, etc. to discuss Greek Life with prospective and alumni students
6. Be knowledgeable on a brief history of each chapter.

7. Keep a binder of all important information to pass down to the next IGC New Member Chair

5. The Executive Board will attend a specialized meeting every week before the Inter-Greek Council meeting to discuss all issues that will be before the Council, and to maintain a majority stance on each topic and idea.
6. The officers shall serve a term of one full year, starting in the fall and finishing at the end of the spring semester.
7. If an Executive Board member should need to resign, a regular election (See Section VI) will take place within 2 weeks.
8. Specific Executive Board tasks should be ascertained from the previous Board, as well as from the new Board and the Greek Advisor. These should be updated / restructured every year.
9. The Executive Board, along with the Greek Advisor, can create new rules / fines / bylaws that the member organizations must adhere to. New rules/ fines/ bylaws must be passed through the voting process (see Article IV, Section V).
10. Each Executive Board officer shall work a single office hour every week in the Greek Life Office, unless one is the President or Vice-President of the IGC, who will work two hours.
11. All members of the Executive Board must have gone through the new member process, by the time that they are elected to the board.
12. Shall any Executive Board Member have an altercation with the law, they have 3 business days to state their case to the Executive Board. A proper hearing by the Judicial Board will be performed.

Section II: Inter-Greek Council Advisor

1. There shall be one advisor, who will serve as the Greek Advisor to all member organizations. This position will be appointed by the office of Student Development.
2. Must have a knowledgeable background of NPC / NPHC / NIC Greek organizations.
3. The Greek Advisor will serve as ex-officio to the Executive Board, and will attend all Inter-Greek Council Executive Board meetings.

4. The Inter-Greek Council Advisor shall have no voting rights.
5. The Greek Advisor cannot be an active collegiate member of any Greek organization.

Section III: Inter-Greek Council Delegates

1. Delegates shall consist of one appointed member from each Greek Member organization, as designated by their respective member fraternity or sorority, and shall have the following duties:
 - A. Represent his / her fraternity or sorority to the council. Each organization can only have one voting delegate, if voting is necessary.
 - B. Be responsible for reporting, and explaining, Inter-Greek Council actions and legislation to their organization.
 - C. Attend all general and special meetings of the Inter-Greek Council.
 - D. If the chapter can not find a person to represent them, a written notice must be given to the Vice President of the Inter-Greek Council twenty-four hours in advance.
 - E. Provide reports, data, forms, etc. to the Inter-Greek Council officers or Greek Advisor upon request.
 - F. Ensure Inter-Greek Council is updated on the membership status of each member of their organization; including inactive status.
 - G. Assist any / all Inter-Greek Council officer(s) as needed when they are called upon to take action.

Section IV: Meetings

1. Inter-Greek Council regular meetings shall be held weekly at a time and location designated by the Executive Board at the start, or before, each semester.
2. Any member of the Inter-Greek Council Executive Board may call a special meeting, by giving a twenty-four hour notice to the entire council.
3. The Inter-Greek Council President shall be the chairmen of the meetings, and in specific / necessary situations, his / her decree is the final judgment.
4. Quorum of the Inter-Greek Council meetings shall be two thirds of the voting delegates. The chairperson shall not count towards quorum.

5. Parliamentary authority using Robert's Rules of Order, except where the Executive Board or bylaws shall supercede them, shall govern the meetings.
6. Three late attendances as recorded by the Vice President will result in a fine as given by the treasurer.

Section V: Voting

1. Each member organization shall have one vote.
2. Only member organizations, fraternities and sororities, in good financial standing with the Inter-Greek Council may vote in both Council and Executive Board meetings.
3. Only Greek organizations with full school recognition may have the ability to vote in Council meetings; although their voice shall be heard in a discussion of the topic about to be voted upon.
4. Only fully school recognized Greek organizations may vote in the Inter-Greek councils' process in bringing a new organization to the school's Greek community.
5. In case of a tie, the chairman will serve as the tie breaking vote.

Section VI: Elections

1. A representative from every organization shall vote in every election (preferably the President, if the President is already on the IGC or is running for an E-Board position they may assign an alternate). As long as the organization each candidate represents is fully recognized, and in good financial standing with the Inter-Greek Council, they will receive a vote.
2. Each member of the IGC's E-Board shall receive a vote as long as they are in good voting standing with the whole of the council.
3. In case of a tie, the chairman will serve as the tie breaking vote.
4. All voting members that attend the election interviews must be present for interviews of all candidates and/or read submitted materials.

Section VII: Committees

1. The President of the Executive Board shall appoint any committee deemed necessary to adhere to the purpose of the Inter-Greek Council as outlined herein.
2. The committee will need to be able to provide evidence of progress to the Executive Board, or the Greek Advisor, upon request.

ARTICLE V: FINANCES

- Section I: The fiscal year of the State of New York College at Oneonta Inter-Greek Council shall be from the first day of classes (Fall semester) to the last day of classes. (Spring semester)
- Section II: All checks on behalf of the Inter-Greek Council shall be signed by the Treasurer, and the President of the IGC or Greek Advisor. Two signatures are required.
- Section III: All payments due to the Inter-Greek Council shall be received by the Treasurer, who shall record them. Checks should be made payable to the 'Inter-Greek Council'.
- Section IV: Membership Dues
1. The semester dues of each Inter-Greek Council member organization shall be an assessment per active member. The amount of such dues shall be determined by the Inter-Greek Council Executive Board prior to the start of the upcoming academic year.
 2. Each member organization shall be assessed a member fee for each person initiated into the fraternity / sorority within one week of initiation. The fee shall be equivalent to exactly half of the fee set for each member prior.
 3. The dues of each member organization shall be payable to the Inter-Greek Council treasurer on, or before, the first general meeting of both semesters.
 4. If member organizations do not comply with the dates set for dues, they will be fined. The amount of which will be determined by the Inter-Greek Council Executive Board at the beginning of each academic year. Groups who ignore fines set by the Inter Greek Council will be taken to the Judicial Board.
- Section V: Budgets
1. The Treasurer, after the advice / consent of the Executive Board, shall devise a budget for a fiscal year.
 2. The Council shall have the authority to revise and approve the Inter-Greek Council budget.

3. Monies approved within the budget may be expended without further Council approval.

Section VI: Expenditures

1. Inter-Greek Council Executive Board Officers shall have the individual authority to spend, or charge, monies in amounts (but not to exceed) fifteen dollars.
2. The Executive Board must approve expenditures in excess of fifteen dollars, which are not included in the budget, or which would be considered miscellaneous items within the budget.

ARTICLE VI: POLICIES

Section I: All member organizations shall agree to follow the Inter-Greek Council Constitution, the Inter-Greek Council bylaws, the Code of Rights and Responsibilities for Greek Lettered Organizations, the Greek Code, and any other policy or agreements passed by the Inter-Greek Council.

Section II: Policies pertaining to rush and pledge deadlines will be regulated by the NIC / NPC / NPHC and their respective member organizations.

ARTICLE VII: VIOLATIONS

Section I: Violations of any Inter-Greek Council policy, the Inter-Greek Council Constitution, the Inter-Greek Council bylaws, and or the Code of Rights and Responsibilities for Greek Lettered Organizations shall be referred to the Oneonta State College Greek Council Judicial Board for a proper hearing.

Section II: Any member, or organization, that violates any of the above laws, bylaws, and rules is also possibly subject to accompanying fines to the member organization.

Section III: The Executive Board of the Inter-Greek Council will determine a fine schedule for all organizations, which will be used if any person, or group, is to miss a mandatory IGC, recruitment event, meeting, lecture, etc.

Section IV: If fines are not paid within one week of notification, then that group will loose voting rights at IGC meetings.

ARTICLE VIII: GREEK COUNCIL JUDICIAL BOARD

- Section I: Mission Statement: The SUNY Oneonta Greek Council Judicial Board will hear and give a fair trial to organizations in cases where SUNY Oneonta Greek Letter Organizations violate any Inter-Greek council policy, the Inter-Greek Constitution, Inter-Greek Council bylaws, or the Code of Rights and Responsibilities for Greek Lettered Organizations.
1. The Judicial Board will meet once a month or when necessary to discuss problems or grievances brought up by Administration, the Greek Advisor, or the president of any recognized Greek Letter Organization.
 2. The Vice President of the IGC will chair the committee. The committee is made up of the Vice-Presidents of every chapter, and the Treasurer of the IGC will also sit in on the committee. When necessary, the Greek Advisor will sit on meetings.
 3. The Judicial Board will work with Chapters, IGC E-Board, of Greek peer Advocates to put on at least one program a semester about the rules of the Inter-Greek Council.
 4. All actions made by the Judicial Board must be approved by the Greek Advisor before carried out.
 5. Judicial Board training will be held once per semester.

ARTICLE IX: AMENDMENTS

- Section I: This constitution may be amended by a two-thirds vote of all member fraternities and sororities of the Inter-Greek Council, except when in regards to fines or violations of the aforementioned fine schedule.
- Section II: A proposed amendment must be presented to the Inter-Greek Council in writing prior to the Executive Board meeting, before the general council meeting.
- Section III: The Executive Board maintains the ability to veto any proposed amendment from being voted upon at the following general council meeting, with a majority vote of two thirds.
- Section IV: To ratify a constitution, there must be a unanimous vote among the members of the Executive Board.