

University of Central Florida

Greek Council Constitution

Revised April 1, 2010

Article I—Name

The name of this organization shall be the Greek Council at the University of Central Florida.

Article II—Mission and Goals

Section 1: Mission and Goals

The mission of Greek Council at the University of Central Florida is to improve the Greek community through coordinating cross-council events, creating a culture of accountability, fostering effective communication, ensuring sufficient financial resources, bolstering campus awareness, and advocating for Greek Life. Greek Council strives to facilitate communication between the Greeks and the general student body.

Section 2: Governing Authority

All activities and functions of the organization must be legal under University, local, state, and federal laws. The most recent version of the Golden Rule will supersede all requirements set forth during the creation and revision of this constitution.

Article III—Membership

Section 1: Membership Statement

Membership is limited to any student who is currently paying Activity and Service Fees and is enrolled with the University of Central Florida. Affiliate membership is limited to UCF faculty, staff, alumni, and Central Florida Research Park employees. No discrimination shall be made on the basis of gender, race, age, creed, religion, disability, sexual preference, national origin, marital status, parental status or veteran's status. No hazing or discrimination will be used as a condition of membership in this organization.

Section 2: Recruitment

Greek Council will facilitate Recruitment for all Councils at events including, but not limited to, Orientations, Open Houses, and Greek Life BBQs.

Section 3: Voting Rights

Only student members who are active and in good standing are eligible to become a voting delegate. Affiliate members may not vote. Voting delegates include:

1. The Panhellenic Council President or designee
2. The Interfraternity Council President or designee
3. The National Pan-Hellenic Council President or designee
4. The Diversified Greek Council President or designee
5. At-Large Member

Section 4: At-Large Member

The purpose of the At-Large member shall be to provide the opportunity for any Activity and Service Fee paying student to have a voice and a vote in the Greek Council. The member shall be appointed, after application and interview, by the Director of Fraternity and Sorority Life.

Section 5: Revocation of Membership

Membership may be revoked without mutual agreement for non-participation, misconduct, or violations of any provisions of the Constitution. The member will be notified in writing of the possible revocation at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Membership can only be revoked upon a 4/5 affirmative vote of active student members.

Article IV—Officers

Section 1: Eligibility

All officers of the Greek Council shall possess at least the minimum requirements to serve in a leadership position as stated in the most recent The Golden Rule.

These requirements include the following:

1. During fall and spring semesters, be currently enrolled as a student activity fee-paying half-time student (currently defined as at least six (6) credit hours as an undergraduate degree-seeking student or a post-baccalaureate student, or at least five (5) credit hours in a graduate degree-seeking program).
2. Have a minimum overall grade point average of 2.5 for all hours earned while enrolled at UCF.

3. Maintain satisfactory academic progress as defined in the current Undergraduate Catalog and the current Graduate Catalog of UCF, as appropriate.
4. Be in good academic and disciplinary standing, defined as not being on academic or disciplinary probation.
5. Be free of any holds on university records.

Section 2: Titles and Duties

The offices of this organization shall include a Chair, Vice Chair, Secretary, Treasurer, GAMMA chair, Expansion chair, Scholarship chair, and Marketing chair. No officer will be permitted to hold more than one officer position. Any officer may be re-elected however not for more than two consecutive terms. Officers cannot reappoint themselves for a second term; they must be re-elected as described in Article V.

1. The Chair shall:

- Supervise and control the activities of the organization.
- Preside over all meetings and call all meetings to order.
- Be one of three signers on financial documents.
- Ensure all officers are performing their duties as defined in this Constitution.
- Assign special projects to officers.
- Be familiar with Robert's Rules of Order to conduct meetings.

2. The Vice Chair shall:

- Assist the Chair in his/her duties
- Assumes the Chair's responsibilities in his/her absence.
- Shall keep accurate records of all meetings in the Secretary's absence.
- Perform an audit of all financial transactions of the organization when needed.
- Be one of three signers on financial documents.
- Assist in special projects as assigned by the Chair.
- Help in the selection of committee chairs for such Greek wide events as: Trick or Treat on Greek Street, Greek week, and Greek awards.
- Coordinate Greek-wide Recruitment events and facilitate Recruitment at Orientations, Open Houses, etc.

3. The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 24 hours in advance.
- Keep accurate records of all meetings.

- Maintain accurate list of members and their contact information.
- Perform a verbal role call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep copy of constitution and have available for members
- Assist in special projects as assigned by the Chair.
- Coordinate all Greek philanthropies through the Activity Review Forms.
- Be one of three signers on financial documents.

4. The Treasurer shall:

- Keep an accurate and detailed account of all Activity and Service Fee funds received and expended.
- Be one of three signers on financial documents.
- Be responsible for creating budget reports at the beginning of each Fall and Spring semester and as requested by the Chair, Vice Chair, and/or Director for Fraternity and Sorority Life.
- Provide financial records sufficient to allow the Vice-Chair to perform audit.
- Assist in special projects as assigned by the Chair.

5. The Scholarship chair shall:

- Oversee and coordinate the Greek Student Success program.
- Assist in reporting Greek Wide GPA's.
- Facilitate Greek wide academic programs.

6. The Expansion chair shall:

- Coordinate Greek wide expansion efforts.
- Work to plan expansion for the Greek community.
- Lead research in benchmarking efforts for expansion.

7. The Marketing chair shall:

- Oversee the operation of the Greek community's marketing efforts.
- Coordinate the creation and development of the Greek life booklet.
- Develop advertisements with the UCF future.

8. The GAMMA chair shall:

- Lead the peer advocate organization Greeks Advocating the Mature Management of Alcohol (GAMMA).
- Work to alleviate Greek student health problems.
- Facilitate educational programs.
- Promote responsible decision making.
- Work closely with the Alcohol and Other Drug departments at UCF.

Section 3: Term of Office

The length of term of office shall be one calendar year.

Article V—Selection of Officers

Section 1: Nomination Process

The nomination of officers shall occur each academic year at the second meeting in October. Any active student member present may recommend someone or him/herself for office by verbally recommending the individual during this procedure or by completing an application. However, the nominee must be considered eligible for an officer position (as defined in Article IV).

Absentee/proxy ballots are not permitted in the nomination process.

Section 2: Interview Process

All council members will review applications and hold interviews for all nominees. All nominees will have the opportunity at the interview to address the council members and discuss their qualifications and reasons why they should be selected to that office. All non-voting members will come to a consensus to recommend a candidate for each position.

Section 3: Election Process

The election of officers shall occur at the first membership meeting held in November. The order of elections shall begin with the Chair and proceed in order of succession. The organization may not proceed to the election of the next officer until the current one has been resolved. The council will vote to affirm the recommendations provided by the non-voting members.

The highest-ranking officer not running for office shall announce the officer with a super majority (4/5) of the votes cast by the voting delegates.

Section 3: Installation of Officers

Newly elected officers shall take office immediately following the first membership meeting in December and their term will end immediately following the first membership meeting the following December. Current officers should assist in the transition and training of the officers-elect, from elections until installation.

Section 4: Re-election

Any officer may be re-elected; however, not for more than two consecutive terms in the same officer position. Officers cannot reappoint themselves for a second term, they must be re-elected as described in Article V.

Article VI—Officer Vacancies

Section 1: Removal of Officers

Leadership may be revoked without mutual agreement for non-participation, misconduct, failure to fulfill job duties, or violations of any provisions of the Constitution. The officer will be notified in writing of the possible removal from office at least 72 hours prior to the vote and will be allowed to address the organization in order to relate to members any relevant defense prior to the voting for removal. Any officer may be removed from office upon a 4/5 affirmative vote of active student members.

Section 2: Resignation

Officers no longer wishing to serve on the board must submit their resignation to the highest ranking officer and advisor at least two (2) weeks in advance. Prior to the officer's final day he/she shall provide all documents relating to the organization and brief his/her replacement of current projects in his/her care.

Section 3: Filling Vacant Officer Positions

In the event an officer is removed or resigns, the remaining officers, by majority vote, will decide if the position is to be filled. If it is to be filled, the nomination process as stated in Article V, Section 1 will take place at the next membership meeting. The election process will take place as stated in Article V, Section 2 at the next membership meeting following nomination.

If the Chair is removed or resigns, the Vice Chair will assume the role of Chair upon a majority confirmation of the voting delegates. If not confirmed, the position of the President will be filled as per the paragraph above.

The newly elected officer's term shall end at the annual installation of officers in December. A change in officer information should be reported to the Office of Student Involvement and Fraternity and Sorority Life.

Article VII – Meetings

Section 1: Membership Meetings

The membership should meet at least twice per month during the fall and spring semesters, and as needed over the summer. Meetings are open to those defined in Article III, Section 1 officers and the voting delegates. Only council presidents and the At-Large Member may vote. The quorum required to conduct business is fifty-one (51%) percent of the officers and 4/5 of the organization's voting delegates.

Section 2: Officer Meetings

The officers should meet at least twice per month during the fall and spring semesters and as needed over the summer. Meetings are open to those defined in Article III, Section 1, and officers. The quorum required to conduct business is fifty-one percent (51%) of the officers.

Section 3: Calling Meetings

The Chair will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 24 hours in advance, by e-mail and/or telephone.

Section 4: Meeting Procedure

The Chair shall use his/her discretion as to the manner and process in which he/she presides over the meetings. However, the Chair shall follow Robert's Rules of Order in a given meeting if 3/5 of the active student members so request.

Section 5: Voting

i. Voting Rights:

The five (5) voting members shall be the council presidents and the At-Large Member. If a council member is absent from a membership meeting for two consecutive meetings, the council's voting rights shall be automatically removed. During the next membership meeting at which a council member attends, the last item of new business shall be to vote on restoring the council's voting rights, passed by a simple majority vote (more than 50%).

ii. Voting Procedure

Business shall be passed by a simple majority vote (more than 50%), unless otherwise noted or expressly stated in Robert's Rules of Order, when applicable.

Article VIII—Advisor

Section 1: Role

The advisor shall be the Director of Fraternity and Sorority Life, or the Director's designee. The advisor shall serve as a mentor to the organization providing guidance to the officers and members. The advisor has no voting rights. The advisor position has no term limit.

Article IX—Finances

Section 1: Finances are through the Activity and Service Fee. There are no membership dues, as each council is responsible for their own finances. In order to obtain Activity and Service Fee funding, each member organization to the council shall submit, through the Greek Council, a budget request of items for funding. Organizations shall place joint projects together as one request (when appropriate).

The funding of each specific council shall be determined by the amount approved by SGA for each event that was requested in the budget proposal. Any additional changes in spending or re-allocations must be made through a motion in a Greek Council meeting.

Section 2: Spending Organization's Money

For the protection of the organization and its officers it is required that two authorized signatures sign all monetary transactions. Only the Chair, Vice Chair, Treasurer, Secretary and the Director of Fraternity and Sorority Life can be signers on the organization's account, with the Director of Fraternity and Sorority Life always as a signer on financial documents. Funds may be spent as approved and appropriated by the Activity and Service Fee Committee.

Section 3: Officer Transition

It shall be the responsibility of all account signers to change contact information as well as assisting in the update of new account signatures after each election with the organization's financial institution. In addition, the Treasurer will be responsible to pass along all information from previous years' budgets and current budget.

Section 4: Allocating Funds to Voting Members

To propose a funding allocation to a council, a voting member must make a motion in New Business. The motion must specify the following:

1. The amount of funding being requested;

2. A breakdown of the requested expenditures;
3. A specific itinerary and other relevant information regarding the expenditures; and
4. A list of individuals attending;

This motion will be voted on during Old Business at the following meeting, and requires a majority vote to pass. Prior to the next Greek Council meeting, the member who proposed the motion must meet with the Greek Council Chair/Vice-Chair, Treasurer, and Advisor to discuss the proposed funding request.

Article X – External Affiliations

Section 1: North-American Interfraternity Conference

The policies and guidelines of the North-American Interfraternity Conference shall be adopted and followed when determined to be in the best interest of the Greek Council and consistent with the rules and regulations of this constitution and the University of Central Florida.

Section 2: National Panhellenic Conference

The policies and guidelines of the National Panhellenic Conference shall be adopted and followed when determined to be in the best interest of the Greek Council and consistent with the rules and regulations of this constitution and the University of Central Florida.

Section 3: National Pan-Hellenic Council

The policies and guidelines of the National Pan-Hellenic Council shall be adopted and followed when determined to be in the best interest of the Greek Council and consistent with the rules and regulations of this constitution and the University of Central Florida.

Section 4: National Association of Latino Fraternal Organizations

The policies and guidelines of the National Association of Latino Fraternal Organizations shall be adopted and followed when determined to be in the best interest of the Greek Council and consistent with the rules and regulations of this constitution and the University of Central Florida.

Article XI – Committees

Section 1: Chair Selection

When selecting a chair position, the Greek Council shall make a suggestion. Then it shall be approved or declined by the 5 voting delegates.

Section 2: Greek Week Committee

The purpose of this committee shall be to plan, organize, and oversee all the Greek Week activities. The chair shall be selected once a year by the Greek Council and the duties of the chair shall be:

1. To hold planning meetings during the fall semester.
2. To hold Weekly meetings in the Spring semester before Greek Week.

Section 3: Marketing Committee

The purpose of this committee shall be to plan, organize, and oversee all Greek Council funded publications, including the Greek Life Booklet/Video. The chair shall be selected once a year by the Greek Council and the duties of the chair shall be:

1. To hold meetings at least once a month to plan publications
2. To hold meetings as needed to give final approval to any and all Greek Council publications.

Section 4: Trick Or Treat On Greek Street Committee

The purpose of this committee shall be to plan, organize, and oversee all the Trick Or Treat On Greek Street activities.

Article XII—Activities Review Forms

All large scale events involving more than one chapter (for example: philanthropies, community service, fundraisers, etc.), excluding socials, that will occur during the fall and Spring terms must be approved through the completion and submission of the Activities Review Form (ARF) by the last Friday of the second week of classes at 5 p.m. each semester. The purpose of this form is to ensure that large events do not occur during the same time period and to maintain an overall calendar of Greek events. **Priority will be given to those forms submitted at the earliest time!**

Article XIII—Publications and Promotional Items

All publications of the organization must comply with the Golden Rule “Advertising and Signs” section, Student Organization Guidelines “Advertising”

section, and the University Identity and Standards Manual. All publications must be approved by the Secretary and President prior to duplication and distribution.

All promotional items, including t-shirts, posters, or banners which contain Greek letters reflect on our entire Greek community; therefore, promotional items that contain a message that is in poor taste should not be tolerated by that individual organization or that organizations perspective council.

Article XIV—Amendments

Amendments to the constitution must be proposed in writing to the Chair. The amendment must then be presented to the organization during a scheduled meeting and should include a full explanation and/or rationale for the amendment. The amendment must be voted on at the next scheduled meeting. The amendment shall not take effect until approved by a 2/3 majority vote of the eligible executive board members.

Article XV – Ratification and Empowerment

Section 1: Ratification

This constitution will become ratified by a 4/5 approval of the voting delegates of this organization.

Section 2: Empowerment

This constitution will take effect only after it is approved by the Student Government Association and the Office of Student Involvement.

History of Constitution

Created: 30th day of September in the year 1985

Revised: 9st day of July in the year 2002

Revised: March 2005

Rewritten: August 1, 2005

Revised: October 27, 2006

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