

Greek Council

University of Central Florida

Revised October 30, 2013

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

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: Goals

1. Encourage cooperation and co-sponsorship of activities between the respective member organizations.
2. Promote harmony between the Greek and non-Greek students of the University of Central Florida.
3. Effectively manage and promote all cross-council events to unify the Greek community.
4. Develop and implement a cross-council judicial board.
5. Put all chapter events on the Fraternity and Sorority Life calendar.
6. Make sure each council gets a fair share of the financial resources.
7. Develop the Greek Life Booklet in a timely manner and take advantage of the Central Florida Future.
8. Assist with the Greek Park 2 Housing project.

Section 3: 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 supercede all requirements set forth during the creation and revision of this constitution.

Section 4: Wet Event Moratorium

No chapter will be approved to host any “wet” events until the seventh week of each semester, including any on or off campus events, pending the approval of any/all appropriate documentation as outlined by the Office of Fraternity and Sorority Life.

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

Recruitment shall take place throughout the year and membership is open at all times.

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). During summer session, be currently enrolled for at least three (3) credit hours in a least one of the terms.

2. Have a minimum overall grade point average of 2.75 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 President, Vice President, Secretary, Treasurer, Risk Management Vice President, and At-Large Member. 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 IV.

1. The President 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.
- Oversee and coordinate the Greek Student Success program.
- Assist in reporting Greek Wide GPA's.
- Facilitate Greek wide academic programs.
- Coordinate Greek wide expansion efforts.
- Work to plan expansion for the Greek community.
- Lead research in benchmarking efforts for expansion.

2. The Vice President shall:

- Assist the President in his/her duties
- Assumes the President'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.
- Assist in special projects as assigned by the Vice President.
- Help in the selection of and oversee committee chairs for such Greek wide events as: Trick-or-Treat on Greek Street, Greek Week, and Greek awards.
- Oversee the operation of the Greek communities marketing efforts.
- Coordinate the creation and development of the Greek life booklet.
- Develop advertisements with the UCF future.

3. The Secretary shall:

- Notify members of meetings via e-mail and/or telephone at least 48 hours in advance.
- Keep accurate records of all meetings.
- Maintain accurate list of members and their contact information.

- Perform a verbal roll call of all members and maintain an attendance record.
- Prepare ballots for elections.
- Keep a copy of the Constitution and have available for members.
- Assist in special projects as assigned by the President.
- Facilitate all Activity Review Forms.

4. The Treasurer shall:

- Keep an accurate and detailed account of all Greek Programming 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 President and Vice President, and/or Director for Fraternity and Sorority Life.
- Provide financial records sufficient to allow the Vice President to perform audit.
- Assist in special projects as assigned by the President.

5. The Risk Management Vice President shall:

- Provide the members of the Greek community programming, including, but not limited to, hazing, alcohol management and distribution, and other risk management issues.
- Work to alleviate Greek student health problems.
- Promote responsible decision making.
- Work closely with the Alcohol and Other Drug departments at UCF.
- Oversee the relationship between the Greek community and the Office of Student Conduct.

Section 3: Term of Office

The length of term of office shall be from April to April.

Article V—Selection of Officers

Section 1: Nomination Process

The nomination of officers shall occur each April, at the first meeting in April. 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, Sections 1, 2, and 4). 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 April. The order of elections shall begin with the President 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.

After announcing the new officer, the highest-ranking officer not running for office shall ask if any active student member contests the count. If no active student member contests the count, the new officer shall take office as per Article V, Section 3. If an active student member contests the count, each candidate may select an active student member to supervise the recount. The advisor and highest-ranking officer not running for office will recount all votes in the presence of the selected representatives.

Section 3: Installation of Officers

Newly elected officers shall take office immediately following the second membership meeting in April and their term will end immediately following the second membership meeting the following April. 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

IV, Section 1 will take place at the next membership meeting. The election process will take place as stated in Article IV, Section 2 at the next membership meeting following nomination.

If the President is removed or resigns, the Vice President will assume the role of President 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 April. A change in officer information should be reported to the Office of Student Involvement and Fraternity and Sorority Life.

Article VII – Meetings

Section 1: Greek Council 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 once per month during the fall and spring semesters or as needed, and as needed over the summer. Meetings are open to those defined in Article II, Section 1, and officers. The quorum required to conduct business is fifty-one percent (51%) of the officers.

Section 3: All Presidents Meetings

The Greek Council officers shall meet with the chapter Presidents once per month during the fall and spring semesters. If a President is unable to attend, they should send a member of their executive board in their place.

Clause 1: Attendance

If a chapter's President is absent or more than fifteen minutes late without prior notification of such, they should send a member of their Executive Board in their place. If a chapter fails to do so, they shall be fined \$25 to be paid within fourteen days from the date of the missed meeting.

Section 4: Calling Meetings

The President will be in charge of calling meetings and the Secretary will be responsible to notify all members and/or officers at least 48 hours in advance, by e-mail and/or telephone.

Section 5: Meeting Procedure

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

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: Transactions

The Treasurer shall record the revenues and the expenses of the Greek Council. Also, the Treasurer shall enforce the dues requirement by informing the Council of all delinquencies and shall be in charge of all expenses and disbursements within the Council's accounts.

Section 2: Greek Programming Fee

Dues necessary for the operation of the Greek Council shall be billed as follows:

A. In the Spring semester; an assessment of \$10.00 per each member who has joined at any point during the current school year. For example: Susie Sorority was initiated into her chapter during the previous fall semester; her assessed fee is \$10.00 since this is the first time her chapter has had to make a contribution to this account on her behalf. Additionally, dues will be \$5.00 per each initiated member. The amount will be based upon the chapters' final roster update in the Spring Semester. Dues are to be paid by the All Presidents meeting to take place in April.

Section 3: Penalties

A chapter that is delinquent in its accounts to the Greek Council by more than a week will be placed in bad standing, and that chapter will be placed on social probation until all fees are paid. Additionally, said chapter shall receive a \$25 penalty each week that the payments are late, not to exceed \$100.

Section 4: Budgets

Each Executive Board member shall, by the second week of each semester, submit a budget request for approval by the Treasurer for the semester. The Treasurer shall then submit a final budget to the Council for a 4/5 approval vote by the second Greek Council meeting.

Section 5: Expenses

The Vice President of Finance shall prepare a Revenue and Expense statement to be submitted at the end of each semester.

Section 6: Approval for Funding

Expenditures greater than \$100.00 that are not budgeted must be approved by the Greek Council by a 4/5 vote. Organizational funds may be spent on items including, but not limited to: office supplies, events/activities, publicity, travel expenses, and conference fees, but shall not be used for anything illegal under University, local, state and/or federal laws.

Section 7: Authorization

Only the Greek Council President and the Treasurer shall be authorized to expend funds from the Greek Council account.

Section 8:

No official University of Central Florida staff members (Graduate Assistants or Advisors) shall be paid from revenue generated by the Greek Council's budget.

Section 9: 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 year's budget and current budget.

*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 bi-weekly meetings in the Fall semester before Greek Week.
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 month 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 President. 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

Revised: August 1, 2005

Revised: October 27, 2006

Revised: October 30, 2013