

**University of Illinois at Urbana - Champaign**  
**United Greek Council**  
**Policies & Procedures Manual**

# Policies

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- 1.2 Associate Member Limits
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## 1.1 Attendance Policy

1. Excused Absences
  1. A member shall provide notification of an absence via email within forty-eight (48) hours to the Vice President for Communications prior to the meeting for the following situations:
    - i. If the member has an exam for class.
    - ii. Extenuating circumstances with the approval from the Vice President for Communications.
  2. A member may be excused without providing forty-eight (48) hour notice to the Vice President for Communications for the following situations:
    - i. If the member has a family emergency or bereavement.
    - ii. If the member is ill.
    - iii. If an entire chapter is busy with an event they are hosting.
2. Tardiness
  1. Any member required to be present during United Greek Council Meetings (Executive Board, Parliament, President, and General Assembly) is tardy if they arrive within ten minutes of the meeting commencement.
  2. After ten minutes has passed, member is noted as absent from the meeting, and are unexcused.
  3. One (1) tardy shall be equivalent to one - half (1/2) of an absence. If a member is tardy for two meetings, it will be considered the equivalent to one unexcused absence.
3. Consequences for Non-Compliance
  1. After one unexcused absence from an Executive Board Meeting, Parliament Meeting, and/or a General Assembly Meeting, the offending officer will receive a warning from the United Greek Council President or Vice President for Standards.
  2. After two or more unexcused absences from an Executive Board Meeting, Parliament Meeting, and/or a General Assembly Meeting, the Parliament shall assess and initiate officer removal procedures as stated in the United Greek Council Bylaws.
  3. Upon receiving one (1) unexcused absence by an organization's Delegate during a Parliament Meeting, the Vice President for Communications shall notify the Delegate via email and copy the Chapter President, Chapter Advisor, and the Vice President for Standards.
  4. Upon receiving two (2) and each subsequent unexcused absence by an organization's Delegate during a Parliament Meeting, the Vice President for Communications shall notify the Delegate via email and copy the Chapter President, Chapter Advisor, the corresponding regional or national officer, and the Vice President for Standards.
  5. Upon receiving three (3) and each subsequent unexcused absence by an organization's Delegate during a Parliament Meeting, the chapter shall be assessed a fine of twenty dollars (\$20.00) by the Vice President for Administration & Finance.
7. Meetings
  1. Executive Board Meetings
    - i. All Executive Board members are required to attend all Executive Board Meetings.
    - ii. Executive Board members are required to submit items for the agenda and make a report during Director Reports of the Executive Board Meeting. "Nothing to report," will not be accepted as a valid report.
    - iii. Executive Board Members shall provide notification of an absence via email within forty-eight (48) hours to the Vice President for Communications prior to the meeting.
  2. Parliament
    - i. All Delegates are required to attend Parliament meetings.
    - ii. Parliament Chapter Delegates shall be required to make a report during Chapter Reports. "Nothing to report," will not be accepted as a valid report.
    - iii. ~~ii~~ Delegates shall provide notification of an absence via email within forty-eight (48) hours to the Vice President for Communications prior to the meeting.

- iv. Delegate's may send a proxy in their place no more than once (1) a semester. The Vice President of Communications should be notified of the proxy via email.
- 3. General Assembly
  - i. Twenty-five percent (25%) of initiated members from each organization are required to attend all General Assembly meetings. Chapter membership numbers shall be pulled from the Fraternity & Sorority Affairs roster system.
  - ii. Chapters shall provide notification of an absence via email within forty-eight (48) hours to the Vice President for Communications prior to the meeting.
- 8. Committee Meetings
- 9. Roundtable Meetings

## 1.2 Associate Member Limits

- A. Associate Members shall:
  - 1. Not be allowed to vote at Parliament, General Assembly and committee meetings.
  - 2. Not be allowed to serve on the Executive Board and/or Standards Board.
  - 3. Be allowed to attend all council meetings.
  - 4. Be allowed to serve on a committee.
  - 5. Be required to pay dues at fifty percent (50%) for the first semester and one hundred percent (100%) for the second and third semesters.

## 1.3 Mandatory Attendance at Council Events

- A. Twenty-five percent (25%) of initiated chapter members are ~~expected~~ required to attend United Greek Council mandatory events as long as the events are announced on the UGC calendar with a minimum of three (3) weeks' notice to the ~~council~~ Chapter Presidents.
- B. Chapter numbers to determine twenty-five percent (25%) of membership shall be pulled from the Fraternity & Sorority Affairs roster system.

## 1.4 Calendars

- A. The Vice President for Communications shall create, distribute and maintain a calendar of council and organization events.
- B. The calendar must contain both founding and chartering dates of United Greek Council recognized organizations.
- C. Chapters must notify the Vice President for Communications forty-eight (48) hours prior to an event if they would like to have an event publicized on the United Greek Council calendar.

## 1.5 Risk Management Policies & Education

- A. The Executive Vice President will be in charge of organizing workshops such as the following but not limited to: Mental Health, Alcohol Awareness, Sexual Assault, Hazing Prevention, etc. Every organization must encourage at least 25% of their chapter in attendance for these workshops.
- B. *Details to be added in spring 2017.*

## 1.6 Officer Expectations

- A. Office Hours
  - 1. Executive Board Officers are required to hold two (2) office hours per week at the Office of Fraternity and Sorority Affairs.
- B. Attendance
  - 1. Executive Board Officers are required to attend all United Greek Council - Parliament, General Assembly and Executive Board Meetings, and all other official UGC events and activities.

- C. Conferences
  - 1. Attendance of Executive Board Officers at local, regional, or national conferences is optional. Shall finances for registration be available, the Executive Board Officers shall determine from within who shall attend to represent the council.
- D. Workshops & Retreats
  - 1. Executive Board Officers shall be required to attend all workshops and retreats which are germane to the council and/or their respective officer role and responsibilities.
- E. Four Council President Meetings
  - 1. The Council President, or their designee if unavailable, is required to attend Fraternity & Sorority Affairs Four Council President meetings.

**1.7 Dues, Fees & Fines (definitions)**

- A. Definitions
  - 1. A set amount of money charged per member of each organization regardless of membership size.
  - 2. The dues per member of each organization within the council shall be (ten dollars) \$10.00.
  - 3. Dues shall be billed according to the number of undergraduate members listed on the Fraternity & Sorority Affairs roster. Membership numbers shall be submitted by the Advisor to the Vice President for Administration & Finance.
  - 4. The Vice President for Administration & Finance shall create and send invoices to chapter presidents for dues. Invoices shall be sent no later than the second Friday of the semester.
  - 5. Dues invoices shall be paid in full no later than two weeks after invoices have been sent to chapter presidents.
  - 6. Dues shall be paid in the form of check, money order, or RSO account transfer. No cash will be accepted.
- B. Fees
  - 1. A set amount of money charged for the failure to pay dues on time or in full.
  - 2. The fee for dues shall be assessed at ten dollars (\$10.00) per chapter per week past due.
  - 3. Fees are due no later than two weeks after assessment.
  - 4. Fees shall be paid in the form of check, money order, or RSO account transfer. No cash will be accepted.
- C. Fines
  - 1. A set amount of money charged for failing to comply with a specific council policy.
  - 2. The following is a list of fines for council activities:
    - i. Parliament Meeting: Two or more missed absences will result in a ten dollar (\$10.00) fine.
    - ii. Committee Meetings: Two or more missed absences will result in a seven dollar (\$7.00) fine.
    - iii. United Greek Council Mandatory event: Chapters not having the required twenty-five percent (25%) of active chapter members will result in a seven dollar (\$7.00) fine.
    - iv. Roundtable Meetings: Two or more missed absences will result in a five dollar (\$5.00) fine.
    - v. Ad Hoc Meetings: Two or more missed absences will result in a five dollar (\$5.00) fine.
    - vi. Task Force Meetings: Two or more missed absences will result in a five dollar (\$5.00) fine.
  - 3. Fines are due no later than two weeks after assessment.

# Procedures

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  - c. General Marketing
  - d. Social Media
  - e. Website
- 2.20 Below 5 for RSO, can return without going through org affiliation process if returning within one year and a minimum of one returning member. Yet, must attend an organization re-affiliation process...workshops, educational periods. work through scenario

## 2.1 Chapter Membership Affiliation Process [CMAP]

### A. Interest Group

1. To become an Interest Group, the organization must have five (5) or more initiated undergraduate members.
2. The organization must meet with the Director of Recruitment & Organization Intake to discuss CMAP process.
3. Upon meeting with the Director of Recruitment & Organization Intake an organization must submit a letter of intent to the Council President in order to become an Interest Group.
4. Upon official receipt of the letter of intent an organization will become an Interest Group.
5. The letter of intent shall be sent to all chapters with notification of the organization's membership type as an Interest Group.
6. This process may happen at any time during the fall or spring semester.
7. An organization may not remain as an Interest Group for more than two (2) full semesters.

### B. Associate Member

1. An organization wishing to become an Associate Member must complete and meet the following criteria:
  - i. Must have at least five (5) undergraduate members.
  - ii. Must have at least a 2.75 previous semester GPA.
  - iii. Submit application for membership type no later than the third Parliament Meeting of the semester. Applications will be accepted beginning the first day of the academic semester. No applications may be submitted past the respective deadlines.
  - iv. Parliament must vote on application approval no later than the fifth Parliament Meeting of the semester.
2. An organization shall be an Associate Member for no less than one (1) semester and no more than three (3) semesters. The semester in which the Parliament officially voted to accept the organization as an Associate Member shall count as the first semester.

### C. Full Member

1. An organization wishing to become a Full Member must complete and meet the following criteria:
  - i. Must have at least five (5) undergraduate initiated members.
  - ii. Must have achieved at least a 2.75 GPA for the previous semester.
  - iii. Must have hosted either a fundraiser, philanthropy or community service event.
  - iv. Must have hosted a cultural event.
  - v. Must have attended all Parliament Meetings.
  - vi. Must have been an Associate Member for at least one (1) semester.
  - vii. Must have completed a portfolio including information on the history of the organization, history of the local colony or chapter, evidence and descriptions of a completed fundraiser, philanthropy or community service event, and evidence of having hosted a cultural event. The portfolio must be submitted at least one week prior to the initial introduction of a Full Member Vote of the Parliament.
    - a. The organization will be asked to present to the Parliament regarding their organization and their desire to affiliate with the council as a Full Member. This presentation will occur at the final meeting whereas each current Full Member organization of the council will have been allowed at least two (2) weeks to review the petitioning organization's portfolio.
- viii. Must receive a majority vote for approval by the Parliament. This vote shall occur following the organizations presentation and questions/answer session.

### 2.1.1 Interest Group Letter Template

[DATE]

President  
United Greek Council  
University of Illinois at Urbana-Champaign  
409 Turner Student Services Building  
610 E. John Street  
Champaign, Illinois 61820

United Greek Council Delegates,

On behalf of the [INSERT CHAPTER DESIGNATION HERE] Chapter of [INSERT ORGANIZATION NAME HERE], we would like to formally express our interest and intent in commencing the Chapter Membership Affiliation Process in an effort to become a member of the United Greek Council at the University of Illinois at Urbana-Champaign.

[ADD ANY ADDITIONAL PERTENANT INFORMATON REGARDING YOUR PETITION TO BECOME AN INTEREST GROUP HERE. i.e. Was your organization recolonized, why did it leave UGC to begin or why you are joining for the first time.]

Sincerely,

[Your Full Name]  
[INSERT CHAPTER DESIGNATION HERE] Chapter President  
[INSERT ORGANIZATION NAME HERE]

[CONTACT INFORMATION]



UGC CMAP [Chapter Membership Affiliation Process]

Associate Member Application

Name of Organization: \_\_\_\_\_ Founders' Date: \_\_\_\_\_

Chapter Name: \_\_\_\_\_ Chartering Date: \_\_\_\_\_

Number of Active Members (to be verified with FSA roster): \_\_\_\_\_

Previous Semester GPA (to be verified with FSA roster): \_\_\_\_\_

National Philanthropy and/or Service: \_\_\_\_\_

Required Minimum GPA for Membership: \_\_\_\_\_

Historical Cultural Affiliation: \_\_\_\_\_

Chapter President

Name: \_\_\_\_\_ University Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Chapter Advisor

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell: \_\_\_\_\_

Please attach the following documents:

1. History & Purpose of Organization. (including Vision, Mission & Goals)
2. List of current Chapter Officers, Chapter Advisor and Regional/District Officers.
3. Scholarship Program Outline.
4. Overview of previous or planned Chapter Community Service Event(s), Philanthropy and Fundraiser(s).
5. Overview of previous or planned Cultural Events.
6. Letter of Verification demonstrating RSO status. (email verification acceptable)
7. Governing Documents (Constitution, Bylaws and/or Policies & Procedures Manual)
8. Overview of National and Chapter Risk Management Polices. (should include policies on hazing and alcohol usage)
9. Recruitment & Membership Sustainability Plan.
10. New Member Process & Education Outline.
11. Letter of Support from National Office/Executive Board.

Application Submission Process

The CMAP Associate Member Application Packet shall be submitted to the Director of Recruitment & Organization Intake no later than September 15 (for fall semester) and February 15 (for spring semester). Application Packet must be submitted as a bound document for records (binder acceptable). An additional digital copy may also be submitted for ease of distribution, if desired.

Questions regarding the Chapter Membership Affiliation Process should be referred to the Council Director of Recruitment & Organization Intake.

## 2.2 Parliament Rescheduling Procedure

- A. Under extenuating circumstances Parliament may be rescheduled with the unanimous approval of all Executive Board members to the following week or next Parliament as scheduled, which ever deemed appropriate. Presidents and delegates must be informed by email of the cancelation as soon as possible. If Parliament is rescheduled for the following week and this means that Parliament will assemble to consecutive weeks in a row, delegates must be informed of this. They should be emailed with the time and location of the change.
- B. *Details to be added in spring 2017.*

## 2.3 Executive Board Agenda Template



# United Greek Council

## Executive Board Meeting

*Day, Month Date, Year at Time p.m.*

Building, Room Number

**Call Meeting to Order at** \_\_\_\_\_

**Roll Call**

**Guest Speakers**

- \_\_\_\_\_

**Approval of Minutes**

**Director Reports**

- Executive Vice President
- Vice President for Administration & Finance
- Vice President for Communications
- Vice President for Standards
- Director of Cultural Development
- Director of Marketing
- Director of Recruitment & Organization Intake
- Director of Scholarship
- Director of Service
- President

**Committee Reports**

- Constitution & Bylaws Committee
- Asian Resource Committee
- Hispanic/Latino Resource Committee

**Unfinished Business**

- \_\_\_\_\_

**New Business**

- \_\_\_\_\_

**General Discussion**

- \_\_\_\_\_

**Advisor's Report**

**For the Good of the Order “Proud to be in UGC!”**

**Adjournment Meeting at \_\_\_\_\_**

## 2.4 Executive Board Meeting Procedures & Script



# United Greek Council

## Executive Board Meeting

*Day, Month Date, Year at Time p.m.*

Building, Room Number

### Call Meeting to Order

- **President:** Rap gavel three (3) times.
- **President:** *"I call this meeting of the Executive Board to order at \_\_\_\_\_ a.m./p.m."*

### Roll Call

- **President:** *"At this time, I ask that the Vice President for Communications (or their designee) to please call the roll. Please respond by stating 'Present.'"*
- **Vice President for Communications:** Vice President for Communications calls the roll using officer name and last name.
- **Vice President for Communications:** *"President \_\_(last name)\_\_, there are \_\_(number of executive board officers present)\_\_ of ten (10) executive board members. Therefore, we have quorum."* OR *"President \_\_(last name)\_\_, there are \_\_(number of executive board officers present)\_\_ of ten (10) executive board members. Therefore, we do not have quorum."*
- **President:** *"Thank you, Vice President for Communication \_\_(last name)\_\_."*

### Guest Speakers

- **President:** *"Today, we have \_\_(name and title of guest speaker/group)\_\_ here to speak to us about \_\_(topic on which guest speaker is present)\_\_."* OR *"Today, we have no Guest Speakers, we'll move on to Approval of Minutes."*
- List of guest speakers

### Approval of Minutes

- **President:** *"At this time, I will entertain a motion to approve the previous meeting's minutes." "It has been moved by (officer title and last name who made the motion) to approve the minutes." "Is there a second?" "It has been seconded by (officer title and last name who seconded) to approve the minutes." "We'll conduct a voice vote." "All in favor say 'aye;' (pause for vote) all opposed same sign." If vote passes, "In the opinion of the chair, the vote passes and the minutes from the previous meeting have been approved."*
- **President:** *"At this time, we'll move into Director Reports."*

### Director Reports

- **President:** Call each Director's title followed by their last name. After each Director Report, ask *"Are there any questions for (Director's title followed by the last name)?"* If so, allow individual to ask questions. If none, move to next Director's Report. Repeat this until all Director Reports have been exhausted.
- Executive Vice President
- Vice President for Administration & Finance

- Vice President for Communications
- Vice President for Standards
- Director of Cultural Development
- Director of Marketing
- Director of Recruitment & Organization Intake
- Director of Scholarship
- Director of Service
- President
- **President:** *“This concludes our Director Reports. We’ll now move to Committee Reports.”*

### **Committee Reports**

- **President:** *“At this time, I’ll ask each committee chair to provide a brief report on their committee’s work since our previous Parliament Meeting. We’ll started with Vice President for Standards who will speak on behalf of the Constitution & Bylaws Committee.”* Allow them to speak. *“Are there any questions for the chair of the Constitution & Bylaws Committee?”* If any, allow individuals to ask. IF none, *“Seeing none, we’ll move to a report by the Director of Cultural Development for the Asian Resource Committee and Hispanic/Latino Resource Committee.”*
- Constitution & Bylaws Committee
- Asian Resource Committee
- Hispanic/Latino Resource Committee
- **President:** *“This concludes our Committee Reports. We’ll now move into Unfinished Business.”*

### **Unfinished Business**

- **President:** IF there is no Unfinished Business: *“Seeing as there is no Unfinished Business, we will move to New Business.”*
- List of Unfinished Business

### **New Business**

- **President:** If there is no New Business: *“Seeing as there is no New Business, we will move to General Discussion.”*
- List of New Business

### **General Discussion**

- **President:** *“Are there any items for General Discussion?”*
- List of General Discussion Items
- **President:** After each speaker during General Discussion, say the following: *“Are there any questions for \_\_\_(speaker’s name)\_\_\_?”* Allow for executive board members to ask questions.
- **President:** After all speakers have spoken, *“This concludes General Discussion. We’ll now move to the Council Advisor Report.”*

### **Advisor’s Report**

- **President:** After Council Advisor’s Report, *“Thank you, Advisor \_\_\_(last name of advisor)\_\_\_ . We’ll now move to ‘For the Good of the Order.’”*

### **For the Good of the Order “Proud to be in UGC!”**

- **President:** *“For the Good of the Order is an opportunity for us to pass the gavel and share any triumphs or accomplishments for the week. Or, anything that you enjoyed about our meeting. Please complete your comments by ending with ‘Proud to be in UGC.’”*

### **Adjournment**

- **President:** *“I will now entertain a motion to adjourn the meeting.”* Wait for a motion and a second. *“It has been moved and seconded that the meeting be adjourned. All in favor say ‘Aye,’ all opposed same sign. In the opinion of the Chair, the ‘Ayes’ have it. This meeting is official adjourned at \_\_:\_\_ a.m./p.m.”*

## **2.5 Executive Board Meeting Minutes & Distribution**

- A. The Vice President for Communications is allowed forty-eight (48) hours after an Executive Board Meeting to distribute the minutes to the Executive Board Members and upload it to the drive.
- B. The Vice President for Communications shall send the minutes to the Executive Board, Delegates, and President Listserv.



## 2.6 Parliament Meeting Agenda Template



# United Greek Council

## Parliament Meeting

*Day, Month Date, Year at Time a.m./p.m.*

Building, Room Number

**Call Meeting to Order at** \_\_\_\_\_

**Roll Call**

**Guest Speakers**

- \_\_\_\_\_

**Approval of the Minutes**

**Elections**

**Director Reports**

- Executive Vice President
- Vice President for Administration & Finance
- Vice President for Communications
- Vice President for Standards
- Director of Cultural Development
- Director of Marketing
- Director of Recruitment & Organization Intake
- Director of Scholarship
- Director of Service
- President

**Committee Reports**

- Constitution & Bylaws Committee
- Asian Resource Committee
- Hispanic/Latino Resource Committee

**Chapter Reports**

- Alpha Iota Omicron Fraternity, Inc.
- Alpha Kappa Delta Phi International Sorority, Inc.
- Alpha Pi Sigma Sorority, Inc.
- Alpha Psi Lambda National, Inc.

- Beta Chi Theta National Fraternity, Inc.
- Chi Sigma Tau Nat'l Fraternity, Inc.
- Delta Kappa Delta Sorority, Inc.
- Delta Phi Omega Sorority, Inc.
- Gamma Phi Omega International Sorority, Inc.
- Kappa Delta Chi Sorority, Inc.
- Kappa Phi Lambda Sorority, Inc.
- La Unidad Latina, Lambda Upsilon Lambda Fraternity, Inc.
- Lambda Phi Epsilon International Fraternity, Inc.
- Lambda Theta Phi Latin Fraternity, Inc.
- Omega Delta Phi Fraternity, Inc.
- Phi Iota Alpha Fraternity, Inc.
- Sigma Beta Rho Fraternity, Inc.
- Hermandad de Sigma Iota Alpha, Inc.
- Sigma Lambda Beta International Fraternity, Inc.
- Sigma Psi Zeta Sorority, Inc.

**Unfinished Business**

- \_\_\_\_\_

**New Business**

- \_\_\_\_\_

**General Discussion**

- \_\_\_\_\_

**Advisor's Report**

**For the Good of the Order – “Proud to Be in UGC!”**

**Adjournment Meeting at \_\_\_\_\_**



# United Greek Council

## Parliament Meeting

*Day, Month Date, Year at Time p.m.*

Building, Room Number

### Call Meeting to Order

- **President:** *Rap gavel three (3) times.*
- **President:** *"I call this meeting of the United Greek Council Parliament to order at \_\_\_\_\_ a.m./p.m."*

### Roll Call

- **President:** *"At this time, I ask that the Vice President for Communications (or their designee) to please call the roll. Please respond by stating 'Present.'"*
- **Vice President for Communications:** Vice President for Communications calls the roll using full chapter name in alphabetical order.
- **Vice President for Communications:** *"President \_\_(last name)\_\_, there are \_\_(number of eligible chapters present)\_\_ of \_\_(number of eligible chapters in council) present. Therefore, we have quorum."* OR *"President \_\_(last name)\_\_, there are \_\_(number of eligible chapter delegates present)\_\_ of \_\_(number of eligible chapters in council) present. Therefore, we do not have quorum."*
- **President:** *"Thank you, Vice President for Communication \_\_(last name)\_\_."*

### Guest Speakers

- **President:** *"Today, we have \_\_(name and title of guest speaker/group)\_\_ here to speak to us about \_\_(topic on which guest speaker is present)\_\_."* OR *"Today, we have no Guest Speakers, we'll move on to Approval of Minutes."*
- List of guest speakers

### Approval of Minutes

- **President:** *"At this time, I will entertain a motion to approve the previous meeting's minutes." "It has been moved by 'The Delegate from [organization name]' to approve the minutes." "Is there a second?" "It has been seconded by The Delegate from [organization name] to approve the minutes." "We'll conduct a voice vote." "All in favor say 'aye;' (pause for vote) all opposed same sign." If vote passes, "In the opinion of the chair, the vote passes and the minutes from the previous meeting have been approved."*
- **President:** *"At this time, we'll move into elections." (if any elections will occur). OR continue with Director Reports.*

### Elections

#### Director Reports

- **President:** *"We'll now move into Director Reports." Call each Director's title followed by their last name. After each Director Report, ask "Are there any questions for (Director's title followed by the last name)?" If so, allow individual to ask questions. If none, move to next Director's Report. Repeat this until all Director Reports have been exhausted.*
- Executive Vice President

- Vice President for Administration & Finance
- Vice President for Communications
- Vice President for Standards
- Director of Cultural Development
- Director of Marketing
- Director of Recruitment & Organization Intake
- Director of Scholarship
- Director of Service
- President
- **President:** *“This concludes our Director Reports. We’ll now move to Committee Reports.”*

### Committee Reports

- **President:** *“At this time, I’ll ask each committee chair to provide a brief report on their committee’s work since our previous Parliament Meeting. We’ll started with Vice President for Standards who will speak on behalf of the Constitution & Bylaws Committee.”* Allow them to speak. *“Are there any questions for the chair of the Constitution & Bylaws Committee?”* If any, allow delegates to ask. IF none, *“Seeing none, we’ll move to a report by the Director of Cultural Development for the Asian Resource Committee and Hispanic/Latino Resource Committee.”*
- Constitution & Bylaws Committee
- Asian Resource Committee
- Hispanic/Latino Resource Committee
- **President:** *“This concludes our Committee Reports. We’ll now move into Chapter Reports.”*

### Chapter Reports

- **President:** *“At this time, I will call upon each chapter to provide a brief report regarding activities in the chapter.”*
- Alpha Iota Omicron Fraternity, Inc.
- alpha Kappa Delta Phi International Sorority, Inc.
- Alpha Pi Sigma Sorority, Inc.
- Alpha Psi Lambda National, Inc.
- Beta Chi Theta National Fraternity, Inc.
- Chi Sigma Tau Nat’l Fraternity, Inc.
- Delta Kappa Delta Sorority, Inc.
- Delta Phi Omega Sorority, Inc.
- Gamma Phi Omega International Sorority, Inc.
- Kappa Delta Chi Sorority, Inc.
- Kappa Phi Lambda Sorority, Inc.
- La Unidad Latina, Lambda Upsilon Lambda Fraternity, Inc.
- Lambda Phi Epsilon International Fraternity, Inc.
- Lambda Theta Phi Latin Fraternity, Inc.
- Omega Delta Phi Fraternity, Inc.
- Phi Iota Alpha Fraternity, Inc.
- Sigma Beta Rho Fraternity, Inc.
- Hermandad de Sigma Iota Alpha, Inc.
- Sigma Lambda Beta International Fraternity, Inc.

- Sigma Psi Zeta Sorority, Inc.
- **President:** *"This concludes our Chapter Reports. We'll now move into Unfinished Business."*

### **Unfinished Business**

- **President:** *IF there is no Unfinished Business: "Seeing as there is no Unfinished Business, we will move to New Business."*
- List of Unfinished Business

### **New Business**

- **President:** *If there is no New Business: "Seeing as there is no New Business, we will move to General Discussion."*
- List of New Business

### **General Discussion**

- **President:** *"At this time, we'll move into General Discussion."*
- List of General Discussion Items
- **President:** *After each speaker during General Discussion, say the following: "Are there any questions for \_\_\_(speaker's name)\_\_\_?" Allow for delegates to ask questions.*
- *Are there any other items for General Discussion which may not have been listed on the agenda?"*
- **President:** *After all speakers have spoken, "This concludes General Discussion. We'll now move to the Council Advisor Report."*

### **Advisor's Report**

- **President:** *After Council Advisor's Report, "Thank you, Advisor \_\_\_(last name of advisor)\_\_. We'll now move to 'For the Good of the Order.'"*

### **For the Good of the Order "Proud to be in UGC!"**

- **President:** *"For the Good of the Order is an opportunity for us to pass the gavel and share any triumphs or accomplishments for the week. Or, anything that you enjoyed about our meeting. Please complete your comments by ending with 'Proud to be in UGC.'"*

### **Adjournment**

- **President:** *"I will now entertain a motion to adjourn the meeting." Wait for a motion and a second. "It has been moved and seconded that the meeting be adjourned. All in favor say 'Aye,' all opposed same sign. In the opinion of the Chair, the 'Ayes' have it. This meeting is official adjourned at \_\_:\_\_ a.m./p.m."*

## 2.8 Parliament Meeting Minutes & Distribution

- A. The Vice President for Communications is allowed forty-eight (48) hours after a Parliament Meeting to distribute the minutes to the Delegates and the Executive Board Members and upload it to the drive.
- B. The Vice President for Communications shall send the minutes to the Delegate, President, and Executive Board Listserv.

## 2.9 Dues Collection Procedures

- A. Dues must be submitted to the Vice President for Administration & Finance in the form of a check or money order payable to the United Greek Council.
- B. Payment in the form of cash will not be accepted.

## 2.10 Calendar Requests (adding of dates)

- A. Chapters may request to add events to the United Greek Council calendar by contacting the Vice President for Communications within two (2) weeks of the scheduled event date.

## 2.11 Meeting Decorum

## 2.12 Code of Conduct

## 2.13 General Information

- A. Listing of Dormant Organizations/Chapters
  1. Alpha Delta Rho Multicultural Sorority, Inc. | Alpha Chapter
  2. Delta Xi Phi Multicultural Sorority, Inc. | Alpha Chapter
  3. Gamma Alpha Omega Sorority, Inc. | Tau Chapter
  4. Lambda Pi Upsilon Sorority, Latinas Poderosas Unidas, Inc. | Kappa Chapter
  5. Lambda Tau Omega Multicultural Sorority, Inc. | Leviathan Lambda Chapter
  6. Lambda Theta Alpha Latin Sorority, Inc. | Beta Phi Chapter
  7. Omega Phi Beta Sorority, Inc. | Beta Beta Chapter
  8. Sigma Lambda Gamma National Sorority, Inc. | Delta Chapter
  9. Tau Phi Sigma Multicultural Fraternity, Inc. | Alpha Chapter

## 2.14 Election process

- A. Elected Position
  1. Applications for elected positions shall go out three (30) weeks plus one (1) day before the applications due date.
  2. Applications for elected positions shall be sent to all members within the United Greek Council.
  3. One (1) week prior to elections, all applications must be scanned as a pdf and sent to the Presidents and Delegates via the listservs so they may review the applications during their respective chapter meetings.
  4. Election of elected positions shall be held in the following order: President, Executive Vice President, Vice President for Administration & Finance, Vice President of Communications, and Vice President for Standards.
  5. To be officially elected as an officer, candidates must receive fifty percent (50%) plus one (1) vote from the present and voting delegates; if there is more than one candidate running and neither receives the fifty-one percent (51%) of the votes, the candidates with the two (2) highest votes shall be selected via a runoff election.
  6. Election results shall be verified by the United Greek Council President, Vice President for Administration & Finance, and the council advisor.

7. Candidates must be present the Parliament meeting to give their speech in person unless an educational or work obligation prevents their attendance; at which time a prerecorded video of the candidate giving their speech shall be played for the Parliament.
8. Candidates shall be allowed two (2) minutes to speak to the Parliament, which will then be followed up by one (1) minute of question and answer
9. During each candidate's speech, all other candidates running for the same position shall wait outside the room.
10. After all candidates have presented their speech to Parliament, the United Greek Council President will facilitate a list of pros and cons; alternating three (3) pros and three (3) cons for each candidate.
11. All comments made shall be germane to the election and objective; therefore, subjective comments will be called out by the United Greek Council President.
12. Balloting shall take place via Iclickers or paper ballots.
13. Once deliberation is over and a candidate is elected, the United Greek Council President shall exit the room and inform the all of the candidates of the results prior to inviting them back into the room.
14. Once all candidates are back in the room the United Greek Council President shall announce the results of the vote to the Parliament
15. Candidates who are not selected for the position that they initially ran for, can choose to run for a subsequent position which they did not originally select on their application.

#### B. Selected Position

1. Applications for selected positions will be distributed two (2) weeks plus one (1) day prior to director interviews to all members of the United Greek Council.
2. One (1) week prior to interviews, all applications must be scanned as a pdf and sent to the Presidents and Delegates via the listservs so they may review the applications during their respective chapter meetings.
3. Candidates shall sign up for a time to interview while submitting their application packets.
4. Candidates must be present and attend interviews unless an educational or work obligation prevents their attendance, at which time a video skype interview will be acceptable in place of an in person interview.
5. The executive board will use a candidate's preference for position during the selection process, however the executive board may choose to slate a candidate for a director position they did not select.
6. Each Vice President shall call their respective directors to inform them of their selection for a position; at which time the candidate will be asked if they would accept their newly designated position.
7. The United Greek Council Vice President shall call all candidates who are not selected for membership and inform them of their non-selection; when and only when all directors have accepted their roles.
8. Directors selected will be informed and requested not to share any news of their selection until they receive an official email notification form the United Greek Council Executive Board.

Ratified: April 30, 2015 by Parliament.

Updated: November 29, 2016 by Parliament.

December 12, 2017 by Parliament. All previous versions are null and void.