

# University of Illinois at Urbana - Champaign

## United Greek Council

### Bylaws

#### ARTICLE I MEMBERSHIP

##### Section 1. Membership

###### A. Type

###### 1. Full Member

###### i. A Full Member shall be defined as:

a. An organization that has been an Associate Member for at least one (1) semester but no more than three (3) semesters and has received an official vote for Full Member Type by the Parliament.

###### ii. A Full Member shall be granted:

- a. The privilege to vote.
- b. The privilege to propose new business.
- c. The privilege to serve as voting members on committees.
- d. The privilege to serve on the Executive Board.
- e. The privilege to serve on the Standards Board.

###### 2. Associate Member

###### i. An Associate Member shall be defined as:

a. An organization that has started the Council Membership Affiliation Process.

###### ii. An Associate Members shall:

- a. Not be allowed to vote at Parliament, General Assembly and committee meetings.
- b. Not be allowed to serve on the Executive Board and/or Standards Board.
- c. Be allowed to attend all council meetings.
- d. Be allowed to serve on a committee
- e. Be required to pay dues at fifty percent (50%) for first semester and one hundred percent (100%) for the second and third semesters.

###### 3. Interest Group

###### i. An Interest Group shall be defined as:

a. A historically culture-based organization that is seeking membership into the council.

###### ii. An Interest Group shall:

- a. Not be allowed to vote.
- b. Be allowed to attend all council meetings.
- c. Not be allowed to attend committee meetings.
- d. Not be allowed to serve on the Executive Board and/or Standards Board.

###### B. Status

###### 1. In Good Standing

i. Member organization shall be a Registered Student Organization (RSO) as defined by the University of Illinois at Urbana-Champaign (UIUC).

ii. Member organization shall maintain a semester Grade Point Average (GPA) of 2.75 or above.

iii. Member organization shall pay membership dues on time and in full.

iv. Member organization shall not have any unpaid fines or fees.

- v. Chapter Delegate shall attend all Parliament Meetings and be allowed no more than one (1) unexcused absence.
  - vi. Chapter President must schedule semester meeting with the Fraternity & Sorority Affairs staff by the end of the fourth week of the semester.
2. Standard Probation
    - i. Member organization semester GPA is below a 2.75 for one or two consecutive semesters.
    - ii. Chapter Delegate has two (2) or more unexcused absences from Parliament Meetings.
    - iii. Chapter President has not scheduled semester meeting by fourth week of the semester.
  3. Financial Probation
    - i. Member organization has failed to submit dues two (2) weeks past-due deadline for payment.
    - ii. Member organization has outstanding (past-due) fines and fees.
  4. Suspension
    - i. Member organization semester GPA is below a 2.75 for third consecutive semester.
    - ii. Member organization has a balance greater than zero (\$0.00) for dues, fees, and fines carried over from previous semester.
    - iii. Membership within a member organization has fallen below the required five (5) undergraduate members as per UIUC RSO and Fraternity & Sorority Affairs (FSA) expectations. Shall only be permitted for one semester.
  5. Inactive
    - i. Membership within a member organization is below five undergraduate members as per UIUC RSO and FSA rules.
    - ii. Member organization is not recognized by inter/national organization if one exists.
  6. Dormant
    - i. Dormant organizations shall be those which have existed previously on the campus of the University of Illinois at Urbana-Champaign and are currently Inactive with zero (0) undergraduate members.

## **ARTICLE II OFFICERS**

### **Section 1. Elected & Appointed Officers**

- A. The elected officers shall be President, Executive Vice President, Vice President for Administration & Finance, Vice President for Communications, and Vice President for Standards.
- B. The appointed officers shall be the Director of Recruitment & Organization Intake, Director of Marketing, Director of Service, Director of Scholarship, and the Director of Cultural Development.

### **Section 2. Terms of Office**

- A. Elected Officers
  1. Elected officers shall serve for the period of a one (1) year term.
  2. The term shall start at the Parliament Meeting following elections where they shall be sworn in as the new officers.
- B. Appointed Officers
  1. Appointed officers shall serve for the period of one (1) calendar year.
  2. Appointment of directors shall be made within the weeks leading up to the following Parliament Meeting after elections. Directors shall be sworn into office at the same Parliament Meeting as elected officers.

### Section 3. Elected & Appointed Officer Duties

#### A. President.

1. The President shall report to the Parliament.
2. The President shall have the following duties and responsibilities:
  - i. Oversee the Executive Vice President.
  - ii. Chair the Executive Board, Parliament and General Assembly Meetings.
  - iii. Cast a vote in case of a tie during an Executive Board or Parliament Meeting.
  - iv. Serve as the official spokesperson for the council.
  - v. Serve as a liaison to other social-fraternity and sorority councils.
  - vi. Serve as a liaison to the University of Illinois at Urbana-Champaign administration.
  - vii. Serve as a co-signer on all council bank accounts.
  - viii. Sign all contracts and documents as necessary on behalf of the council.
  - ix. Organize and coordinate elections, officer appointments and executive board transitions.

#### B. Executive Vice President

1. The Executive Vice President shall report to the President.
2. The Executive Vice President shall have the following duties and responsibilities:
  - i. Oversee the Vice President for Administration & Finance, Vice President for Communications and Vice President for Standards.
  - ii. Assist the President in the executive of his or her duties.
  - iii. Preside over Parliament Meetings in the absence of the President and at other times when required to do so by the Council President and the Executive Board.
  - iv. Coordinate Risk Prevention and Management initiatives (education and programming) with Fraternity & Sorority Affairs staff.

#### C. Vice President for Administration & Finance

1. The Vice President for Administration & Finance shall report to the Executive Vice President.
2. The Vice President for Administration & Finance shall have the following duties and responsibilities:
  - i. Oversee the Director of Recruitment & Organizational Intake.
  - ii. Handle all financial exchanges for the council.
  - iii. Create and distribute organization membership dues invoices.
  - iv. Collect outstanding fees and fines.
  - v. Maintain a complete and updated file containing copies of all transactions made in the current and previous calendar year including: monthly account summaries, funding requests, receipts, invoices and other pertinent information.
  - vi. Create and submit a semester budget proposal for approval to the Parliament.
  - vii. Coordinate the reservation of spaces for council event and meetings. This shall include reservations for Interest Groups not yet affiliated as a UIUC RSO.
  - viii. Complete RSO requirements as defined by the RSO Office.

#### D. Vice President for Communications

1. The Vice President for Communications shall report to the Executive Vice President.
2. The Vice President for Communications shall have the following duties and responsibilities:
  - i. Oversee the Director of Marketing.
  - ii. Coordinate and distribute Executive Board, Parliament, and General Assembly Meeting agendas.
  - iii. Record and distribute Executive Board, Parliament, and General Assembly Meeting minutes.
  - iv. Record attendance at all council events and meetings.
  - v. Create, distribute and maintain a calendar of council and organization events.
  - vi. Maintain council Listservs.
  - vii. Coordinate weekly council newsletter.
  - viii. Work with Fraternity & Sorority Affairs staff to obtain current organizational rosters.
  - ix. Coordinate alumni relations for council.
  - x. Serve as liaison to Greeks Support Homecoming.

#### E. Vice President for Standards

1. The Vice President for Standards shall report to the Executive Vice President.
  2. The Vice President for Standards shall have the following duties and responsibilities:
    - i. Oversee the Director of Service, Director of Scholarship and Director of Cultural Development.
    - ii. Ensure organizations are meeting all requirements as stated in the Constitution, Bylaws and Policies & Procedures.
    - iii. Propose and coordinate events and programs related to personal and professional development.
    - iv. Chair the Standards Board.
    - v. Serve as a liaison for Greek Oscars.
    - vi. Serve as liaison to Emerging Leaders.
- F. Director of Recruitment & Organization Intake
1. The Director of Recruitment & Organization Intake shall report to the Vice President for Administration & Finance.
  2. The Director of Recruitment & Organization Intake shall have the following duties and responsibilities:
    - i. Oversee all council programs related to recruitment.
    - ii. Serve as a resource for organizations seeking recruitment advice.
    - iii. Coordinate all aspects of Council Membership Affiliation Process as defined by the Policies and Procedures.
    - iv. Coordinate the new member workshop.
- G. Director of Marketing
1. The Director of Marketing shall report to the Vice President for Communications.
  2. The Director of Marketing shall have the following duties and responsibilities:
    - i. Manage social media outlets for the council.
    - ii. Manage and update council website.
    - iii. Manage images and logos of the council.
    - iv. Receive and publish organizational fliers and events.
    - v. Create event fliers for the council.
    - vi. Serve as a resource for organizations seeking marketing advice.
- H. Director of Service
1. The Director of Services shall report to the Vice President for Standards.
  2. The Director of Service shall have the following duties and responsibilities:
    - i. Propose and coordinate events and programs related to community service and philanthropy.
    - ii. Establish contact with respective organization directors of service once a semester. Director shall meet with organization directors if desired.
    - iii. Manage a list of community-wide service events and philanthropies (campus, Champaign, and Urbana) for organizations. List shall be made available to all organizations within the council.
    - iv. Serve as liaison to Walk A Mile.
- I. Director of Scholarship
1. The Director of Scholarship shall report to the Vice President for Standards.
  2. The Director of Scholarship shall have the following duties and responsibilities:
    - i. Propose and coordinate events and programs related to scholarship.
    - ii. Coordinate a list of all council member's majors with respective organization directors of academics.
    - iii. Review and notify Vice President for Standards of any organization which have failed to meet the minimum expectations for membership regarding previous semester GPA.
    - iv. Serve as a resource for organizations seeking academic advice.
- J. Director of Cultural Development
1. The Director of Cultural Development shall report to the Vice President for Standards.
  2. The Director of Cultural Development shall have the following duties and responsibilities:
    - i. Chair the Asian Resource and Hispanic/Latino Resource Committees.

- ii. Serve as a contact person for general requests pertaining to the co-hosting or co-sponsoring of culturally-based events/programs.
- iii. Serve as a liaison to LCASO (La Casa Alliance of Student Organizations) and APAC (Asian Pacific American Coalition).
- iv. Serve as a liaison to all cultural centers on campus.

#### Section 4. Officer Eligibility & Qualifications

- A. The President shall meet the following qualifications to be eligible to be considered for office:
  1. Must be an initiated member within a Full Member organization of the council.
  2. Must be a member in good standing within their respective organization.
  3. Must have been affiliated with their respective organization for at least one (1) year.
  4. Must have previously served on the council Executive Board.
  5. Cannot be the president of their respective organization.
  6. Must have a minimum GPA of 2.75.
  7. Must be a full-time undergraduate student enrolled at the University of Illinois at Urbana-Champaign.
  8. May not be in the same organization as the Vice President for Administration & Finance.
- B. All other officers shall meet the following qualifications to be eligible to be considered for office:
  1. Must be an initiated member within a Full Member organization of the council.
  2. Must be a member in good standing within their respective organization.
  3. Must have been affiliated with their respective organization for at least one (1) semester.
  4. Must have a minimum GPA of 2.75.
  5. Must be a full-time undergraduate student enrolled at the University of Illinois at Urbana-Champaign.
  6. No more than two (2) members of the same organization may serve on the Executive Board.

#### Section 5. Removal of Officers

- A. Any Full Member of the Parliament shall be able to initiate removal of an officer of the Executive Board on the grounds of any of the following:
  1. Dereliction of duties.
  2. Mismanagement of funds.
  3. Failure to meet the general requirements as specified in Officer Duties.
- B. The removal of an officer proceed as follows:
  1. The Full Member shall submit a letter in writing to the Executive Board substantiating grounds for the removal of the officer in question.
  2. The Executive Board members, excluding the officer in question, shall evaluate said officer in conjunction with the Council Advisor.
  3. The evaluation process shall take no longer than one week from the time the allegations are made. If the evaluation results are in favor of the officer in question, further action will not be necessary. If the evaluation results are not in favor of the officer in question, impeachment proceedings will follow.
  4. All evaluation results shall be presented to the Parliament.
  5. The notifying officer shall contact via letter in writing the officer in question to inform them of the pending impeachment proceedings.
  6. Impeachment proceedings shall take place no later than the second week from the official submission of the initial letter to the Executive Board.
  7. At the impeachment proceedings, which will consist of the Parliament. The Executive Board shall read the written statement and the officer in question may answer questions in their defense.
  8. A vote on removal shall take place no later than one week after the Parliament has heard he formal written statement.
  9. A three-fourths ( $\frac{3}{4}$ ) majority of the Parliament is needed to remove an officer.
  10. Upon an official removal, council shall follow Vacancy protocol.

Section 6. Officer Vacancies & Succession

- A. In the event of a vacancy of the office of the presidency, the current Executive Vice President will assume the office of the president for the remainder of the term.
- B. In the event of a vacancy of an Executive Board member (other than the office of the President) between elections and director appointments, such vacancies shall be filled by a majority vote of the remaining Executive Board members.

## ARTICLE III NOMINATIONS, ELECTIONS & APPOINTMENTS

Section 1. Nominations

- A. Nominations shall be submitted via the officer application. Applications must be completed and submitted by the deadline to be considered a nominee for elections.

Section 2. Elections

- A. Elections shall be held during the final Parliament Meeting in October.
- B. Elections 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.
- C. All elections require a simple majority vote to win.
- D. If there is a tie vote or no candidate receives a majority vote for a position, then a run-off election is conducted following the general election for that position.
- E. If there shall be a tie during a run-off, then the current President shall select the winner.

Section 3. Appointment/Selection Process

- A. Directors shall be appointed via a separate application process and interviewed by the incoming Executive Board.

## ARTICLE IV COMMITTEE DUTIES & RESPONSIBILITIES

Section 1. Standing Committees

- A. Constitution & Bylaws Committee
  - 1. The committee shall be charged with the following tasks:
    - i. Shall meet at least twice a semester to review governing documents.
    - ii. Propose possible revisions and amendments of governing documents.
    - iii. Submit proposed revisions and amendments to Parliament for final review and vote.
  - 2. The committee shall consist of one (1) representative from each organization.
- B. Asian Resource Committee and Hispanic/Latino Resource Committee
  - 1. The committees shall be charged with the following tasks:
    - i. Organize educational programs/events to raise cultural awareness within the council, the student body, and the surrounding community.
    - ii. Foster ongoing relationships with respective cultural centers.
  - 2. The committees shall consist of one (1) representative from each corresponding cultural organization. Multicultural organizations shall select at least one (1) committee on which to serve.

Section 2. Ad Hoc Committees

- A. Ad Hoc Committees shall be created on an as-need basis to accomplish a specific goal or plan an event. The committee shall exist no longer past the completed goal or event.
- B. The Chair of an Ad Hoc Committee shall be elected from within by the members of the committee.

Section 3. Task Forces

- A. Task Force(s) shall be created on an as-need basis to facilitate the research or gathering of specific information relevant to the council.
- B. The Chair of a Task Force shall be appointed by the Executive Board.

**ARTICLE V  
PARLIAMENTARY AUTHORITY**

Section 1. The rules contained in the *Robert's Rules of Order Newly Revised* shall govern the UIUC UGC in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and special rules of order of the UGC.

**ARTICLE VI  
AMENDMENTS**

Section 1. These Bylaws can be amended by two-thirds (2/3rds) vote at a regularly scheduled meeting of the UIUC UGC or a special meeting called to amend the Bylaws, provided that the proposed amendments have been presented at the council meeting at least two weeks prior to the meeting in which they will be voted on.

Section 2. If amendments to this Bylaws will be voted upon at a special meeting called to amend the Bylaws, the proposed amendments must be submitted to all members by the United Greek Council electronically at least two weeks in advance of the special meeting.

Ratified: *April 30, 2015 by Parliament.*