

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

# Bylaws

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## **1.1 Membership 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.

## **1.2 Membership Status Types**

### **1. In Good Standing**

- i. Member organization shall be a Registered Student Organization (RSO) as defined by the University of Illinois at Urbana-Champaign (Illinois).
- 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 President shall attend all President's 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 President has two (2) or more unexcused absences from President's 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 Illinois 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.

### **1.3 Elected Officers**

- A. The elected officers shall be President, Executive Vice President, Vice President for Administration & Finance, Vice President for Communications, Vice President for Standards, Vice President of Marketing and the Vice President of Cultural Development & Service.

### **1.4 Terms of Office**

- A. Elected Officers

1. All positions are elected.
2. Elected officers shall serve for the period of a one (1) year term.
3. The term shall start at the Parliament Meeting following elections where they shall be sworn in as the new officers.

## **1.5 Elected 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, Vice President for Administration and Finance, Vice President for Communications, Vice President for Standards and Vice President of Marketing.
  - ii. Chair the Executive Board, President's Meetings 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 and attend lunch bunch or send a representative.
  - 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.
  - x. Attend Council Presidents' Meetings or send a representative.

### **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. Assist the President in the executive of his or her duties.
  - ii. Preside over Presidents' Meetings in the absence of the President and at other times when required to do so by the Council President and the Executive Board.
  - iii. Coordinate Risk Prevention and Management initiatives (education and programming) with Fraternity & Sorority Affairs staff.
  - iv. Oversee all council programs related to recruitment.
  - v.. Serve as a resource for organizations seeking recruitment advice.
  - vi. Coordinate all aspects of Council Membership Affiliation Process as defined by the Policies and Procedures.
  - vii. Coordinate the new member workshop.

### **C. Vice President for Communication, Administration & Finance**

1. The Vice President for Administration & Finance shall report to the President.

2. The Vice President for Communication, Administration & Finance shall have the following duties and responsibilities:

- i. Handle all financial exchanges for the council.
- ii. Create and distribute organization membership dues invoices.
- iii. Collect outstanding fees and fines.
- iv. 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.
- v. Create and submit a semester budget proposal.
- vi. Coordinate the reservation of spaces for council events and meetings. This shall include reservations for Interest Groups not yet affiliated as a Illinois RSO.
- vii. Complete RSO requirements as defined by the RSO Office.
- viii. Propose and coordinate events and programs related to scholarship.
- ix. Review and notify the Vice President for Standards of any organizations which have failed to meet the minimum expectations for membership regarding previous semester GPA.
- x. Coordinate and distribute Executive Board, President, and General Assembly Meeting agendas.
- xi. Record and distribute Executive Board, President, and General Assembly Meeting minutes.
- xii. Record attendance at all council events and meetings.
- xiii. Create, distribute and maintain a calendar of council and organization events.
- xiv. Maintain council Listservs.
- xv. Coordinate weekly council newsletter.
- xvi. Work with Fraternity & Sorority Affairs staff to obtain current organizational rosters.
- xvii. Coordinate alumni relations for council.
- xviii. Serve as liaison to Greeks Support Homecoming.

#### D. Vice President for Standards

1. The Vice President for Standards shall report to the President.
2. The Vice President for Standards shall have the following duties and responsibilities:
  - i. Ensure organizations are meeting all requirements as stated in the Constitution, Bylaws and Policies & Procedures.
  - ii. Oversee organizations are meeting the Good Status requirement
  - iii. Propose and coordinate events and programs related to personal and professional development.
  - iv. Serve as a resource for organizations seeking academic advice.

- v. Oversee all organizations
- vi. Chair the Standards Board.
- vii. Serve as a liaison for Greek Oscars.
- viii. Serve as liaison to Emerging Leaders.
- ix. Maintain, update and edit all governing documents.

E. Vice President of Marketing

- 1. The Vice President of Marketing shall report to the President.
- 2. The Vice President of Marketing shall have the following duties and responsibilities:
  - i. Manage social media outlets for the council.
  - ii. Manage and update the 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
  - vii. Have a schedule of when to post new members that have joined each semester.
  - viii. Maintain and manage council, cross council, university and relevant observances.

F. Vice President for Service & Cultural Development

- 1. The Vice President of Service & Cultural Development shall report to the President.
- 2. The Vice President of Service & Cultural Development shall have the following duties and responsibilities:
  - i. Serve as a contact person for general requests pertaining to the co-hosting or co-sponsoring of culturally based events/programs.
  - ii. 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.
  - v. Propose and coordinate at least one service event a semester
  - vi. Propose and coordinate at least one community service a semester.
  - vii. Establish contact with respective organization directors of service and meet with organization directors if desired.
  - viii. 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.
  - ix. Serve as a liaison for Stride for Survivors.

**I.6 Officer Eligibility**

- A. The President shall meet the following qualifications to be eligible to be considered for office:
  - i. 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. Cannot be the president of their respective organization.
5. Must have a minimum cumulative GPA of 2.75.
6. Must be a full-time undergraduate student enrolled at the University of Illinois at Urbana-Champaign.

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 cumulative 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.

### **1.7 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 the 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.

### **1.8 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 as long as they are not the President of their chapter.
- B. In the case that the Executive Vice President is the President of their chapter the presidency will be given to the next position based on the following order: Vice President for Administration and Finance, Vice President for Communications, Vice President for Standards, Vice President of Marketing, and lastly Vice President of Service and Cultural Development.

### **1.9 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.

### **1.10 Parliamentary Authority**

- A. The rules contained in the *Robert's Rules of Order Newly Revised* shall govern the Illinois 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.

### **1.11 Amendments**

- A. These Bylaws, Policies, Procedures, and Constitution can be amended by two-thirds ( $\frac{2}{3}$ ) vote at a regularly scheduled meeting of the Illinois UGC or a special meeting called to amend the governing document, 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.
- B. If amendments to this document will be voted upon at a special meeting called to amend the document, 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.

# Policies

1.1 Attendance Policy

1.2 Associate Member Limits

1.3 Mandatory Events

1.4 Calendars (founding and chartering dates clarifications)

1.5 Risk Management Policies & Education

1.6 Officer Expectations (office hours, attendance to meetings, conferences, retreats, connect four, four council presidents)

1.7 Dues, Fees & Fines (definition)

## **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, 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, President’s 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, President’s 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 President during a President’s Meeting, the Vice President for Communications shall notify the President via email and copy the Chapter Advisor and the Vice President for Standards.
  4. Upon receiving two (2) and each subsequent unexcused absence by an organization’s President during a President’s Meeting, the Vice President for Communications shall notify the President via email and copy the 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 President during a Parliament Meeting, the chapter shall be assessed a fine of twenty dollars (\$20.00) by the Vice President for Administration & Finance.
4. 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 Presidents are required to attend Parliament meetings.
    - ii. Chapter Presidents shall be required to make a report during Chapter Reports. “Nothing to report,” will not be accepted as a valid report.
    - iii. Chapter Presidents shall provide notification of an absence via email within forty-eight (48) hours to the Vice President for Communications prior to the meeting.

- iv. Chapter Presidents 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.
- 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**

- 1. Twenty-five percent (25%) of initiated chapter members are expected 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.
- 2. 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.

## **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

- 2.1 Chapter Membership Affiliation Process [CMAF]
- 2.2 Parliament Rescheduling Procedure
- 2.3 Parliament Meeting Minutes & Distribution
- 2.4 Dues Collection Procedures
- 2.5 Meeting Decorum
- 2.6 Code of Conduct
- 2.7 Election Procedures
- 2.8 RSO Re-Affiliation Process



## 2.1 Chapter Membership Affiliation Process [CMAP]

### A. Recognition of 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 fifth week 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. Chapter Presidents must vote on application approval no later than the fifth Chapter President's meeting of the semester.

2. The organization must meet with the Director of Recruitment & Organization Intake to discuss CMAP process.

3. Upon meeting with the Executive Vice President an organization must submit a letter of intent to the Council President in order to become an Associate Member.

4. Upon official receipt of the letter of intent an organization will become an Associate Member.

5. The letter of intent shall be sent to all chapters with notification of the organization's membership type as an Associate Member.

6. This process may happen at any time during the fall or spring semester.

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iii. Must have hosted either a fundraiser, philanthropy or community service event.

iv. Must have hosted a cultural event.

v. Must have attended all President's Meetings.

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.

recognition of full membership

## **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 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, presidents must be informed of this. They should be emailed with the time and location of the change.

## **2.3 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 Presidents and the Executive Board Members and upload it to the drive.

B. The Vice President for Communications shall send the minutes to the Presidents and Executive Board Listserv.

## **2.4 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.

## **2.5 Meeting Decorum**

## **2.6 Code of Conduct**

## **2.7 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 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, Vice President for Standards, Vice President for Marketing, and Vice President for Service and Cultural Development.
5. To be officially elected as an officer, candidates must receive a simple majority vote: fifty percent (50%) plus one (1) vote from the present and voting presidents. 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. If there shall be a tie during a runoff, then the president shall select the winner.
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 virtual 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 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. Officers 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.

## **2.8 RSO Re-Affiliation Process**

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

# **University of Illinois at Urbana - Champaign United Greek Council Constitution**

## **Preamble**

We, the member organizations of the University of Illinois at Urbana-Champaign United Greek Council, declare and affirm the promotion of culture, the enhancement of personal and professional development, a strong focus on service, and an emphasis on academic excellence in higher education.

We shall strive toward the implementation of our principles through programming and collaborative events;

We shall exercise the privilege of self-governance within our respective community; Our efforts shall lead toward the ultimate success of our individual members so they may one day graduate our ranks with a deeper appreciation of inclusion and a stronger sense of self; and We shall come together for a singular purpose of collaboration not as individual organizations but as one united council.

### **1. Name**

Section 1. The name of this organization shall be the United Greek Council at the University of Illinois at Urbana-Champaign hereinafter referred to as the Illinois UGC.

### **2. Membership**

Section 1. Membership shall be defined as a culture-based organization that is incorporated and has started and/or completed the council intake process.

### **3. Officers and Executive Board**

Section 1. Elected Officers that make up the Executive Board shall be the President, Executive Vice President, Vice President for Administration & Finance, Vice President for Communications, Vice President for Standards, Vice President of Marketing, and Vice President for Service and Cultural Development.

### **4. Structure & Powers**

Section 1. The legislative powers of the council shall reside with the Parliament.

Section 2. The executive powers of the council shall reside with the Executive Board.

Section 3. The judicial powers of the council shall reside with the Standards Board.

### **5. Meetings**

Section 1. President's Meetings

A. Regular General Body Meetings of the council shall be called President's Meetings and shall be held bi-weekly each semester.

B. President's Meetings shall consist of each chapter's President, who will serve as the voting delegate.

C. President's Meetings shall be scheduled and attended by the Executive Board.

Section 2. All Council Meetings

- A. All Council Meetings shall be called General Assembly Meetings and shall be held once each semester.
- B. General Assembly Meetings shall consist of all members of the council.
- C. General Assembly Meetings shall be scheduled by the Executive Board.

#### Section 3. Special Meetings

- A. Special Meetings shall be called by the Executive Board with at least seventy-two (72) hours notice.

#### Section 4. Quorum

- A. Quorum for Parliament Meetings shall be fifty percent plus one (50% + 1) of the voting presidents.

#### Section 5. Rescheduling Authority

- A. Shall a need arise, the council President shall have the authority to reschedule the President's Meeting. Rescheduling of a Parliament Meeting shall occur within twenty-four (24) hours of the cancelled meeting.

### **6. Council Advisor**

Section 1. The United Greek Council shall have an advisor who is a staff member employed at the University of Illinois at Urbana-Champaign through the Office of Fraternity & Sorority Affairs.

Section 2. The advisor shall be selected by the Director of Fraternity & Sorority Affairs/Assistant Dean of Students.

Section 3. The advisor shall have the right to attend all meetings of the Illinois UGC, including the Executive Board meetings, council meetings, special meetings, committee meetings, and any meetings where UGC business is discussed. The advisor shall not vote during any meeting that they attend.

Section 4. The role of the advisor shall be to serve as a resource, provide advisory support and hold members and organizations accountable to rules, regulations and expectations.