

# **United Greek Council Northern Arizona University**

## **Article I. Name**

### **Section I. Name**

We will be the United Greek Council (UGC) at Northern Arizona University (NAU).

## **Article II. Purpose and Criteria.**

### **Section I. Mission Statement.**

The purpose of the United Greek Council shall be to give equal representation and voice to fraternities and sororities at Northern Arizona University. We strive to promote diversity and multicultural awareness by actively participating in philanthropies, community service, and leadership roles in our surrounding communities.

### **Section II. Entity Membership.**

Must be a recognized fraternity and sorority at Northern Arizona University and the Office of Greek life.

### **Section III. Qualifications.**

To qualify, a chapter must meet the following requirements to be apart of the UGC:

- a. Each fraternity or sorority must secure a full-time faculty/ staff advisor.
- b. Maintain registration with Student Organization Form.
- c. Pay semester dues.
- d. Attend UGC meetings.
- e. Comply with all University and UGC rules, regulations, policies and procedures.
- f. Comply with all national requirements and policies.

### **Section IV. Dues**

UGC shall charge \$25 per entity and \$5 per member/potential new members per semester.

- a. Dues shall be paid within two weeks of invoice distribution.

### **Section V. Recruitment**

- a. Will be officially one week starting on a Monday to Friday.
- b. Monday will the UGC showcase event at the University Union Ampitheater.

- c. No formal bids can be given until Friday at 8 a.m.
- d. Prior to Recruitment week, a chapter can give information regarding the organization, but not directly talk about individual recruitment events.
- e. Alcohol at recruitment events is prohibited.
- f. Each chapter must conform to university non-discrimination policy, including sex, race, gender, sexuality, age, and class standing as it applies to the recruitment process and membership.

### **Article III. Expansion.**

#### **Section I. Policy.**

UGC President reserves the right to cease or limit expansion of the council when deemed appropriate.

- a. If an incoming entity does not meet requirements (Outlined in Article 3, Section II) they must wait until next semester before pursuing expansion within the United Greek Council.
- b. The number of entities admitted into the council during an expansion period shall be at the discretion of the United Greek Council President as he/she may deem to be of best interest to the council.
- c. If an organization meets the goals, values, and criteria of the United Greek Council, they will be extended an invitation to join the council on a first come, first serve basis.

The following procedures for expansion of the United Greek Council on the campus of Northern Arizona University are for the sole purpose of controlling the positive growth and maintaining the strength of the UGC.

- a. All fraternities and sororities shall be subject to the expansion policy from the time of first contact and approval with the UGC President and/or the Assistant Director of Greek Life, until accepted as an entity of the UGC.

#### **Section II. Criteria.**

A requesting organization must meet the following criteria for admission to the council:

- a. Be an inter/national Greek letter, social organization with a functional National Board, as a potential interest group on the campus of Northern Arizona University.
- b. Have an interest group of full-time undergraduate students at Northern Arizona University.
- c. Meet all of the respective inter/national organization's requirements for expansion.
- d. Be an insured organization with its own risk management policies.
- e. Must inform the UGC President and Assistant Director of Greek Life at NAU of its intent to undergo the expansion process to be considered eligible for their upcoming expansion process. The interested entity shall address their interest

through a Letter of Intent, outlined in Article III. Section III. The letter of intent shall be submitted no later than the week before Reading Week of each semester.

- f. If this deadline is not met, an organization must wait until the next expansion period and resubmit their Letter of Intent to the UGC President and Assistant Director of Greek Life.

### **Section III. Letter of Intent.**

The requesting organization's potential interest group must submit a letter of intent to the UGC President and Asst. Director of Greek Life that includes the organization's name, purpose, introduction of the organization and the following materials:

- a. Alumnae/i information (if applicable):
  1. List of alumnae/i that have indicated interest in working with the proposed chapter in an advisory capacity, and nearest alumnae/i chapter.
- b. A copy of the constitution of the National Greek organization as well as a copy of the following policies and educational programs (if applicable):
  1. Anti-Hazing Policy and enforcement guidelines
  2. Alcohol and Substance Abuse Policy and educational program
  3. Recruitment Policy
  4. Insurance Policy at both group and national levels (if applicable)
  5. Any other applicable educational programs the chapter deems necessary for admission into the council.
- c. A report describing the plan for housing, and related housing policy and procedure if interested in living in the Greek residence hall (if applicable).
- d. Colonization procedure, timeline and standards for chartering a chapter
- e. Data about the national organization, to include:
  1. Total number of chapters nationwide and distribution area, including average size of chapters, and percentage of new members initiated nationwide (if available)
  2. Total number of initiated members at a National level.
  3. Number of chapters lost in the past three years (where and when), if applicable.
  4. Group must include Expansion Director's information (in case there is more than one, provide location of nearest contact) along with information of any other national staff that would assist the interest group or established colony, whichever applies.
  5. Purpose and goals of national organization.
- f. After submission of materials, the United Greek Council Executive Board reserves the right to ask for interviews and/or presentations from a prospective organization they deem will benefit the council.

### **Section IV. Formal Presentation.**

If an organization meets criteria and their letter of intent is approved, they will be invited to present formally at two separate meetings.

- a. First, the organization will have to make a presentation to the UGC Executive Board, UGC Advisor, and Assistant Director of Greek Life at NAU.
  1. During the initial presentation, it is requested that a representative of the national organization, as well as the expansion chair (i.e. Interest Group leader or Colony President) for the Northern Arizona University expansion endeavor, both may be present to answer any questions or concerns that may arise.
  2. The formal presentation should include the following information:
    - A. The organization's history
    - B. Programs/projects
    - C. National governing board
    - D. Regional (if applicable) governing board
    - E. Detailed outline and timeline for intake at Northern Arizona University
    - F. A list of potential interests
    - G. Chapter advisor information
    - H. Organization constitution and by-laws (if it is permitted by National Board)
    - I. An official letter of endorsement from the Inter/National organization as the charter granting organization (if applicable)
    - J. Name of the targeted faculty advisor
    - K. A copy of the group's risk management policy
    - L. Any other information that the organization deems will help their expansion effort.
  3. Following this presentation, the Executive Board with input of the UGC Advisor and the Assistant Director of Greek Life will vote as to whether they feel the organization is ready to present to the general body of the United Greek Council
  4. If an organization is approved in this vote, it will be asked to give the same presentation to the general body. The petitioning organization shall then have to be approved by a unanimous vote of the council.
  5. If the organization is not approved by the Executive Board, UGC Advisor, and Assistant Director of Greek Life the organization may be given a one week extension during which time it may regroup before it is called to re-present to the Executive Board and UGC Advisor.
    - A. If approved after the second presentation, the organization will be cleared to present to the general body of the council
    - B. However if after the second presentation, the organization is still not approved to present to the general body, then the expansion potential for the organization will expire and it will be required to wait until the next semester to re-submit a letter of intent for expansion to the UGC.
- b. The second presentation shall be in front of the entire United Greek Council. At this time, the representative(s) from the national organization and/or the expansion chair need not be present. However, all members of the petitioning group must be present.

## **Section V. Recognition.**

After gaining approval from the Executive Board and UGC Advisor, the organization will be required to present to the general body of the UGC. After each presentation, the entities of the UGC will turn in a written evaluation of each expansion presentation and a vote on whether to extend membership or not. Each expansion organization will be notified no later than two weeks after its own presentation, on whether or not a membership invite has been extended.

- a. If a membership invitation is extended, each new provisional organization will be required to meet with the Executive Board and UGC Advisor to receive the necessary information on rules, regulations, and requirements to receive full recognition from the Council.
- b. Full membership rights to the council are not received until the entity has reached chapter status. Until then they will be considered to be under provisional status (explained in Section VI.)

## **Section VI. Provisionary Status**

New organizations will have two (2) academic semesters to initiate a founding/charter membership.

- a. Provisionary status will officially begin the semester after the new members have been recognized as an interest group.
- b. Provisionary status will be in effect until entity has received colony status by their National Organization.
- c. Prior to and/or while holding the provisional status the new organization must abide by the UGC qualifications (as outlined in Article II. Section III).
  1. Prior to and/or during the provisional status a representative from the Interest Group/Colony must meet with the United Greek Council Advisor at least once a month and provide the UGC Advisor with a report three (3) times per semester. To report on the status of the Interest Group/Colony until Chapter status is earned through the respective National Board.

## **Article IV. Meetings.**

### **Section I. Criteria of Meetings.**

- a. The UGC will meet weekly during the fall and spring semester.
- b. UGC shall abide by the current edition of Robert's Rule of Order.
- c. All UGC meetings shall be held on campus in Mt. View Hall.
- d. UGC must comply with university policy concerning meetings.
- e. Meeting shall take place in following order, Roll Call, Guest Speaker(s), Officer Reports, Old Business, New Business, Chapter Reports, Adjournment.

## **Article V. Elections.**

### **Section I. Criteria of Elections.**

- a. Nominations shall be open two weeks prior to the last meeting of the spring semester.
- b. Elections shall be held at the last meeting of the spring semester.
- c. Officers shall be elected by majority vote. Voting shall be held by secret ballot.
- d. In the event of a tie, the winner will be determined by a majority vote of the Executive Board.
- e. In case of vacancies during the academic year, the president shall open up nominations for one week. Elections shall occur the following week.

## **Article VI. Member Rights.**

### **Section I. Rights.**

- a. Each entity shall have one vote during UGC meetings.
- b. Each entity shall have the right to succeed UGC with a letter sent to advisors and executive board two weeks prior to succession.
- c. Each entity shall have the right to motion to change, alter, or modify the bylaws.
- d. Each entity has the right to run for executive board positions, the Greek Accountability Board (GAB) and Greeks Advocating the Mature Management of Alcohol (GAMMA)

## **Article VII. Qualifications and Duty of Officers.**

### **Section I. Executive Board Qualifications.**

- a. Officer nominees should not currently hold an entity president position.
- b. Must have a minimum of a 2.5 GPA (cumulative and semester).
- c. Officer nominees must be in good standing with Northern Arizona University and their entities.
- d. Officer nominees should be able to hold a position for the academic year.
- e. Officer nominees must be active the prior semester.
- f. Officer nominees must be able to attend all UGC meetings.

### **Section II. Executive Board Positions.**

- a. President:
  1. Conduct UGC and Executive board meetings.
  2. If standards chair is not available the president will act as standards chair.
  3. To supervise all activities in UGC.
  4. Uphold standards

5. Official contact of UGC.
- b. Vice president:
  1. Will take over for president in the case of his/her absence or removal of office.
- c. Secretary:
  1. To report and distribute the minutes in a timely manner.
  2. Take roll call at each meeting.
  3. Keep all UGC records.
  4. Maintain and update UGC contact list.
- d. Treasurer:
  1. If the fundraising chair is absent, the treasurer will act as the fundraising chair.
  2. Maintain accurate records of all UGC expenses and revenue and present them to UGC at least once a month.
  3. Collect semester dues.
  4. Create a budget per semester.
  5. Treasurer has the authority to create a payment plan with any entity. Request must be made before payment due date.
- e. Community Relations:
  1. Responsible for presenting service opportunities.
  2. Organize a major service event for UGC per semester, encouraging collaboration of other councils.
  3. Monitor member submission of service hours.
- f. Academics:
  1. Provide academic resources.
- g. Housing Coordinator:
  1. Will handle chapter room scheduling, wing problems, and will work with hall directors as need be.
  2. Each chapter is required to have a Housing Manager to work with the Housing Coordinator.

### **Section III. Qualifications of Chairs.**

- a. Officer nominees should not currently hold a entities president position within their chapter(s).
- b. Must have a minimum of a 2.5 GPA from the prior semester.
- c. Officer nominees must be in good standing with Northern Arizona University and their entities.
- d. Should be able to hold a position for the academic year.
- e. Must be able to attend all UGC meetings.
- f. First semester actives may run for a representative position.

### **Section IV. Chair Positions.**

- a. Fundraiser.
  1. Responsible for researching fundraising opportunities and coordinating

- one major fundraising event for UGC at least once a semester.
- b. Recruitment chair.
  - 1. Advertising for UGC recruitment.
  - 2. Establish a UGC information night.
- c. Public relations.
  - 1. Advertise UGC Events.
  - 2. Responsible for creating and sending event focused press release when assigned.
- d. IFC/CPC representative.
  - 1. Attend weekly IFC and CPC meetings and report back to UGC.
- e. RHA representative.
  - 1. Attend weekly meetings.
  - 2. Representative must live on campus.
  - 3. Must be able to attend entire meeting.
  - 4. Report back to UGC.
  - 5. Meet with RHD every other week.
- f. Standards Chair.
  - 1. Upholds Robert's Rule of Order.
  - 2. Establishes fines.
  - 3. Has the ability to submit a violation report to the Greek Accountability Board.

## **Article VIII. Hazing.**

### **Section I. Policies.**

- a. UGC supports all national anti-hazing policies along with University regulations.

## **Article IX. Fines.**

### **Section I. Fines and Appeals.**

- a. A Fine of \$25 dollars will be assessed each week after non-payment of dues/and or non-payment of violation fines.
  - 1. Fine of \$10 (For the 1<sup>st</sup> meeting missed).
  - 2. Fine of \$10 (For the 2<sup>nd</sup> consecutive meeting missed).
  - 3. Fine of \$30 (For the 3<sup>rd</sup> consecutive meeting missed).
  - 4. Loss of UGC vote for the remainder of the semester (For the 4<sup>th</sup> non-consecutive meeting missed).
  - 5. Suspension from UGC for the remainder of the semester (For the 5<sup>th</sup> non-consecutive meeting missed).
- b. All fines shall be due within two weeks that the fine was imposed.
- c. If for any reason 50% of an entity does not attend a UGC event a fine of \$25 will be assessed unless excused by the president.



- d. Each entity has two weeks to appeal any fine imposed.
- e. Appeals will be heard and voted on by the GAB.
- f. Entities shall abide by GAB Bylaws.
- g. Entities shall abide by GAMMA Bylaws.

**Article X. Amendments.**

**Section I. Bylaw Amendments.**

- a. Bylaw amendments shall be proposed one meeting prior to vote.
- b. Amendments shall be approved with a 2/3 vote at a regularly schedule meeting.
- c. Amended bylaws shall become effective immediately upon ratification.