

Constitution for the Greek Council of the Associated Students of the University of San Francisco

(Last Revised October 2017)

ARTICLE I Name

Section 1. The name of this organization shall be the ASUSF Greek Council (herein referred to as Greek Council) and shall be representative of all social fraternities and sororities at the University of San Francisco (USF), provided they meet and follow the requirements stated in this Constitution, and are recognized by Student Leadership and Engagement (SLE).

ARTICLE II Mission and Purpose

Section 1. The mission of Greek Council at USF is to aid in the development of the university's recognized social fraternities and sororities and their individual members. Involvement in leadership activities is the foundation upon which Greek Council will build academic excellence, active participation in community service, and the enhancement of brotherhood/sisterhood.

Greek Council is the governing body for the wellbeing and benefit of social fraternities and sororities at USF. Greek Council will provide a forum for voicing concerns relevant to social fraternities and sororities, and will address issues raised on the local and collegiate level. Additionally, it will promote a sense of brotherhood and sisterhood amongst all member social fraternities and sororities. This Council will uphold a more cohesive Greek system and to further endorse its foundation of Greek life. This foundation is outlined in the Greek Vision Statement (2008) within the following six pillars: Friendship, Leadership, Ritual, Scholarship, Service and Social Advancement. This purpose does not contradict the University's mission or its Catholic, Jesuit character.

ARTICLE III Affiliation

Section 1. The executive board of Greek Council is not affiliated with a local, state, or national organization.

ARTICLE IV Membership

Section 1. All members of the organization must be matriculated, currently enrolled students at the University of San Francisco. Voting membership is restricted to matriculated, currently enrolled students at the University of San Francisco.

Section 2. Membership in the organization will not be denied to anyone on the basis of race, Greek Council Constitution (Amended March 2017)

color, religion, religious creed, ancestry, national origin, age (except minors), gender identity, sexual orientation, marital status, medical condition, or disability. The prohibition on discrimination on the basis of gender does not apply to social fraternities or sororities (Title 5, California Code of Regulations, Section 41500).

- Section 3. No member of this organization shall engage in hazing including but not limited to physical abuse, causing excessive mental stress, verbal abuse, or subservience (see Fogcutter Student Handbook for descriptions). Furthermore, students may not commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending this institution (California Education Code, Article 8, Sections 10851-10853).
- Section 4. Membership in Greek Council is limited to those social fraternities and sororities that meet the following criteria: single gender organization, social fraternities and sororities with national headquarters (determined by organizations who have a national office with full time staff members, a National Board of Directors, provide and cover all member chapters under an insurance policy, and chapters in four or more states), membership in a national governing council.
- Section 5. A social fraternity or sorority currently recognized by Greek Council will be called a Member Organization. Each Member Organization will have two (2) delegates and the president at all general Greek Council Meetings. A proxy must take the place of any individual not able to attend, and proper documentation for all excused absences is required.
- Section 6. A Member Organization will be defined as those organizations that have successfully completed installation and chartering of a social fraternity or sorority at the University of San Francisco., have completed all Greek Council requirements during their Associate Member status as set forth by the University of San Francisco. This also includes **and/or** for a any chapter still holding associate chapter status, that have been installed as a prospective social fraternity or sorority for at least one semester and are in the process of completing all Greek Council requirements as set forth by the University of San Francisco.
- A Member Organization will be defined as organizations that have successfully completed installation and chartering of a social fraternity or sorority at the University of San Francisco as well as have completed all Greek Council requirements during their Associate Member status as set forth by the University of San Francisco. This also includes any chapter still holding associate chapter status that has been installed as a prospective social fraternity or sorority for at

least one semester and is in the process of completing all Greek Council requirements as set forth by the University of San Francisco.

ARTICLE V Officers

- Section 1. All officers of this organization must be matriculated, currently enrolled undergraduate students at the University of San Francisco. All officers of this organization must maintain a minimum overall 2.75 grade point average, must be enrolled in at least 12 units per semester, and must be in good standing with the University of San Francisco during their term of office.
- Section 2. At least two (2) officers are required to complete Club Orientation and attend Fall Leadership Institute offered by Student Leadership and Engagement , as well as ASUSF Senate Fall and Spring Summit.
- Section 3. The term of office shall be from the time of election in mid-spring, considering transitions from former board to new, through the following spring semester. These terms reflect the process for club registration outlined by SLE, including holding elections no later than April 1 each year. Exceptions must be approved by SLE in advance of registration.
- Section 4. The elected officers of the Greek Council shall be the President, Vice President of Internal Affairs, Vice President of Standards, Vice President of Programming, and Vice President of Membership Development and Public Relations. They shall represent the Executive Board of the ASUSF Greek Council.

The Executive Board shall:

- i. Administer routine business between meetings of Greek Council and other business that has been approved for action.
- ii. Provide member organizations with a regular report of organization and business related to his/her position.
- iii. Implement and enforce sanctions on member organizations.
- iv. Appoint all standing and special committees and their chairs, and in making these appointments, recognize representation from all member fraternities/sororities.
- v. Attend all Greek Council general body meetings, but have no vote.
- vi. Attend all weekly Greek Council Executive Board meetings.
- vii. Hold at least 2 office hours per week.
- viii. Attend a monthly one-on-one meeting with the Greek Council President.
- ix. Attend all Greek conferences: AFLV, UIFI, and any other required conference.
- x. Train his/her successor.

- Section 5. Elected officers shall be representatives from a Greek Council member organization who hold active membership or have been an associate member for at least one year (two semesters) in their chapter and with Greek Council.
- Section 6. The President of any Member Organization is not eligible to run for or hold office as Greek Council President.
- Section 6. Any Member Organization chapter may not have more than two (2) delegates from his/her respective member organization on the Executive Board, per term. The selection committee (as defined below in Article VII, Section 1. C.) has the authority to deem candidates unqualified which would supersede this section.
- Section 7. Any officer(s) not able to fulfill his/ her duties, as outlined in this Constitution shall resign with a successor designated through election.

A two-thirds vote of member chapters is required to remove an officer from office.

Vacancies for any executive board position will be published and applications accepted for two weeks. The same process for electing any executive board member will apply as detailed in Article VII, Section 1: C-E and Section 3.

ARTICLE VI Duties of Officers

- Section 1. The President shall
- a. Carry out overall responsibility for the operation of Greek Council
 - b. Preside at all regular and special meetings of Greek Council; Call special meetings of Greek Council, in accordance with Article IX, Section 2
 - c. Call and preside at all meetings of the Greek Council Executive Board; Be the Chair of the Presidents Round Table and Selection Committee
 - d. Oversee Greek Council delegates
 - e. Review, approve, and sign Greek Council contracts and checks with authorization and as provided in Article V, Section 3 of the Greek Council Bylaws
 - f. Create a summer officer retreat for the newly elected officers
 - g. Coordinate volunteers to assist with campus-wide Move-In Day
 - h. Maintain and complete an up-to-date President's file that will include:
 - i. Copy of the current Greek Council Constitution
 - ii. Copy of the Bylaws
 - iii. Copy of the current budget

- iv. All current, incoming, and outgoing correspondence and materials
- v. All other pertinent materials
- i. Report to the Greek Advisor, and/or the Student Leadership and Engagement Director, and/or the Dean of Students, and/or the Vice Provost for Student Life at least once per month.
- j. Represent, along with the Greek Advisor, Greek Council in all University matters at conferences, meetings and all other functions.
- k. The President may not make decisions on any topics related to University matters without first referring to Greek Council.
- l. Perform all other duties usually pertaining to this office.
- m. Complete all requirements related to the ASUSF funded account budget process in conjunction with the Vice President of Internal Affairs.

Section 2. The Vice- President of Internal Affairs shall

- a. Perform the duties of the President in his/her absence, inability to serve, or at the request of the President.
- b. Keep impartial, thorough record of all minutes and proceedings of Greek Council. Will serve as the custodian of all books, reports, records, and documents of Greek Council.
- c. Create and keep an up-to-date roster of the members of each social fraternity and sorority and take roll at all Greek Council meetings. Roll call for each member organization shall contain the names of any required representatives.
- d. Create a motion sheet and keep tally of votes.
- e. Keep a record of minutes for all Greek Council, President's Roundtable, Standards Board, and Executive Board meetings, and record all action taken by the Executive Board.
- f. Ensure that a copy of the previous minutes will be emailed to all member organizations and the Greek Advisor within 24 hours after the meeting.
- g. Be responsible for the official correspondence of the Greek Council unless provided for otherwise.
- h. Manage the Greek Council budget, including any transactions, collecting dues, administering fines, line item changes, and/or payment of services rendered.
- i. Maintain up-to-date financial records and give a financial report at each regular meeting of Greek Council.
- j. Complete all requirements related to the ASUSF funded account budget process in conjunction with the Greek Council President.
- k. Compile member organization's semester calendars and provide a comprehensive calendar including all Greek Council meetings/events,

member organization's events/meeting and any other events important to the fraternity and sorority community.

- l. Maintain a complete and up-to-date Vice President of Internal Affairs file which will include:
 - i. Minutes for all meetings of the Greek Council for the past year
 - ii. Financial records and financial reports for the past three years
 - iii. Copies of all contracts made by the Greek Council
 - iv. Current correspondence

- m. Provide the Greek Advisor/Student Leadership and Engagement with a copy of the minutes and financial records at the end of each semester for record keeping.
- n. Register Greek Council with Student Leadership and Engagement.
- o. Perform all other duties pertaining to this office.
- p. Oversees participation and attendance of All Greek Community Service Projects.
- q. Oversee the progress of each member organization's Community Action Plan as outlined by ASUSF Senate.
- r. Notify representatives of individual chapters that are in violation and incurring a fine within 24 hours.

Section 3. The Vice-President of Standards shall:

- a. Maintain and complete an up-to-date Vice President of Standards file, that will include:
 - i. A copy of his/her Committee reports
 - ii. Goals to be obtained from the previous semester
 - iii. All other pertinent materials
- b. Enforce the Greek Council Constitution and Bylaws at all Greek Council meetings.
- c. Enforce Robert's Rules of Order and Parliamentary Procedure during Greek Council meetings.
- d. Create a Robert's Rules of order workshop for Greek Council and distribute information regarding Robert's Rules of Order/Standards Procedures for member organizations.
- e. Serve as Chair of the Standards Board and committee.
- f. Be responsible for understanding and overseeing the workings of the Standards Board.
- g. Be responsible for updating and maintaining the Greek Council Constitution, Bylaws, Standards Board Bylaws, and keeping a hard copy as well as an electronic copy of each.
- h. Oversee the application, submission, and evaluation process of Pillars of Excellence for each member organization.
- i. Be knowledgeable on Risk Management issues (alcohol, sexual abuse, hazing, etc.)

- j. Meet with the Risk Management Chairs of each member organization at least once per semester to educate and review Greek Council and University policies, rules, and/or procedures.
- k. Organize and oversee all Risk Management programs such as organizing activities during National Hazing Prevention Week.
- l. Perform all other duties pertaining to this office.
- m. Plan, coordinate, execute, and evaluate the semi-annual Risk Management education workshop in conjunction with the Greek Advisor. 80% attendance from each organization is required

Section 4. The Vice President of Membership Development and Public Relations shall:

- a. Plan, coordinate, execute, and evaluate the yearly all Greek New Member education program and Greek Leadership Institute in conjunction with the Greek Advisor.
- b. Be responsible for overseeing scholarship of each member organization.
- c. Develop and implement programs that promote scholarship within the Greek community through areas such as academic success, faculty relations, recognition programs.
- d. Meet with the Scholarship Chair of each member organization to review chapter scholarship plans and compile a document detailing each organization's plan. Document will be provided to each organization's Scholarship Chair.
- e. Preside over Order of Omega, the Greek Leadership Honor Society and coordinate efforts related to recruitment, selection, and initiation
- f. Maintain a complete and up-to-date Vice President of Membership Development and Public Relations file which will include:
 - i. Timeline, records, and curriculum for educational programs
 - ii. Scholarship plans for each member organization
 - iii. Order of Omega timeline, applications, and rosters
- g. Maintain and update the Greek Council website.
- h. Create, order, and distribute all general Greek Council publicity and promotional materials.
 - i. Maintain communication and build relationships with USF Greek alumni to build support, invite to participate in events, and generate a network for current USF students.
- j. Perform all other duties pertaining to this office.

Section 5. The Vice President of Programming shall:

- a. Chair any events put on by Greek Council as well as any events that involve Greek Council.
- b. Chair the Programming Committee.
- c. Plan, coordinate, execute, and evaluate Meet the Greeks, Thanksgiving Banquet, Greek Week, Greek Games, and End of the Year Banquet.

- d. Maintain a complete and up-to-date Vice President of Programming file which will include:
 - i. Timeline, outline, and any other documents pertaining to the planning or evaluation of events/programs
 - ii. Attendance at each event
- e. Perform all other duties pertaining to this office.

ARTICLE VII Nominations and Election of Officers

Section 1. Nominations

Nominations to become a Greek Council Executive Board member will be submitted to the Greek Council Executive Board at a Greek Council General Meeting no later than the second Wednesday of February. Greek Council chapter representatives and chapter presidents may only submit nominations. Final list of nominations will remain confidential to the Greek Council Executive Board and the selection committee. Nominated candidates will be notified of their nomination by the Greek Council President.

Applications will be made available to the entire Fraternity and Sorority community by the third Wednesday in February. The application process is not limited to nominated individuals, but will be accepted from any interested persons with active membership in a Greek Council member organization. Applications must be turned in by the first Wednesday in March by 5:00pm.

New officers will be elected by a selection committee through an application and interview process. The selection committee will be made up of one individual from each member organization who is not applying for a Greek Council Executive Board position. Each member will hold one equal vote. The outgoing Greek Council President will chair the selection committee. The outgoing Greek Council President will lead discussion, but hold no vote, except in the case of a tie.

The selection committee will review applications and begin interviews for the position of President after the first Greek Council General Meeting in March. The incoming President will be selected at this meeting and upon acceptance of position will join the selection committee for remaining interviews, but will not hold a vote. The remaining interviews and selection must occur before March 15.

Immediately following the interview process, the selection committee will meet to discuss all candidates and vote for their first and second

choice candidate for each position by secret ballot. Ballots will be tallied by the Greek Council President and will be announced to the selection committee that evening. The outgoing Greek Council President will notify the elected persons of their position within 24 hours. Elected persons must accept or deny position at time of notification.

Elected officers shall serve for one academic year, taking office at the final meeting or event held by Greek Council in the spring semester.

Section 2. Elections will take place in mid-spring no later than April 1, which reflects the process for club registration outlined by SLE. Exceptions must be approved by SLE in advance of registration.

Section 3. Majority vote (50%+1) of the selection committee is required for all election of officers.

ARTICLE VIII Advisors

Section 1. The organization must have a University advisor. This person must hold at least a bachelor's degree and be employed as a faculty or staff member by the University of San Francisco.

Section 2. The advisor shall be a non-voting member of the organization.

Section 3. The duties of the advisor shall be to:

1. Assist the organization in fulfilling their mission and purpose
2. Be knowledgeable of the organization's constitution and bylaws and assist the organization's members in interpreting them
3. Be knowledgeable of University policies and procedures regarding student organizations and ensure organizational compliance to the best of their ability
4. Be aware of the organization's activities
5. Be aware of the organization's financial standing and all financial transactions using the organization's funds
6. Attend organization meetings
7. Attend e-board meetings

ARTICLE IX Meetings

Section 1. The Greek Council shall hold regular meetings every other Wednesday evening during the Fall and Spring semesters at a time agreed upon by the Greek Council Executive Board. These meetings shall be open for anyone in a social Fraternity or Sorority to attend.

- Section 2. A special meeting of the Greek Council may be called by the President at her/his request or, upon the written petition of at least 50% of the Members of the Council. This petition must be sent to the Greek Council President at least 72 hour prior to the special meeting. All Members shall be given at least 48 hours notice prior to the meeting.
- Section 3. A majority (50% +1) of the Regular Members shall constitute a quorum for the transaction of business. A meeting may be started without a quorum, but no business shall be voted upon. Officer and Chair reports may be given.
- Section 4. All Regular and Special Meetings of the Greek Council shall be conducted according to Robert's Rules of Order, Newly Revised 9th edition – enforced by the Vice-President of Standards.

ARTICLE X Committees

- Section 1. The President of Greek Council may appoint persons to chair committees that are not defined in this Constitution. The President also has the authority to dismiss these persons from their committees, should these ad-hoc committees fail to address their charter or the purpose of Greek Council.
- Section 2. Member organizations' representatives will serve as the committee representatives and act as the liaison between Greek Council and their respective chapters: One (1) representative on the program committee and One (1) representative on the Standards Board. Designation of representatives to committees is decided by individual member organizations.
- Section 3. The following shall comprise the Standing Committees of the Greek Council:
- Standards Board
Programming Board
- Section 4. The Standards Board shall:
- a. Consist of one elected member from each of the recognized organizations on Greek Council as well as the Vice President of Internal Affairs and Vice President of Membership Development and Public Relations
 - b. Deal with violations of the Constitution, Bylaws, Code of Ethics, and Hazing Policy.
 - c. Review, disseminate, and improve the Greek Council Constitution, policies, and procedures regularly.
 - d. Review questions regarding Greek Council Constitution.
 - e. Recommend amendments to the Executive Board.

- f. Shall work with the Vice President of Member Development and Public Relations in recognizing Greek Council Members for their outstanding efforts in the Greek Community.
- g. Review all petitions for membership in Greek Council and assist with leadership development.
- h. Make recommendations for possible expansion of Greek Council Membership.
- i. Keep record of new Greek Council Membership (new organizations).
- j. Give recognition to new members of Greek Organizations.
- k. Create and enforce an internal standards document that all organizations must complete to be in good standing with Greek Council.

Section 5. The Program Committee shall:

- a. Assist the Vice President of Programs in the planning and execution of Greek Council hosted events
- b. Be responsible for communicating details of upcoming Greek Council events to their respective chapters.
- c. Attend all Programming Committee Meetings set by the Vice President of Programs
- d. Assist Greek Council members with their activity / event promotions.

Section 6. The committee chairs will meet with their committees on an as needed basis, but at least once a semester. The chairs will represent their report during the Greek Council meetings.

Section 7. If a social fraternity or sorority is not participating with their committee, that organization will be placed on probationary status as determined by the Standards Board, under the decision of the Greek Council Executive Board.

Section 8. The Greek Council Executive Board reserves the right to appoint any special committee at its discretion.

Article XI: Events and Activities

Section 1. Sponsored or co-sponsored activities are consistent with the acceptable conduct at a university committed to the Jesuit moral tradition, and activities do not foster hatred or intolerance of others because of their race, color, religious creed, ancestry, national origin, age, sex, gender identity, sexual orientation, marital status, medical condition, or disability.

Section 2.

All members of Greek Council supported organization are required to have 80% attendance at Greek Council funded programs, Move-In Day, All Greek Service Event, Greek Leadership Institute, various Greek Week Events. Members must be notified of the event at least four weeks in advance and have two weeks to collect excuses. Excuses must be completed at least two weeks before the mandatory event. Organizations who do not meet the 80% requirement will be fined per the number of members below the required number.

ARTICLE XII Dues/Fees

Section 1. Each semester, Greek Council shall receive membership dues set by Greek Council from each chapter or colony. The Greek Council executive board will determine dues based on each member organization's submitted roster of the previous semester. This number will include all active and newly initiated members.

The dues owed by each member organization are \$5 per member per semester, beginning Fall 2011 and subject to increase based on the judgment of the Greek council. These dues shall be paid by the last general Greek Council Meeting. Organizations who do not pay dues on time shall be given a fine equal to 15% of dues owed to Greek Council per week of delinquent payment. These fines will be compounded weekly. The member organization shall also lose the right to vote in at any Greek Council meetings and will be referred to the Greek Council Standards Committee for review. Voting privileges will be restored upon full payment of the debt.

ARTICLE XIII Amendments

Section 1. Amendments to this constitution and its bylaws must be made by a dues paying member of Greek Council in good standing at a general meeting.

Section 2. Submission of proposed changes must be formally written to the executive board and the council members via e-mail to the Vice President of Internal Affairs two weeks prior to voting to allow for organization discussion. .

Section 3. Approval of constitutional and by-law amendments must be by a 2/3 vote, assuming quorum is met.

Section 4. The amendment becomes effective immediately upon vote of the membership.