

**By Laws for the Greek Council of the  
Associated Students of the University of San Francisco**

(Last Revised October 2017)

**Article I: Responsibilities of Member Organizations**

Section 1: Each semester, each member organization will submit to the Vice President of Internal Affairs: a roster of all affiliated members (complete with e-mail addresses, phone number, student identification numbers, and the semester and year they were initiated); calendar dates of any major events, philanthropy/community services; signed grade authorization consent forms for each person; and signed anti-hazing agreement forms for each person.

A. Chapters failing to submit all materials by the given deadline will be fined \$25 per week that each material is late.

Section 2: Member organizations are responsible for fulfilling attendance expectations at the following programs:

- A. New Member Education Program – 100% of member organizations' new initiates
- B. New Student Move-In Day, All Greek Service events –80% of member attendance at each
- C. All other Greek Council budgeted programs – 80% member attendance

Section 3: Member organizations are responsible for paying any dues or fines administered by the Greek Council Executive Board at the next general meeting after the notice.

- A. Chapters failing to submit a payment of dues or fines by the deadline shall lose voting rights during Greek Council meetings for that semester.
- B. Voting privileges will be reinstated once the money has been received.

## **Article II: Responsibilities of Delegates**

Section 1: Chapter representatives are selected at the discretion of each chapter. Organizations with regular membership must have at least two (2) delegates aside from the president with one one of the two delegates having a minimum of one semester's membership in their respective chapter.

Section 2: Representatives shall attend ALL meetings. Attendance will be counted at each regular meeting. Both delegates shall serve for the entire semester. Replacement of either of these two delegates must be submitted in writing to the Greek Council President. If one of the 2 representatives is unable to attend a meeting, but another representative of the chapter attends in their place, the delegate will be counted as being 'present' and will have a voice but will have no vote. Attendees present who are not allowed to vote will be notified by the Greek Council President at the beginning of the meeting.

Section 3: The delegates from each Member organization shall be responsible for notifying their respective chapter members of the minutes from all regular and special meetings of the Greek Council.

Section 4: Delegates on Greek Council are not permitted to serve as members of the Greek Council Executive Board concurrently.

Section 5: Organizations with Associate Membership shall have two (2) non-voting delegates on Greek Council.

Section 6: Graduate students may not serve as an officer, committee chair, or delegate of Greek Council.

## **Article III: Attendance**

Section 1: Each organization is permitted to have three excused absences from a general Greek Council meeting each semester. Excused absences, must be submitted in writing and given to the Greek Council President and Vice President of Internal Affairs 24 hours prior to the meeting to avoid fine. An absence is defined as the absence of one representative or the President of an organization.

Section 2: One (1) unexcused absence per chapter (the president or one (1) delegate) will result in: a. Written warning and b. \$25 fine.

Two (2) unexcused absences will result in: a. Second written warning and b. An additional \$50 fine due at the next Greek Council meeting.

Three (3) unexcused absences will result in a. The loss of privileges given by Student Leadership and Engagement and ASUSF for the remainder of the semester. b. Organization will be placed on probation until the first meeting of the next semester, when active status of the member organization will be reviewed by the Greek Council Standards Board.

Section 3: Two (2) tardies per organization per semester shall be the equivalent of one (1) absence. The definition of tardiness shall be defined as arriving 15 or more minutes late to a meeting.

Section 4: Events requiring 80% attendance that have been funded through ASUSF or Greek Council will be fined based on the amount paid for the event and per unexcused member below required percentage.

Section 5: Events requiring 80% attendance that have not been funded through ASUSF or Greek Council (including but not limited to October Outreach and April Action) will required each unexcused individual to make up the amount of service hours missed and pay a \$25 fine.

Section 6: Events requiring mandatory attendance will require a list of excused absences. This list must be given to the Vice President of Internal Affairs two (2) weeks before the date of the event.

#### **Article IV: Voting**

Section 1: A majority (50% + 1) will be used for most Greek Council action items, except those dealing with finances, probation, termination, or amendment ratification in which case a 2/3 vote is required.

Section 2: Each Regular Member Organization in Greek Council shall have one (1) vote. All votes shall be cast by show of hands or upon approval of a secret ballot.

Section 3: The requirement for approval of all actions or decisions by the Greek Council requires a simple majority (50%+1) except where a rule in the Constitution specifies otherwise.

Section 4: Executive Board members are non-voting members of Greek Council.

Section 5: In the event of a tie vote, the President of Greek Council will cast the tie-breaking vote.

Section 6: If a member organization does not actively participate in Greek Council activities/ meetings the organization will lose voting and membership rights for the activity/ meeting they are not present for and for a specified time determined by the Greek Council Standards Board.

#### **Article V: Finance**

Section 1: The fiscal year of Greek Council shall be from the first day of June until the last day of May following an academic calendar year.

Section 2: The signature of the President is required to bind Greek Council in contractual agreements in addition to the signature of the Greek Council advisor or Student Leadership and Engagement Director.

Section 3: The President or Vice President of Internal Affairs shall sign all checks issued on behalf of Greek Council.

Section 4: Checks for payment of dues and/or fines, shall be made payable to ASUSF Greek Council.

Section 5: The President and Vice President of Internal Affairs shall complete all requirements related to the ASUSF funded account budget process.

Section 6: Fines will be calculated by the Vice President of Internal Affairs.

Section 7: Special monetary assessments proposed by the President will be issued

following a vote of at least two-thirds from Greek Council member organizations.

Section 8: The Executive Board shall audit the Greek Council financial records at least once every semester. A record of accounts shall be distributed to each member organization at least once per semester. The finalized financial statement shall be distributed to each member organization, at the last regular meeting of each semester.