

The Multicultural Greek Council at Clemson University

Council By-Laws

Submitted to the General Body of Clemson's MGC on: August 15, 2016

Adopted by the Clemson Multicultural Greek Council on: August 16, 2016

Fall 2016 Executive Board:

- *Sean Cosh (Lambda Theta Phi), President*
- *Camden Johnson (Lambda Theta Phi), Vice President*
- *Kimberly Bui (Delta Phi Lambda), Secretary*
- *Clara Zhuo (Delta Phi Lambda), Treasurer*
- *Mitzi Gamez (Sigma Iota Alpha), Public Relations Officer*

*This list is representative of the Executive board who drafted the original constitution. It is not necessary to keep it updated, rather, it serves as historical information regarding the document.

Article I. Council Organization & Mission

Section I. The Name of the Organization

The name of the organization will be “The Multicultural Greek Council at Clemson University”. It may also be known as the Multicultural Greek Council, Clemson MGC and/or MGC. The acronym MGC will represent “Multicultural Greek Council.”

Section II. Mission Statement

The Multicultural Greek Council at Clemson University strives to be an exemplary institution that fosters diverse communities to continue a legacy of scholarship, leadership, and service.

Article II. Council Duties

Section I. Governing Council

The MGC is a governing council under Clemson’s Office of Fraternity and Sorority Life and will work cooperatively with the other councils including but not exclusive to: Clemson’s Inter-Fraternity Council, Clemson’s College Panhellenic Council and Clemson’s National Pan-Hellenic Council. The MGC will be the general and governing council for all multicultural fraternities and sororities that charter through Clemson’s Office of Fraternity and Sorority Life.

Section II. The Advancement of Diversity and Inclusion

The MGC’s primary responsibility is to use its influence to enhance the state of diversity and inclusion on campus. Member organizations of the council should always seek to put forth programming that fulfills its mission while also enhancing the spirit of unity and fellowship that true fraternal spirit exhibits, with the support of the council.

Section III. Mutual Cooperation

As it is the intent of this council to promote diversity and inclusion on the campus of Clemson University, all organizations of this council must work for the mutual welfare of all entities within and outside of the council. While entities within our council may come from similar backgrounds (allowing more than one fraternity or sorority of the same ethnic interests), each organization possesses a distinct mission and, as a result, fulfills a unique and vital role in the diverse environment of our campus community. It is not acceptable for any of our organization’s members, chapters, or leaders to take actions that would inhibit the creation or success of any current or future council organizations on our campus or any other campus. It shall forever be the belief of this council that the members of our organizations recognize and respect each group’s purpose, rich history, and valued place in the framework of colleges and universities throughout the country and on our own campus. Furthermore, we expect our members to demonstrate their respect for each other through genuine friendships and honest cooperation to further the advancement of diversity and inclusion and the success of our respective goals. Any member, chapter or officer found in violation of this statement shall be subject to punishment by

finer, probation or dismissal from the MGC pending a decision made by the MGC executive board and the administration of the office of Fraternity and Sorority Life.

Article III. Membership Requirements

Section I. Eligibility for Organizations to Join MGC

Any Greek-lettered organization that the Office of Fraternity and Sorority Life deems as "multicultural" is eligible to join the council. If an interest group for an organization exists before chartering, members of the interest group have the right to attend MGC general body meetings - they have no voting rights or membership privileges. Upon chartering, entities are given "Associate Membership" status.

In order for an organization to obtain "Affiliated Membership" status - with all of the voting rights and membership privileges of being an organization in MGC - the associate organization is subject but not limited to the following requirements: attending general body meetings with minimum $\frac{2}{3}$ attendance for the duration of at least one semester, MGC socials, and community service events. After a semester of participation and attendance at MGC general body meetings, the associate organization must appeal to the governing council for membership with a presentation of chapter goals and expectations such as but not limited to:

- Contribution to MGC and the Clemson community
- Goals for the Clemson community
- Alignment with MGC mission statement
- Evidence of progress towards these goals

The MGC governing council will then vote to accept the organization's appeal, with a $\frac{2}{3}$ minimum approval. This vote should be honored by Fraternity and Sorority Life. If the appeal is denied by the MGC governing council, the council will provide feedback for improvements towards successful appeal. The organization will remain under "Affiliated" status until an appeal is accepted."

Section II. Requirements for Members of MGC Organizations

Members of MGC must meet all requirements of Clemson University's Office of Fraternity and Sorority Life as well as the requirements of their organization of membership. Member organizations must also have good standing with Clemson University and the Office of Fraternity and Sorority Life, as well as with their respective National Boards (if applicable).

Section III. New Member Presentations

New member presentations (also known as reveals or probates) are great opportunities to showcase the work of intake for our organizations. In order to have a new member presentation, the organization should inform the Fraternity and Sorority Life office no later than two weeks before the date of the event. Until proper paperwork is filed for induction and the office is notified, a presentation is not allowed to occur. New member presentations are not a requirement.

Article IV. Executive Board Officers

Section I. Election, Installation and Term

The council shall annually elect a President, Vice President, Secretary, Treasurer, Public Relations Officer, and other officers as necessary. The council shall install officers by December 1 of each year. An elected officer serves for one year or until their successor is elected and installed. There will be a mandatory $\frac{2}{3}$ quorum during election meetings

Section II. Eligibility

A council officer must be in good standing with their chapter, the council and the Office of Fraternity and Sorority Life and must remain in good standing to maintain their position. The chapter President, Vice President must have been active members for at least one year before their election. Two-thirds of the voting delegates may suspend the rules about eligibility based on length of membership, but not based on standing. Chapter presidents also do not qualify for the position of MGC president due to the rigorous amount of work involved with both positions.

Section III. Removal

The council may remove an elected officer from his/her position for due cause, especially if said officer is infringing on the council's bylaws or misrepresenting the Multicultural Greek Council. At a regularly scheduled meeting, a member in good standing must give notice that they will make a motion to remove an officer at the next meeting. The council must inform the officer of the action immediately. The officer may respond to allegations against them and present their defense during the next General Body Meeting. Two-thirds of the voting delegates may remove an officer. Removal can also occur if a member falls out of good standing within their chapter.

Section IV. Vacancy

The council fills a vacant office by election. A member nominates a qualified candidate at a regularly scheduled meeting. Two-thirds of the voting delegates at that meeting may elect an officer to fill the vacancy. A General Body Meeting may not end until the vacant position is filled.

Section V. President Duties

The President presides at council meetings, guides the conduct of the affairs of the council, and performs other duties the council specifies. The President acts for the council in all matters affecting the Office of Fraternity and Sorority Life and approves all correspondence between the council and the office. The President countersigns all checks and documents written on behalf of the council. The President should attend all meetings for Clemson Greek Council Presidents and Chapter Presidents. In matters that require an executive board decision, the President should vote only in case of a tie. The President should send the agenda for MGC meetings 24 hours in advance. The President also appoints committees. The President is also the expansion liaison between the office of FSL and the MGC executive board and general body

Section VI. Vice President Duties

The Vice President, in the absence or incapacity of the President, performs the duties of the President, and performs other duties as the Council specifies. The Vice President leads and handles the internal affairs of the council, overseeing officers and sitting ex-officio on all committees, standing and special. The Vice President also in charge of events and acts as a liaison between the general body, the committee and the executive board in terms of the event planning.

Section VII. Secretary Duties

The Secretary, through the council President, keeps the Office of Fraternity and Sorority Life informed of the status of members, and of the council elections, programs, and all other official functions. They keep the minutes of council meetings, an accurate list of members of the council, and performs other duties as the council specifies. The secretary is responsible for all correspondence, incoming and outgoing and shall notify the executive board of all meetings, as well as notifying the general body.

Section VIII. Treasurer Duties

The Treasurer receives and pays out council funds and is personally responsible for all council funds in their possession. Twice each school year, the treasurer sends to the council President a statement of the council finances, and provides information about council finances when asked by the council President or the Office of Fraternity and Sorority Life. The treasurer sends complete financial statements to the MGC Advisor. The treasurer collects and, through the council President, submits to the Office of Fraternity and Sorority Life all dues, if applicable. The treasurer deposits, in an approved bank or with the right school officer, the funds of the council, and they pay, or cause to be paid, all claims against the council with the approval of the council executive board. The treasurer performs other duties as the council specifies. The Treasurer also prepares a budget for the year, works with committees and officers to prepare budgets for programs and events, and sits on any committee that deals with Fundraising.

Section IX. Public Relations Officer Duties

Through the council President, the "PR" of the council helps the council in preparing all publications by making prompt and full reports of all news and other facts which the council seeks, and performs other duties as the chapter specifies. The PR is responsible for social media, community service, and relations including the MGC website. The PR will also be responsible for managing relationships with other councils and organizations as well as send out press releases as needed. The PR will also be given access to all of Greek Life social media as well.

Section X. Chapter President / Chapter Delegate Duties

If an organization does not have a serving executive board member, the organization's president and/or delegate will act as liaison between the MGC executive board and their entity. Chapter Presidents and/or delegates will not have voting rights for MGC executive board

decisions but will be able to represent their organizations at executive board meetings and vote on official MGC business on their organization's behalf. The president and/ or delegate may send their proxy in their absence.

Section XI. Other Executive Board duties

The council executive board includes the President as its chairman, the Vice President, the Secretary, the Treasurer, the Public Relations Officer and other elected officers as the council considers suitable. The MGC Advisor is an ex-officio member without vote. The council executive board acts in an advisory role to the chapter President. The executive board may approve expenses, recommend more expenses, and perform other duties as the President may direct. A quorum of the council executive board is half the number of voting board members plus one. At the opening of the year, the council executive board arranges for regular meeting days which, whenever possible, should precede regular council business meetings by no more than two days.

Article V. Meetings

Section I. Regular and Special Meetings

The council holds regular meetings at least once each month or as the Multicultural Greek Council Executive Board sees fit during the academic year. The council decides the dates and hour of its regular meetings as a special order of the first meeting of the academic year. The MGC President or one-third of the membership may call special meetings provided due notice has been given to each member.

Section II. Quorum

A majority, minimum two-thirds, of general body members in good standing make up a quorum. Without a quorum, adjournment is the only business in order.

Section III. Voting

Each organization may have one vote for MGC business. The President, or their proxy, will act as the organization's delegate. Motions and business pass via majority of delegates. In the case of a tie, the MGC President will have the tie-breaking vote.

Section IV: Good Standing

Chapter good standing is met by having $\frac{2}{3}$ of the chapter present at every general body meeting with no outstanding fines. Outstanding fines are defined as those not paid two weeks past the initial notification from executive board. Failure to meet this requirement results in the chapter being in bad standing for the following semester. However, a chapter may utilize the recovery system to get back in good standing. Good standing privileges include voting and funding from MGC.

Section V: Recovery System

The recovery system is a method for affiliate organizations who fail to meet $\frac{2}{3}$ attendance requirement at general body meetings to appeal for recovery of good standing status. The recovery system document will be archived in the appendix of the bylaws where members can access said document and review the requirements for recovery. The recovery system document will adhere to the same procedures for amendment as the bylaws.

Article VI. Events & Programming

Section I. Fair Scheduling of Programming

The first meeting between presidents or proxies and the MGC Executive Board, presidents or proxies should bring all planned/tentative events to create an event calendar for the next semester. The MGC secretary should be updated with any changes to the event no less than two weeks out to assure that the programs are happening in case other organizations want to occupy the date as well.

Organization events are approved through submission of an event form to the secretary at least one week prior to the event. Events can also be given to the secretary at the beginning of the academic semester at least one week prior to the organization's first event. No organization should host physical events during another organization's previously approved event. Event priority is determined by the date and time of event submission to the secretary on a first come first serve basis. Organizations that violate this clause are subject to a \$50 fine per infraction.

Article VII. Committees

Section I. Standing Committees

The executive board may create a standing committee with continuing responsibilities. The standing committee works until the executive board dissolves it. The President appoints the members of standing committees.

Section II. Special Committees

When the executive board deems necessary, the President may appoint members to a special committee that works only until completing a specific assignment, such as an event committee.

Article VIII. Finances

Section I. Record keeping

The council must keep current and orderly records of its finances and operations.

Section II. Council Dues

The council may collect dues from its chapter members. Two-thirds quorum may vote to approve changes to council dues for chapter members.

Section III. Financially obligating the council.

An officer, committee, or member of the council may not obligate the council financially for anything other than current operating expenses, except with the consent of the council.

Section IV. Annual audit

An accountant or auditing committee approved by the council President and MGC Advisor must audit the council books and submit a report. The audit report must be submitted both to the council executive board and the Office of Fraternity and Sorority Life at least once during each school year.

Article IX. Elections

Section I. Nomination Form

The Secretary will develop a form that will be sent out to MGC Chapter Presidents instructing them to nominate their members for MGC Executive Board positions. If chapter size and member status permits, each chapter should nominate at least one member for each position.

Section II. Vote required for the election of officers

A majority of the delegates voting may elect a qualified member to office. If the vote results in a tie, the president has the final vote.

Section III. Election Procedures

Nominees running for office may speak for no more than five minutes on their platform. General body members in good standing may question the candidate for five minutes. The advisor will keep time. The nominees for MGC President are allotted 7 minutes for speech and questions. Delegates in good standing may vote in the majority for a candidate to be elected. In event of no majority being reached, a run-off between the top two candidates will be held and the winner will be elected.

Article X. Amendments & Revision

Section I. Process for amending Bylaws by General Body

The general body may amend the Bylaws with a vote of at least two-thirds in the affirmative with previous notice. The council publishes anticipated amendments to be considered by the general body to organizations and delegates during a General Body Meeting.

Section II. Process for making technical, editorial and conforming changes

The Secretary may make article and section layout, punctuation, cross reference, spelling, grammatical, and typographical changes to the Bylaws as necessary, subject to approval by the executive board.

Section III. Right to appeal

Any member of an organization may appeal to the executive board about any rules contained in the Bylaws or Constitution that may need to be changed or conflict with the policies of its national organization.

Appendix

Council Recovery System:

https://drive.google.com/file/d/1519gsO4hax1hg_RV7bIKwtTWwGDTePIh/view?usp=sharing