

University of Texas at Arlington

# Multicultural Greek Council Constitution and Bylaws



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## **Preamble**

We, the representatives of multicultural fraternities and sororities, similar in structure and background, recognizing the need for coordination in activities and inter-collegiate Greek-lettered fraternities and sororities, and in recognizing that there are certain areas of action and programming that can best be carried out by the joint efforts of all such organizations, and believing that these needs can best be realized by formal organization, do hereby establish such an organization and bind ourselves to abide by the provisions of the MGC constitution and bylaws.

## **Article I - Name**

The name of this council shall be the Multicultural Greek Council at The University of Texas at Arlington, referred to hereafter as the MGC.

## **Article II - Purpose**

The purpose of the Multicultural Greek Council at The University of Texas at Arlington shall be to create and maintain high standards in the life of fraternities and sororities by promoting unity among organizations through social engagement, academics, community service, cultural awareness and unity while maintaining active communication with the university community during the school year.

## **Article III - Membership**

Section 1. The organizations (affiliates) are active members of the MGC if they are recognized and in good standing with the University and Office of Fraternity & Sorority Life at UT-Arlington.

Section 2. Petitioning for membership. An organization wishing to join the MGC must submit a membership petition packet to the FSL Office/MGC Executive Board. This packet must include a letter of intent, a copy of the organization's constitution and bylaws, and a membership roster.

- a. The active organizations of the MGC must vote on if they want to open expansion for other organizations to join the council on the respective year. Voting must occur in the last general body meeting of the fall semester for the following academic year.

If MGC council is open, the Petition for membership will be open once a year in the spring semester. Petition packet shall be submitted no later than March 31<sup>st</sup> of each year.

- a. Membership petitioning process. After the membership petition packet is submitted, the petitioning organization will receive an outline, date, and time to present their organization to the general body.
- b. The date to present to the general body shall occur once a year during the spring semester. The council executive board will arrange for any petitioning organizations to present during one program.
- c. The general body shall vote on an organization's membership status at the first general body meeting after the initial organization presentation.

- d. A two-thirds (2/3) written majority vote by the general body of the MGC is necessary to allow any organization into membership.
- e. If voted on favorably and approved by Fraternity and Sorority Life, the chapter will receive temporary recognition for the period of two years. The chapter will receive a vote during the general body meetings but will not be permitted to hold an executive position until they have permanent recognition.
- f. If organization is denied, they can re-apply again the following year.

Section 3. Active membership. An active affiliate is one who has met all of the council responsibilities (financial obligations, attendance, grades, standards) and is in good standing with the Fraternity and Sorority Life office.

Section 4. Dual membership. There will be no dual membership permitted in the MGC. Any chapter admitted with active membership in MGC may not be a part of another fraternity and sorority life council.

Section 5. Chapters Returning to MGC

- a. A chapter that has been unrecognized by the university for more than four (4) years must participate in the regular expansion process, as specified in Article II, Section 2.
- b. Should a full member Organization of the MGC lose its good standing or take a leave of absence of less than four years, said organization shall adhere to the guidelines of having provisional status for one academic semester prior to a vote to return to Active status.
- c. A two-thirds (2/3) vote of the MGC is required to be returned to Active status.

#### **Article IV - Membership Intake/Recruitment Process**

Section 1. Each organization shall adhere to their National Mandate as a guideline for accepting a candidate(s) for membership.

Section 2. The MGC Council will not tolerate Hazing, both mental and/or physical. Activities considered hazing are defined in the University policy and state law.

Section 3. All MGC member organizations must inform the MGC Advisor through completing the Fraternity and Sorority Life Recruitment Paperwork of the intent to participate in the intake process for both fall and spring semesters.

Section 4. Prior to the MGC Meet and Greet organizations are encouraged to begin their recruitment processes, chapters must have had their recruitment paperwork approved by the MGC Advisor before promoting recruitment.

Section 5. All MGC organizations participating in a new member process must adhere to the deadline to cross/initiate members created by the Fraternity and Sorority Life Office. Failure to do so may result in a referral to the FSL Standards Committee.

### **Article V - Finances**

Section 1. Membership dues. All active members must pay dues every semester. Dues will be \$50 per chapter with a charge of \$8.00 per member collected by the support specialist of Fraternity and Sorority Life by a date specified by executive officers.

Section 2. Late fines. A late charge of \$25 per week shall be imposed by the Executive Board for any organization who does not pay dues by the set deadline. An organization shall be considered inactive by the Council and denied voting and room privileges until its dues and assessments are paid.

Section 3. All money generated on campus shall be deposited and disbursed through a bank account established for this organization. All funds must be deposited within forty-eight (48) hours after collection.

### **Article VI - Officers**

Section 1. Elected Officers. The elected officers shall be President, Vice president, Vice president of Programming, Treasurer, Recording Secretary, Recruitment director, and Marketing chair. These officers shall be elected by the voting delegates of the MGC general body during the month of November.

Section 2. Criteria.

- a. Complete an Executive Board application.
- b. Must be declared an active member by the affiliate organization he or she is a member of.
- c. Must have a 2.5 cumulative grade point average prior to being elected and maintain a 2.5 grade point average throughout the length of their term.
- d. Must be in good standing with the university and their respective chapter
- e. No more than 2 executive officers may be from the same chapter.
- f. Elected officers cannot act as delegates for their respective organization.
- g. The President and the Vice President cannot be from the same organization.

Section 4. Term of Office. All executive board officers will begin at the last meeting of the fall semester and conclude at the second to last meeting of the following fall semester.

Section 5. Vacancies and Removals

- a. In the event of a vacancy in office, all vacant offices shall be appointed by the MGC president with approval of the Executive Board and Advisor(s).
- b. The General Body reserves the right to vote by a two-thirds (2/3) to remove an Executive Board member at any time for absence, morale, conduct, failure to execute their assigned duties and/or any other behavior or action warranting removal.

## Section 6. Responsibilities

- a. Present proposals and information to affiliate delegates
- b. Relay accurate information regarding the MGC activities to affiliate delegates
- c. Present a report affiliate delegates
- d. Mandatory that officers must attend all the MGC and Standards Board meetings
- e. If not able to attend, must notify Recording Secretary within twenty-four (24) hours via email if an emergency
- f. If an officer fails to attend a meeting without prior notification, there will be a \$10 fine for each missed meeting
- g. If an officer fails to attend a meeting three (3) times they will be sent to the Standards Board
- h. There will be a fine of \$1 imposed per minute that the officer is late to general body meeting with a limit of \$10
- i. Must wear MGC Officer Shirt and Name Tag at each meeting. Failure to do so will be \$10 per meeting.
- j. Failure to uphold Responsibilities will result in termination of officer
- k. Duties of committees. VP, Recruitment, and VP of Programming will consist of MGC delegates. Delegates must keep open communication with officer, must respond with 24 hours to committee discussions, must actively participate and attend any meetings organized by their respective officer.

## Section 7. Officer Responsibilities

### **President**

#### Requirements

- The President of the MGC may not be the President of an affiliate

#### Responsibilities

- Have overall responsibility for the operation of the MGC.
- Call and preside at all regular and special meetings of the MGC
- Call and preside at all meetings of the MGC Executive Board
- Meet with the Executive Committee on a weekly basis to discuss agenda and other needed business
- Has the right to call emergency meetings with forty-eight (48) hours' notice and with the approval of two (2) officers and at least one (1) advisor
- Collect all needed information and documents from affiliates
- Attend campus events and meetings when needed to represent the MGC.
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, and bylaws

#### Voting

- The President will vote only in case of a tie

## **Vice-President**

### Responsibilities

- Shall assume the role of President in the event that the President resigns, is impeached, or not present
- Oversees the Development Committee in planning developmental opportunities for council delegates and members as well as any Constitution/Bylaws edits
- Will work with the Recording Secretary on planning the calendar for the upcoming semester
- Chair the MGC Judicial Board
- Serves on the Fraternity and Sorority Life Standards Committee
- Apply parliamentary procedure and constitution guidelines, bylaws and UT Arlington policies
- Maintain decorum and order at all meetings
- Responsible for counting votes at all meetings and during elections
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, and bylaws
- Collect all needed information and documents from affiliates

## **Recording Secretary**

### Responsibilities

- Record minutes for all MGC meetings
- Maintain accurate record of council delegates, committees, and any additional contact information
- Shall work with the Vice President on planning calendar events for the upcoming semester
- Reserve room space for the MGC General and Executive Committee meetings
- Assist the Treasurer in the distribution of the MGC funds
- Maintain attendance for Executive Board and Delegates
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, by-laws, and recruitment rules

## **Treasurer**

### Responsibilities

- Create and propose budget to be passed by the general body
- Collect dues and fines and distribute approved funds
- Present Budget Report at all meetings
- Keep accurate record of all expenses, receipts, and transactions
- Schedule at least one MGC fundraiser working with Activities Chapter per semester
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, and bylaws

## **Director of Recruitment**

### Responsibilities

- Coordinate all MGC related recruitment programs (Showcase, Meet and Greet, etc.)
- Enforce recruitment guidelines
- Managing the sign up of MGC Exec Board or volunteers to attend university recruitment events (Preview Day, New Maverick Orientation, Activity Fair Day, etc.)
- Oversee the Recruitment Committee
- Work with the Marketing Chair to create initiatives to promote the council and increase involvement in recruitment activities
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, and bylaws

## **Vice President of Programming**

### Responsibilities

- Coordinate all social and service programming, this includes but is not limited to general programming and MGC Week
- Oversee the Programming Committee
- Plan annual MGC Banquet, to be held during the spring semester
- Serves on the FSL Programming Committee
- Collaborating with other councils when possible to create programming
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, and bylaws

## **Marketing Chair**

### Responsibilities

- Create a marketing plan to include social, print, and electronic marketing
- Keep all social media up to date, responsible for posting throughout the calendar year
- Responsible for helping to develop MGC Marketing, working with MGC Advisor and graphic designers to create marketing pieces
- Responsible for designing or assisting in the design of MGC promotional items (postcards, shirts, pens, etc.). Marketing requests must be made at least 3 weeks advance notice from the date requested
- Meet with the MGC Advisor on a weekly basis
- Perform all other duties usually pertaining to this office, and as specified elsewhere in this constitution, and bylaws

## **Article VII - Delegates and Voting Procedures**

Section 1. Delegates: Two (2) delegates from each affiliate will be selected by their respective chapter and shall represent their chapter at each general body meeting of the MGC.

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## Section 2. Criteria.

- a. Each delegate shall be an active or inactive member of his/her respective chapter.
- b. If a chapter is not able to meet these requirements, they must inform the MGC Executive Board who will decide if an exception can be made.

## Section 3. Responsibilities

- a. Present proposals on behalf of affiliate.
- b. Relay accurate information regarding the MGC activities to affiliate.
- c. Present a report on behalf of affiliates to affiliate.
- d. Present tentative dates of chapter events to the Secretary by the first delegate meeting of each month.
- e. Delegates must keep open communication with officer, must respond with 24 hours to committee discussions, must actively participate and attend any meetings organized by their respective officer.
- f. Mandatory that both delegates must attend all the MGC and Standards Board meetings.
  - i. If they cannot attend, a replacement must be found and must be communicated with the Director of Administration 2 hours prior to the meetings.
  - ii. If they Director of Administration cannot be reached, it can be communicated with any of the MGC Executive Board.
- g. If not able to attend, must notify Recording Secretary within twenty-four (24) hours via email if an emergency. The notification must include the name of the person who will replace the delegate for the meeting.
- h. If a chapter fails to send their selected delegates to a meeting without previous notification, there will be a \$10.00 fine per delegate for each missed meeting.
- i. If a chapter fails to send their selected delegates to meetings three (3) times they will be sent to the Standards Board.
- j. There will be a fine of \$1 imposed per minute that the delegates are late to general body meeting with a limit of \$10

## Section 4. Voting

- a. Each affiliate organization will be given one vote.
- b. For voting to take place, quorum (or 2/3 council membership) must be present.
- c. For council business to be passed, a two- third (2/3) vote is necessary.
- d. Executive Board officers do not have voting privileges.
- e. The chair of the meeting will vote only in the event of a tie.

## **Article VIII. Multicultural Greek Council Advisor**

Section 1. Appointment. The Advisor(s) will be selected by Fraternity and Sorority Life.

## Section 2. Responsibilities

- a. Advise officers on duties, roles, and objectives

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- b. Aid in the Standards Committee hearing process and execution of standards actions
- c. Represent the MGC to the University Administration

### **Article IX - Meetings**

Section 1. General Body Meetings. The MGC General Body shall meet bi-weekly during the school year at a location and time decided by the Executive Board.

- a. A quorum to convene and transact business shall consist of a simple majority of the delegates.

Section 2. Executive Board Meetings. The Executive Board shall meet bi-weekly during the school year at a location and time decided by the Executive Board.

Section 3. Emergency Meetings. The President has the right to call emergency meetings with forty-eight (48) hours' notice and with the approval of two officers and at least one advisor.

### **Article X - Policies and Procedures**

Section 1. Standards. The MGC semester grade point average which is calculated by the Fraternity and Sorority Life office shall be at least a 2.5. If a chapter does not meet the 2.5, they may receive a request to meet from the Fraternity and Sorority Life Standards Committee. All affiliate members of the MGC should follow the Fraternity and Sorority Life Standards Code.

Section 2. If chapters violate any MGC policies or does not support the council activities, chapters can be held accountable through the following process:

1. A Warning could be delivered in person or through email
2. Meeting with the Vice President of MGC and MGC Advisor to address any challenges and policy violations. The Vice President can issue mutually agreed upon sanctions during this meeting to address the violations or activities.

### **Amendments**

Section 1. This Constitution shall be provisionally approved by two-thirds (2/3) vote of the delegates present and voting at the last general body meeting of each semester. The Executive Board shall have veto power over any amendment passed by a two-thirds (2/3) vote against the amendment. Any veto exercised by the Executive Board shall be overridden by a unanimous vote by the general body.

Section 2. Amendments to this Constitution may be proposed by any Executive Board member, any chapter president, a constitution and bylaws committee, or any voting delegate representing an affiliate chapter.

### **Attendance Expectations**

Section 1. There will be events during the semester that will require mandatory attendance.

- a. The required attendance for each chapter is 30% of their active member rosters. If the number comes out to be a decimal, the group is expected to round up.
- b. Failure to meet the attendance requirement will result in a \$10 fine per person not fulfilling the attendance requirement.
- c. The Executive Board and General Body will actively decide and vote which events are deemed necessary and provide ample time to inform chapters of these events, the Executive Board will notify chapters with at least two weeks' notice.

Section 2. Expectations. There is an expectation of chapter participation, representation, or attendance at the following events. MGC Week is a week during each semester that all MGC Organizations actively participate on events to promote the council.

- a. Showcase
  - i. Serves as a recruitment event and an opportunity for chapters to present their organization to interested individuals and helps showcase pride within the council and individual chapters.
  - ii. Chapters are expected to participate.
  - iii. The Vice President of Recruitment will determine the length of time each chapter will have to present along and will provide a copy of the logistical details and expectations via email or hard copy to each delegate member prior the event. Rules will be stated in this document (e.g., no cursing on stage, respect the limit of performers, etc.). Failure to follow the rules will result in \$25 fine per infraction.
- b. Meet and Greet
  - i. Serves as the council's informational and recruitment event. The Vice President of Recruitment will be responsible for the planning and communication of the event.
- c. Game Night
- d. Community Service
- e. Any additional MGC programming chapters are expected to support, including but not limited to events that require attendance. Including stroll-off events.

#### **Article XI - Scheduling of Events**

Section 1. Each organization will submit a proposed calendar of events for their respective organizations to the Executive Council each month during the semester.

- a. Dates for these events must be turned in by no later than the first week of the month in each fall and spring semester accordingly to either the Executive Council President of the Multicultural Greek Council
- b. Dates will be non-binding and no organization will be asked to give up their date if it conflicts with other organizations event on the same day.
- c. The dates of each organization will be collected and then put together in calendar form by the Secretary and redistributed to the member organizations by the second general body meeting of each semester.

d. The calendar shall ONLY serve as a means of communication to its member organizations and not as any other means.

e. Organizations must respect each other's Founder's Day and Charter Day by not hosting any big social gatherings (e.g., Stroll-Offs) during those respective days.

i. The date for each organization's founders, and charter will be added to the calendar during planning.

ii. Founders Dates supersedes Charter Day if they are both on the same day.

### **Article XII: Academics**

#### Section 1: Study Hours

A. Each organization is required to submit 10 hours of study time per active member per month.

#### Section 2: MGC Study Nights

A. Each organization is required to send 30% of organization/chapter to study night.

i. One per semester 2-hour event. Mid-terms or finals.

Multicultural Greek Council  
The University of Texas at Arlington