

BY-LAWS



GREEK



TABLE OF CONTENTS

ARTICLE I: POWERS AND DUTIES OF ELECTED OFFICERS

Section 1 – Power and Duties of the Executive Board

Section 2 – Power and Duties of the President

Section 3 – Power and Duties of the Vice President of Community Affairs

Section 4 – Power and Duties of the Vice President of Chapter Excellence

Section 5 – Power and Duties of the Vice President of Recruitment

Section 6 – Power and Duties of the Vice President of Accounts & Records

Section 7 – Power and Duties of the Vice President of Public Relations

Section 8 – Power and Duties of the Student Government Association Senator

Section 9 – Power and Duties of the PSAC Representative

ARTICLE II: FINANCES

Section 1 – Fiscal Year

Section 2 – Agency

Section 3 – Budget

Section 4 – Chapter Dues

Section 4 – Non-Profit

ARTICLE III: RECRUITMENT

Section 1 – New and Prospective Members

Section 2 – Recruitment Period

Section 3 – Inspection Policy for Recruitment Rules

Section 4 – Alcohol and Drug Policy

Section 5 – Rule Violations

ARTICLE IV: ADVISOR

Section 1 – Power and Duties of the Greek Advisor

ARTICLE V: AMENDMENTS

Section 1 – Revision of these By-laws

ARTICLE I: POWERS AND DUTIES OF ELECTED OFFICERS

Section 1 – Power and Duties of the Executive Board

The Executive Board shall:

1. Cultivate the philosophy that fraternities and sororities are a positive contribution to the development and education of college students.
2. Support the Mission & Values as developed by the Greek Council.
3. To honestly endeavor to fulfill the expectations of their office while working within the structure of a “team”.
4. Report all actions taken by the Executive Board at the next General Body Meeting.
5. Represent the Greek Council at Greek Council and non-Greek Council events, when necessary, to promote the best interest of the community and its members.
6. Be familiar with the contents of all governing Greek Council documents.
7. Meet on a weekly basis as an Executive Board.
8. Meet otherwise deemed as necessary by the President, when the president calls for special meetings of the Executive Board with a 24 hours’ notice to all Executive Board members.
9. Create and disband committees not defined in this document as deemed necessary.
10. Fulfill all other duties as assigned.

Section 2 – Power and Duties of the President

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the President:

1. Be responsible for all operations of the Greek Council.
2. Preside at all Greek Council General Body meetings.
3. Call for an emergency meeting as needed.
4. Preside at all Greek Council Executive Board meetings.
5. Delegate responsibilities to all Executive Board members and ensure they are completed.
6. Maintain a complete and up-to-date copy of the Greek Council governing documents.
7. Meet with the Greek advisor biweekly.
8. Serve as the official Greek Council representative to the Illinois Tech community and the administrative offices and campus partners.
9. Serve as the liaison between Greek Council and the Multicultural Greek Initiative.
10. Serve as an ex-officio member of all Greek Council committees, except the Judicial Board.

Section 3 – Power and Duties of the Vice President of Community Affairs

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the Vice President of Community Affairs:

1. Assume the duties of the president in their inability to serve or at the request of the president.
2. Meet with the Greek Advisor biweekly.
3. Maintain the Greek Council programming calendar in collaboration with the VP of Accounts & Records.
4. Coordinate and execute council programming in the following areas:
 - a. Fall semester Recognition Formal in collaboration with the VP of Chapter Excellence.

- b. Spring semester Greek Week event.
- c. Holistic wellness related events
- d. Inter-council community relations through social events that foster bonding between different chapters.
- e. Community wide philanthropy and service events.
- f. Any additional programming as seen fit by the Greek Council.

Section 4 – Power and Duties of the Vice President of Chapter Excellence

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the Vice President of Chapter Excellence:

- 1. Work with the Greek Advisor to create and present New Member Academy every semester to all new members from each chapter.
- 2. Oversee grade report collection, and meet with any chapters who fall below the active chapter GPA standards to establish a semesterly plan to improve academic performance.
- 3. Meet with the Greek Advisor biweekly.
- 4. Serve as the Judicial Chair shall any issues between Chapters or violations of Greek Council's governing documents.
- 5. Coordinate activities that uphold the scholastic values of Greek Council.
- 6. Coordinate and promote leadership development and educational opportunities for chapters.
- 7. Work with the VP of Community Affairs and the Greek Advisor to distribute the Greek Awards at the Fall Recognition Formal.

Section 5 – Power and Duties of the Vice President of Recruitment

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the Vice President of Recruitment:

- 1. Serve as a liaison for the Greek Council and chapter recruitment chairs.
- 2. Oversee both formal and informal recruitment efforts by all members.
- 3. Ensure chapters are adhering to the Recruitment Rules outlined in this document.
- 4. Coordinate with the Office of Campus Life, Admissions, and all other pertinent departments of the university with regards to recruitment activities, Greek Housing, etc.
- 5. Meet with the Greek Advisor biweekly.
- 6. Be responsible for all matters pertaining to Recruitment for the Greek Council.
- 7. Provide resources and training for chapters on recruitment.
- 8. Develop, with the VP of Public Relations, all Greek Council materials for publicity and recruitment purposes.

Section 6 – Power and Duties of the Vice President of Accounts & Records

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the Vice President of Accounts & Records:

- 1. Track Greek Council finances
- 2. Perform a monthly review of the current account balances with the Greek Advisor and Office of Campus Life staff.
- 3. Ensure the collection of funds and chapter dues from each chapter per semester.

4. Manage SAF requests by submitting and presenting budgets to the SGA Finance Board.
5. Be responsible for the official correspondence of Greek Council, unless otherwise instructed.
6. Maintain and revise the Greek Council Constitution and By-laws as needed.
7. Send the Greek Council Constitution and By-laws to every chapter president at the start of every Spring semester.
8. Maintain updated records of active and new members of each chapter as well as the financial status of each chapter.
9. Maintain updated records of all the chapter officers contact information via the Greek Contact Sheet.
10. Keep minutes of all Greek Council and Executive Board meetings, and of all Judicial Board hearings.
11. Deliver the minutes of each General Body meeting to the chapter presidents and primary advisors within 3 days after the meeting via email and slack.
12. Maintain a complete and accurate record containing the following:
 - a. Minutes from each council meeting for the past three years
 - b. Copies of all contracts made by the Greek Council
 - c. Current correspondences
 - d. The latest version of the Constitution and By-laws
13. Meet with the Greek Advisor biweekly.
14. Maintain the Greek Council programming calendar in collaboration with the VP of community affairs.
15. Take roll calls at every meeting.

Section 7 – Power and Duties of the Vice President of Public Relations

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the Vice President of Public Relations:

1. Manage all Greek Council social media campaigns.
2. Maintain the Greek Council internal website.
3. Publicize and promote any event or function that Greek Council or an individual chapter wishes to be brought forth to the Greek and Illionish Tech community.
4. Work to maintain positive relations with all campus departments, including but not limited to: Office of Campus Life, Office of Residence Life, Office of Undergraduate Admissions, Event Services & Catering, and Public Safety.
5. Create outreach opportunities to the wider Illinois Tech campus, surrounding Chicago communities, and student organizations.
6. Be responsible for a monthly Greek Update email or newsletter to be circulated throughout the community.
7. Encourage community members to wear their respective letters.
8. Oversee the SGA Senator and PSAC Representative, providing necessary campus updates to the fraternity and sorority community.

Section 8 – Power and Duties of the Student Government Association Senator

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV. the following is delegated to and required of the Student Government Association Senator:

1. Attend all SGA meetings.

2. Report on SGA activities during Greek Council general body meetings.
3. Relay the wishes of the Greek Council to SGA and serve as the official voting member of Greek Council on SGA.
4. Report to the Vice President of Public Relations.

Section 9 – Power and Duties of the PSAC Representative

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article IV, the following is delegated to and required of the PSAC Representative:

1. Represent the Greek Council on the President’s Student Advisory Committee and report to the Greek Council on the happenings of PSAC.
2. Attend Greek Council General Body meetings and Executive Board meetings as needed.
3. Report to the Vice President of Public Relations.

ARTICLE II: FINANCES

Section 1 – Fiscal Year

The fiscal year of the Greek Council shall be from June 1st, until May 31st of the following year.

Section 2 – Agency

The Office of Campus Life may not enter into contractual agreements that bind Greek Council without the consent of the President, the Vice President of Accounts & Records and the Greek Advisor.

Section 3 – Budget

The Vice President of Accounts & Records shall submit a budget for the fiscal year to the Greek Council no later than the second General Body Meeting of the Fall semester. This budget will be maintained and updated weekly and shall be made available for the General Body every meeting. Special monetary assessments outside the scope of the normal budget may be proposed by the Vice President of Accounts & Records to the General Body and must receive a majority vote from the chapter delegates to pass.

Section 4 – Chapter Dues

Dues are determined by the Chapter’s current semester membership roster including active and new members after the formal recruitment period. The amount of dues to be paid is equal to \$20 per member. Any Changes to the amount of dues to be paid per member has to be approved by a majority vote from the chapter delegates to pass during a General Body meeting.

The dues of each Chapter shall be paid within three weeks of receiving an invoice from the Vice President of Accounts & Records. Chapters who do not pay their dues within this time shall be assessed a fine of one dollar per member per week until the dues are paid. If Chapters have not paid their dues within six weeks of receiving the invoice then they will be placed on financial delinquency.

Section 4 – Non-Profit

No part of the funds of Greek Council will accrue to the benefit of any individual, except as incurred for the benefit of Greek Council's purpose. Funds collected will be expended exclusively for the Greek Council's purposes as described herein.

ARTICLE III: RECRUITMENT

Section 1 – New and Prospective Members

Only students from the Illinois Institute of Technology or the VanderCook College of Music who are not already affiliated with a Greek organization recognized by Greek Council shall be eligible to become members of any Greek organization on campus and shall be considered as Prospective Members.

Prospective members can be officially invited into a Fraternity or Sorority through an official invitation also known as a Bid.

Bids may be extended anytime except for the formal recruitment period until bid day. The bid date shall be the last day of the formal recruitment period. The bid date is the earliest possible time at which Fraternities or Sororities may officially extend invitations to join their organization for the Fall or Spring semester. The bid date also is the earliest possible time at which a prospective member may accept their bid to become a new member of that organization for the Fall or Spring semester.

Every Chapter shall notify the Greek Council Advisor within 48 hours of any New Members joining their organization.

Section 2 – Recruitment Period

The formal recruitment period, called "Recruitment Week", begins the Sunday prior to the start of the semester and ends the following Saturday, unless otherwise stated by the VP of Recruitment the prior semester.

The informal recruitment period is any period of time outside of the formal recruitment period.

Any chapter that is recruiting or extending bids when classes are not in session must outline their plan to the Campus Coordinator of Fraternity and Sorority life.

Recruitment events shall be any event with the intended function of aiding in the recruitment of new members. Recruitment rules will apply to this event while a prospective member is at the event. Events sponsored by Illinois Institute of Technology which require Fraternities and Sororities to host prospective students shall also be designated as recruitment periods, including but not limited to, scholarship and preview weekends.

Recruitment Rules are in effect during Recruitment Week, Scholarship, and Preview Weekends, new student orientation periods, or any other time as determined by the VP of recruitment.

Section 3 – Inspection Policy for Recruitment Rules

Inspections will take place during periods in which recruitment rules are in effect. An initial inspection will take place before the period begins and a second inspection will occur randomly during the recruitment period as long as that period is three days or longer. The recruitment chairs

of each chapter will be notified by the VP of recruitment ahead of any inspection.

The inspection team shall look for any item relating to alcohol, drugs, or considered in bad taste or inappropriate by the team. During the first inspection the team will ask for these items to be placed out of sight and not violations will be given except in the case that the student code of conduct is violated. All areas and rooms where prospective members may enter may be inspected at the discretion of the inspection team. All chapters shall be inspected to the same standards and manners.

The second inspection will follow the same procedure as the first; however, any item found relating to alcohol, drugs, or considered in bad taste or inappropriate by the team will result in a violation outlined by the recruitment rules.

Section 4 – Alcohol and Drug Policy

Alcohol containers are defined as bottles, cans, boxes, bags, and any other item that contains alcohol or whose purpose is to contain alcohol. Boxes containing alcohol containers (such as boxes that hold beer cans) do not count as a container. If the boxes contain cans, only the cans are counted as containers.

Alcohol decorations include, but are not limited to: posters, signage, wall hangings, shot glasses, alcohol containers, and apparel which display anything of an alcoholic nature. The Greek Council Executive Board will be the final interpreter of what is considered an alcohol decoration.

The Greek Council shall follow substance free Recruitment Rules as follows:

1. Neither chapters nor their members may provide alcohol to prospective members at any time during a period when Recruitment Rules are in effect.
2. A prospective member may not bring their own alcohol during designated Recruitment events regardless of age, it is the chapter's responsibility to ensure alcohol is not being brought or consumed.
3. During designated recruitment events, publicity pertaining to events in which alcohol might be served will be prohibited.
4. There shall be no alcoholic events in conjunction with Recruitment events or periods.
5. No illegal drugs shall be consumed by any member.
6. No alcoholic beverages may be consumed by any member, regardless of age, during any recruitment event or in the presence of any prospective member or public space.
7. No illegal drugs or drug paraphernalia shall be in plain sight at any time.
8. No containers of alcohol shall be in plain sight in common areas of the houses, chapter rooms, and private rooms with open doors.
9. Alcoholic containers are prohibited during periods when the Recruitment Rules are in effect.
10. If a member of the Chapter is over the age of 21, they are allowed to drink off campus at a location that is not an event with prospective members, who are of legal drinking age, provided they do not invite prospective members with them or pay for them.

Section 5 – Rule Violations

If an infraction of any of the Recruitment Rules, including the Alcohol and Drug policy, should occur, a formalized written complaint is to be delivered to the Greek Council VP of Recruitment within two days of the infraction. The Greek Council Executive Board shall rule on any violation and levy due sanction. Any complaint that regards recruitment that is not a violation of these rules can be brought to the Greek Council VP of Recruitment for mediation.

All chapters shall require current and prospective members to follow all IIT policies, including the IIT student code of conduct as outlined in the student handbook.

The following are the Recruitment Rule Violations and Sanctions:

Alcohol Container or Decoration Violation

Any alcohol container found with a measurable amount of liquid shall be assessed a fine of \$25 per container to the chapter. Any empty alcohol container or alcohol decoration shall be assessed a fine of \$10 per container or decoration to the chapter.

Alcohol and Drug Violations

If there is a violation of the substance free Recruitment Rules by a member(s) of any Chapter or by any prospective member(s) where a Chapter is directly at fault, shall receive a first or second offense.

Siblinghood

In the spirit and foundation of brotherhood and sisterhood, “bad-mouthing” another Greek organization or any member thereof, will not be permitted and can be assessed a fine of \$50 per offense.

Chapter Paraphernalia

No Chapter Paraphernalia will be distributed to non-members until after the formal recruitment period is over. This includes but is not limited to t-shirts, Frisbees, mugs, etc. This is not meant to include Fraternity or Sorority literature or other written information.

Scholarships

All Greek Council Chapters are entitled to offer scholarships to incoming students. Any recipient of a Greek Organization-sponsored scholarship cannot be required to join the organization from which they received it, and cannot be required to show interest in Fraternity or Sorority Life.

Professional Entertainment

No form of professional entertainment sponsored by a Chapter shall be allowed on campus without prior approval from the Greek Council Advisor and the Greek Council VP of Recruitment.

First Offense

A fine will be assessed of \$200 per Chapter caught in violation along with a fine of \$400 per prospective member found in association with the guilty party(ies). The National and Alumni Chapters of the Chapter will be notified by the Greek Council Advisor of the offense along with the appropriate administration of the University.

Second Offense

The second offense will only apply to Chapters who have previously violated the rules and are within one year of their last offense. The same steps will be taken as in the first offense. The Chapter will instantly be moved from active to provisional status and at the next Greek Council General Body Meeting a vote will be taken to remove them from the Greek Council.

ARTICLE IV: ADVISOR

Section 1 – Power and Duties of the Greek Advisor

In addition to the powers and duties delegated by the Constitution of Greek Council, especially by Article VI. the following is delegated to and required of the Greek Advisor:

1. They shall attend or find a person approved by the university to attend out-of-town events in which the Greek Council participates.
2. They shall attend all Greek Council meetings including but not limited to the Executive Board and General Body meetings.
3. They shall meet with each member of the Executive Board biweekly.
4. The Greek Council Advisor's role is not to run the organization, but to give advice to members and officers and to facilitate an experience rich in opportunities for intellectual, cultural, and personal growth.

ARTICLE V: AMENDMENTS

Section 1 – Revision of these By-laws

The Greek Council By-laws may be amended by three-fourths vote of the Chapter Delegates holding active membership, if notice of the proposed amendment has been distributed to the Chapter Delegates two weeks prior to it being proposed.