By-Laws for the Illinois Tech Greek Council

Article I: Executive Board

Section 1: Executive Board General Tasks

The Executive Board shall:
1. Create all Special Committees, and in making these committees, recognize representation from all Chapters.
2. Administer routine business between meetings of the Council and other business that has been approved for action by the Council.
3. Report all action taken by the Executive Board at the next regular meeting.
4. Represent the Council at Council and non-Council events, when necessary.
5. Meet on a weekly basis as an Executive Board.
6. Meet otherwise deemed as necessary by the Council President. The Council President may call special meetings of the Executive Board with 72 hours’ notice to all Executive Board members.
7. Have weekly office hours

Section II: Officer Duties

The duties of the Executive Board officers will include but are not be limited to the following:
The President shall:
1. Be responsible for all operations of the Council
2. Call the Special Session Committee when needed
3. Call the By Laws Committee when needed
4. Preside at all general Council Meetings
5. Preside at all Council Executive Meetings
6. Report to the Greek life Coordinator once a week
7. Maintain a complete and up to date copy of:
   1. Council Constitution
   2. Council By Laws
   3. Council Budget
8. Represent the Council, along with the Greek advisor, in all external matters
9. Ensure that the Constitution and Bylaws are followed correctly
10. Oversee the SGA Representative for the Council
11. Other duties as assigned

The Vice President of Community shall:
1. Assume the duties of the president in his or her inability to serve or at the request of the president.
2. Oversee the Sports and Social chairs and aid them in the execution of their responsibilities.
3. Meet with the Greek Life Coordinator at least twice a month.
4. Other duties as assigned.

The Vice President of Education shall:
1. Create and present New Member Academy to all new members from each chapter in that semester
2. Work with the Judicial Risk Management Chair to coordinate a Risk Management Training for all Greek chapters
3. Work with the Judicial Risk Management Chair to maintain and uphold all of the governing documents
4. Create and submit an awards packet for ALFV with the help of other officers
5. Coordinating activities that uphold the scholastic values of Greek Council
6. Work with the Greek Council Executive Board to distribute Illinois Institute of Technology Greek Excellence Awards
7. Other duties as assigned

The Vice President of Recruitment shall:
1. Serve as the head of the Recruitment Committee and ensure that it meet once a month during the academic year at a minimum.
2. Oversee both formal and informal recruitment efforts by all Members.
3. Be charged with enforcement of the Recruitment Rules, as determined by the recruitment committee.
4. Coordinate with Housing, Residence Life, Orientation, Admissions, and all other pertinent departments of the university with regards to recruitment activities, changes of housing, etc.
5. Meet with the Greek Life Coordinator a minimum of twice per month
6. Be responsible for all matters pertaining to recruitment for the Council.
7. Provide resources and training opportunities for members in the area of Recruitment.
8. Develop, with the appropriate committee chairs, all Greek Council materials for publicity and recruitment purposes.
9. Other duties as assigned

The Vice President of Operation shall:
1. Be responsible for the official correspondence of Greek Council, unless otherwise instructed.
2. Tracking of Greek Council finances
3. Maintain a spreadsheet with all current and expected expenditures
4. Perform a monthly review of the current account balances with the advisor and OCL staff
5. Collection of funds
6. Collection of dues: amount on a per member basis to be assigned by the executive board
7. Request SAF money for all expected expenditures the semester before expected expenditures
8. Create a budget
Keep up-to-date record of the number of active and associate members of every chapter, including financial status of each chapter.

Assemble an agenda for each general body meeting, to be available at least 3 hours prior to the meeting.

Keep minutes of all Council and Executive board meetings, and of all Judicial Board hearings.

Deliver the minutes of each meeting within 5 days after the meeting.

Take roll and recite the previous meeting’s minutes at each meeting, unless waived by the Council.

Maintain a complete and up-to-date secretary file containing the following:

- Minutes from each council meeting for the past 3 years
  - Copies of all contracts made by the Council
  - Current correspondences
  - The most up-to-date constitution and by-laws

Other duties as assigned

The Vice President of Philanthropy shall:
1. Meet with the Philanthropy Committee twice a semester.
2. Plan at least one Philanthropy event that the whole Greek community can attend
3. Help individual chapters plan, promote and execute their philanthropy events
4. Encourage all Greeks to take part in any Greek philanthropy event
5. Meet with the Greek Life Coordinator at least twice a month.
6. Meet with the Director of Service Learning at least once per month.
7. Other duties as assigned

Article II: Committees and Chairs

Section 1: Committees Duties

The duties of the Committees will include but are not be limited to the following:

The Philanthropy Committee shall
1. Meet twice a semester to discuss:
   - Up and coming philanthropy event
   - Previous philanthropy events
   - Provide advice on what to do and what not to do during a philanthropy event
2. Other duties as assigned

The Judicial Risk Management Committee shall:
1. Communicate with the Judicial Risk Management chair to schedule Judicial Board Meetings
2. Help coordinate risk management events
3. Other duties as assigned
The Recruitment Committee shall:
1. Meet a minimum of once per month during the academic year.
2. Develop, modify, and enforce the Recruitment Rules.
3. Collect, share, and disseminate information pertaining to recruitment.
4. Be responsible for all other matters pertaining to chapter recruitment.
5. Other duties as assigned

The Sports Committee shall:
1. Help plan and organize Greek Week and Greek football
2. Other duties as assigned

The Social Committee shall:
1. Help the Vice President of Community with their tasks
2. Help plan the Greek formal in the Fall
3. Other duties as assigned

The Special Session Committee shall:
1. Meet whenever an issue arises that needs to be discussed by only the Senior Delegates
   • Any issue can be discussed
   • A Senior Delegate, Council President or Greek Advisor may call a meeting of the Committee
2. Other duties as assigned

The By Laws Committee shall:
1. Meet yearly to review the Bylaws of the Council
2. The President shall preside over the Committee
3. Speak with the Greek Community about the Bylaws
4. Present their findings at a Council Meeting to be approved
5. Other duties as assigned

The Junior Delegate Committee:
1. Plan and execute one event a semester for the Greek communities New Members
2. Help the Vice President of Education with New Member Academy
3. Other Duties as assigned

**Section 2: Chair Duties**

The duties of the Chairs will include but are not be limited to the following:
The Judicial Risk Management Chair shall:
1. Oversee the Greek Council Judicial Board
2. Work with the VP of Education to maintain and uphold all governing documents
3. Work with the Risk Management Chairs of each chapter to promote safety and encourage participation in chapter risk management event
4. Other duties as assigned
The Public Relations Chair shall:
1. Coordinate all forms of publicity dealing with the council
2. Work closely with the Executive Board and all Committees to make certain that the news media (eg. Tech News, IIT Today, and WIIT) is kept informed of favorable publicity about the Council and its Chapters.
3. Other duties as assigned

The Student Government Chair shall:
1. Attend all SGA meetings
2. Report on SGA doings during Council meetings
3. Relay the wishes of the Council to SGA
4. Report to the Council President
5. Other duties as assigned

The Sports Chair shall:
1. Organize and coordinate Greek Football in the Fall semester and Greek Week in the Spring semester.
2. Meet with the Sports committee at least once a semester
3. Other duties as assigned

The Social Chair shall:
1. Plan social events to promote sibling hood in the Greek community
2. Meet with the social committee at least once a semester
3. Other duties as assigned

Article III - Finances

Section 1: Fiscal Year
The fiscal year of the Council shall be from June 1, until May 31 of the following year.

Section 2: Agency
Residence and Greek Life and the Office of Campus Life may not enter into contractual agreements that bind the Council without the consent of the President, Vice President of Operations and Greek Life Coordinator/Council Advisor.

Section 3: Budget
The Vice President of Operations shall submit a budget to the Council no later than the second regular meeting of the semester. This budget will also be given to the Office of Campus Life and Residence and Greek Life. Special monetary assessments proposed by the Vice President of Finance will be issued following an acceptance vote of at least two-thirds (2/3) from the Council.

Section 4: Chapter Dues
Sub-Section A: Amount
Dues shall be determined on each Chapter's current semester membership roster. The amount will be assessed to each Chapter based on the number of Active Members and Associate Members, as defined by Article III, Section 6 and 7 of the Greek Council Constitution that the Chapter has as
of the second Greek Council meeting of the semester. This number shall be verified from the Chapter semester roster.

**Sub-Section B: Time of Payment.**
The dues of each Chapter shall be payable on or before the third regular meeting of each semester. Chapters who do not pay dues by this date shall be assessed a fine of one dollar, per name on roster, per week of delinquent payment. The Chapter will be placed on Financial Inactive Status as outlined by Article III, Section 2 of the Greek Council Constitution.

**Section 5: Student Activities Fund**
Funds may be requested from Student Activities Fund allocations on a semester basis.

**Article IV: Recruitment**

**Section 1: Definitions**

**Sub-Section A: Prospective Member**
Prospective member shall be defined as any male student for fraternities or female student for sororities enrolled at, or accepted for admission to IIT, VanderCook College of Music, or Shimer College, who is not already affiliated with one of the Greek organizations recognized by the Council, or any student participating in a school or student organization sponsored orientation/introduction activity.

**Sub-Section B: Formal Recruitment**
The formal recruitment period, which is called “Recruitment Week”, is defined as the membership selection process for fraternities and sororities. It is a time for students to ask questions of fraternity and sorority members, define financial obligations, time commitments and membership requirements. Fraternity and sorority recruitment is year-round, but the "formal recruitment" week runs concurrently with the first week of fall and spring classes.

**Sub-Section C: Informal Recruitment**
Informal recruitment is the period of time after formal recruitment when sororities and fraternities can still recruit members. Informal recruitment begins the day formal recruitment ends and ends the last day of the semester. Informal recruitment takes place during both the fall and spring semester. During informal recruitment the chapters plan their own events and can bid at their own will.

**Sub-Section D: Recruitment Events**
A recruitment event shall be any event with the intended function of aiding in the recruitment of new members. Recruitment rules will apply to this event as soon as the first prospective member arrives and until the last one has left. Events sponsored by the Illinois Institute of Technology which require fraternities and sororities to host incoming students shall also be designated as recruitment events. This includes Scholarship, CAMRAS, and Preview weekends.

**Sub-Section E: Recruitment Week**
The beginning of the fall and spring semesters shall be referred to as “Recruitment Week”. During this week, many fraternities and sororities will recruit new members and host events for interested students. The exact dates for Recruitment Week shall be defined by the Recruitment Committee the previous semester.

Sub-Section F: Bidding
Offering a formal invitation to join a fraternity or sorority.

Sub-Section G: Bid Date
The bid date represents the earliest possible time at which fraternities or sororities may officially extend invitations to join their organizations. It also represents the earliest possible time at which a prospective member may accept said bid. Bids may continue to be extended at any time after the bid date up until the last day of fall and spring classes. Absolutely no bidding will occur during the summer months and winter break.

Sub-Section H: Recruitment Rules
A body of special rules that are in effect during recruitment events.

Sub-Section I: Residence Halls
IIT has three primary residence halls for undergraduate students, the McCormick Student Village (“MSV”), the State Street Village (“SSV”), and Gunsaulus Hall.

Sub-Section J: Alcohol Decorations
Decorations included, but not limited to, posters, signage, wall hangings, apparel, tables or bookshelves decorated with bottle caps, initiation bottles, and empty bottles being used as vases, shot glasses, glassware, and containers being used as storage of non-alcoholic things.

Sub-Section K: Alcohol Containers
Alcohol containers are defined as bottles, cans, boxes, bags, and any other item that contains alcohol. Boxes containing alcohol containers (such as boxes that hold/held beer cans) do not count as a container. If the boxes contain cans, only the cans count as containers.

Section 2: The Recruitment Committee

Sub-Section A: Definition
The Recruitment Committee shall consist of the Vice President of Recruitment, each Chapter’s recruitment or Recruitment chair, known as the Council Recruitment Committee, and any other interested party. The Vice President of Recruitment shall serve as chair.

Sub-Section B: Duties
The Recruitment Committee shall preform all tasked outlined in Article II Section 2.
Section 3: Period Recruitment Rules are in Effect
Recruitment Rules are in effect during Recruitment Week, Scholarship, CAMRAS, and Preview Weekends sponsored by the Illinois Institute of Technology, new student orientation periods, or any other periods designated by the Council.

Section 4: Alcohol Policy
The Greek Council has voted on Substance free Recruitment Rules as outlined by FIPG and the NIC.

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 his or her own alcohol during designated Recruitment events regardless of age.
3. During designated recruitment events, publicity pertaining to events in which alcohol might be served will be prohibited.
4. No illegal drugs shall be consumed by any member.
5. No illegal drugs or drug paraphernalia shall be in plain sight at any time.
6. No containers with a measurable amount of alcohol shall be in plain sight in common areas of the houses, chapter rooms, and private rooms with open doors. To have a container with a measurable amount of alcohol constitutes a recruitment violation.
7. Alcoholic containers are prohibited during periods when the Recruitment Rules are in effect.
8. Alcoholic Decorations will not be permitted while Recruitment Rules are in effect. The only exception is Alcoholic Decorations that are a part of the room, i.e. glued to the walls, and cannot be moved. These decorations must have been constructed before January 2009 in order to be included within this exception. If a member of a chapter is over 21, they are allowed to drink off campus at a location that is not an event with prospective members, provided they do not bring prospective students with them.

Section 5: Inspection Policy for Recruitment Rules
The following define how recruitment inspections take place.

1. Inspections will take place during the times of Recruitment week, Scholarship, CAMRAS Weekend, Preview weekend, or any other time designated by the Council. An initial inspection will take place before the period when recruitment rules will be in effect. In this inspection, the inspection team shall look for any item relating to alcohol, drugs, or considered in bad taste/inappropriate by the team. The inspection team will ask for these items to be placed out of sight. No violations will be given out at this time, barring violations of the student code of conduct. All common areas, open/closed doors, rooms that warrant reasonable suspicion and rooms where prospective members are staying or may enter will be inspected.
2. A second inspection will take place at random during the period of Recruitment Week. This inspection will take place in the same manner that the first inspection was. In this inspection, anything relating to alcohol, drugs, violating the student code of conduct or considered in bad taste/inappropriate by the inspection team...
will result in a violation. Any item that was asked to be removed the first time and was not will result in a violation.

3. One member of the Council’s Executive Board, along with two other representatives from different Chapters, will begin an inspection at a Chapter’s house or meeting place chosen at random. The Council’s Vice President of Recruitment and the Council Advisor will lead the first round of inspections, but cannot be present for the second inspections for Recruitment Week.

4. The inspection team will be instructed on the rules, their responsibilities, and how to file complaints.

5. Once the inspection team is greeted at the door by a representative of the chapter, the team will inspect all of the floors of the house including all public and private spaces in a consistent manner. The team may inspect any room with the door open and any room with the door closed but not locked. The team need only be greeted by one member, and each member of the team will announce to the member his/her intentions. The team will be escorted by the greeter unless the organization being inspected wishes to waive that right.

6. No intercoms or any other communication devices, including word-of-mouth, may be used to announce the arrival of the inspection team.

7. When the inspection of the house or meeting place has been completed, the team will move on to another house or meeting place where a similar inspection will take place. Once an organization has been inspected, a member from that organization may join the team for the remainder of the search. The inspections will continue until every Chapter has been inspected.

8. When non-members will be staying with the chapters, all rooms that non-members will be staying in may be inspected at the discretion of the inspection team.

### Section 6: Chapter Conduct During Recruitment Events

All Chapters shall require current members and prospective members to follow all IIT policies, including the IIT Student Code of Conduct as outlined in the student handbook.

**Sub-Section A: Siblinghood**

In the spirit and foundation of brotherhood and sisterhood and of Council’s united front, "bad-mouthing" another Greek organization or any member thereof, will not be permitted and can be subjected to a $50 fine as seen fit by the recruitment committee.

**Sub-Section B: Posting of Literature**

All literature must be posted according to the guidelines in the student handbook.

**Sub-Section C: Chapter Paraphernalia Rule**

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.

**Sub-Section D: Scholarships**
All Council Chapters are entitled to offer scholarships to incoming students. Any recipient of a Greek organization-sponsored scholarship cannot be required to pledge the organization from which he/she received it, cannot be required to show an interest in Greek life. This includes the instance in which a scholarship recipient chooses to live in the Residence Halls.

Sub-Section E: Professional Entertainment
No form of professional entertainment sponsored by a fraternity or sorority shall be allowed on campus without first being approved by the Council Recruitment Committee OR the Residence and Greek Life office and Greek Council Vice President of Recruitment.

Section 7: Rules Violation
Sub-Section A: Process
If an infraction of any of the Recruitment Rules, including the Alcohol Policy, should occur, a formalized written complaint is to be delivered to the Greek Council Vice President of Recruitment and Public Relations and the Residence and Greek Life office within 48 hours from the time of infraction. The Greek Council Recruitment Committee shall rule on any violation and levy due sanction unless otherwise stated, with the Greek Council President and Vice President of Recruitment, and with the Residence and Greek Life office present. Any complaint pertaining to Recruitment that is not an explicit violation of the Recruitment Rules can be brought to the Greek Council Vice President of Recruitment for mediation or the Greek Council Judicial Board.

Sub-Section B: Alcohol Violations
If there is any violation of the previously stated alcohol policy by a member(s) of any Chapter or by any prospective student(s) where a Chapter is directly a first or second offence will be given.

Sub-Section C: Alcohol Container Violation
Any alcohol container found with a measurable amount of liquid shall be assessed a fine of $25/container to the individual chapter. Any empty alcohol container shall be assessed a fine of $10/container to the individual chapter. For either of these situations, a first offense fine and punishment process shall be administered.

Sub-Section D: First Offense
A fine will be assessed of $200 per individual Chapter caught in violation along with a fine of $400 per prospective student found in association with the guilty party(ies). The National and Alumni Chapters of the Chapter will be notified by the Residence and Greek Life office of the offense along with the administration of Illinois Institute of Technology. The Council will then put the entire Chapter on probation for a period of one-year starting on the day the violation is filed with the Council. During the probation period, the Chapter will lose all privileges of hosting prospective IIT students. If the Chapter was found to be drinking on campus, the probation will also prohibit the Chapter from hosting social events for prospective students during preview and interview.
weekends. If the member was not drinking on campus but only visibly intoxicated, the Chapter will not be prohibited from hosting social events.

*Sub-Section E: Second Offense*

The second offense will only apply to Chapters who have previously violated the rules and are currently serving the one-year probation period. The same steps will be taken as in the first offense. Also, the Chapter will then be brought before Greek Council and voted on for de-recognition as being a Greek organization at the Illinois Institute of Technology. The Chapter in violation will have their voting rights automatically suspended before the final vote is taken. If the vote passes, the Chapter will no longer have status as a Greek organization at the Illinois Institute of Technology. If the vote does not pass, the Chapter will serve the rest of their probation along with the addition of another year. Also, recommendation will be made to their Inter/National office or equivalent for their Charter to be removed.

*Sub-Section F: Potential Sanctions for Recruitment Violations*

Please note that the steps taken by Greek Council are in no way connected with the additional measures that could possibly be taken by the administration of the Illinois Institute of Technology.

Potential Sanctions for Recruitment Violations include:

1. Notification to Inter/National Headquarters or equivalent.
2. Social Probation.
3. A written and spoken apology presented at a Greek Council meeting.
4. Any other punishment deemed appropriate by the Greek Council Vice President of Recruitment, Council Advisor and the Recruitment Committee.

**Article V: Pledging and Initiation**

*Section 1: Restriction*

Only students from the Illinois Institute of Technology, VanderCook College of Music, and Shimer College are eligible to become members of any Greek organization on campus.

*Section 2: Education*

New Member Education shall not take place before the date assigned by the Recruitment Committee.

*Section 3: Notification*
The Greek Life Coordinator shall be notified within 48 hours of any new Associate Members of a chapter.

Section 4: Restriction
If an Associate Member is no longer a member of a Chapter, the student may become an Associate Member of another Chapter as long as there are no financial obligations to the former.

Article VI. Judicial Board

Section 1: Function
The Judicial Board shall be responsible for conducting hearings on charges that concern Member activities in violation of the Greek Council Constitution, Bylaws, Rules, agreements, and/or regulations that cannot be resolved by a conference of delegates of the Members involved.

Section 2: Membership
Sub-Section A: Selection
The Judicial Board shall consist of the Risk Management Chair from each active chapter on Greek Council in addition to the Judicial Chair of the Greek Council who shall chair the Judicial Board. No members of the Greek Council Executive Board may serve on the Judicial Board.

Sub-Section B: Requirements
Judicial Board members will be required to attend a training session prior to their first hearing to be organized by the Judicial Chair. A Member must have Greek Council voting rights for its Risk Management Chair to serve on Judicial Board.

Sub-Section C: Vacancies
In the event of a vacancy on the Board, the missing chapter(s) shall be excluded from the hearing procedure and voting.

Section 3: Complaints and Pre-Hearing Timeline
Sub-Section A: Complainants
Complaints may be filed by a Chapter, the Greek Council Executive Board, the Inspection team, the Greek Life Coordinator, Dean of Student Affairs, or any member of the Greek Community. Complaints from any other source should be filed through the Greek Life Coordinator.

Sub-Section B: Form and Timing
1. Complaints must be in written form and signed by either the accusing individual, the Chapter President, Council President, members of the Inspection team, Greek Life Coordinator, or Dean of Student Affairs. They also must be based on fact, not hearsay or rumor.
2. Complaints must be filed with the Greek Council Judicial Chair within one week of an incident, with the exception of a complaint based on a Public Safety report, in which case the complaint must be filed within two (2) business days of receipt of the report.

Sub-Section C: Investigation and Mediation

1. In the case of a Greek Council Executive Board or Inspection team complainant, the matter will automatically be taken to hearing. The Judicial Chair must inform the accused Chapter of the complaint within 24 hours, and a hearing must take place within one week.

2. In the case of a Chapter complainant, the Judicial Chair must inform the accused chapter, and hold a mediation session within 48 hours between the accusing and accused Chapters. All attempts should be made to reach a solution satisfactory to both Chapters; if such an agreement cannot be reached, the issue is automatically brought to a hearing.

3. In the case of an individual, Greek Life Coordinator, or Dean of Student Affairs complaint, the Judicial Chair must deliver a copy of the complaint to Chapter officials within 48 hours, and meet with them to discuss the matter. The Judicial Chair shall also investigate the complaint and decide if there is enough cause and evidence to bring the matter to a hearing. The Judicial Chair must, at the end of the 48 hours, inform both the complainant and accused parties of their decision whether or not to bring the matter to a hearing. If the matter is to be brought to a hearing, the hearing must take place within one week of informing the parties. If the Judicial Chair does not believe a complaint is worth bringing to a hearing, and informs the complainant so, the following must occur in order for the matter to be brought to a hearing:

4. In the case of an individual complainant of the Greek Community, the individual must get their Chapter to file an appeal complaint within 48 hours.

5. In the case of a Greek Life Coordinator or Dean of Student Affairs complaint, they need only to inform the Judicial Chair that they disagree with their findings and force the matter to Judicial Board.

Sub-Section D: Hearings

1. Attendance
A minimum of four elected members plus the Judicial Chair must be present for a hearing to take place. Any members of the board who are members of the accused Chapter, an individual complainant, or in the case of a Chapter complainant, members of the Chapter, shall be ineligible to serve on the board for the respective hearing. This policy does not prevent the Judicial Chair from chairing the Board, but does prevent him/her from voting to break a tie; in such a case, the highest-ranking Executive Board member not involved in the dispute should be present. Representative(s) of the accused Chapter must be present. The complainant(s) may also be present if they wish. Either the Director of Student Life or a representative of the Office of Residence Life, Greek Life, and Student Conduct should be present as well. The Greek Council President and Vice
President of Recruitment may be in attendance. The hearing will be closed to all other individuals.

2. Procedure
   a. The Judicial Chair will preside over the hearing. The Judicial Chair has the authority to run the hearing as he/she sees to be in the best interest of seeking the truth, however, the procedures should be followed as closely as possible.
   b. The hearing will begin with an introduction of all individuals present.
   c. The Judicial Chair will then state the complaint, and possible infractions. In the event of a Chapter complainant, the accusing Chapter would then be given time to speak.
   d. The Judicial Chair will then call forward any witnesses of the incident to testify and answer questions from the Judicial Board. The Judicial Chair shall also give the accused Chapter opportunities to question any witnesses.
   e. The accused Chapter will then have an opportunity to speak on their behalf. The Judicial Board can, at this time, ask the accused Chapter any questions it desires.
   f. At the conclusion of the hearing, the Judicial Chair will then ask all present to leave the room, with the exception of the Judicial Board, so deliberation may take place.

3. Deliberation
   The Board shall discuss and vote on the matter at hand behind closed doors. Any voting shall be done by secret ballot. In the event of a tie, the tie-breaking vote shall be cast by the Judicial Chair if they are not an individual complainant, a member of a Chapter complainant, or a member of an accused Chapter; if the Judicial Chair is so involved in the case, the tie-breaking vote shall be held by the highest-ranking present Executive Board member not so involved in the dispute. Should the board find the accused guilty, they shall determine suitable penalty for the infraction(s). If at any time during the deliberation the Board finds it necessary, they may call any individual either into the deliberation room, or call them in order to speak to them. Either the Greek Life Coordinator, a member of Residential Education, or a member of Student Affairs should be available if the Board needs to speak to them. All deliberations of the Board shall be confidential.

Sub-Section E: Reporting of Judicial Findings
1. Complainant / Accused Notification
   If the attendees of the hearing are waiting for the results of the hearing, the Judicial Chair should call all parties back into the room and announce the findings of the Board. If the complainant and/or accused Chapter are not remaining at the location, the Judicial Chair should immediately contact them to inform them of the findings.

2. Full Report Distribution
A full report of any complaints and their outcomes shall be kept on record and distributed to the accused Chapter. This report shall also be given to the Greek Life Coordinator, Dean of Student Affairs, Campus Judicial Officer, and the Chapter Advisor of the accused Chapter. This report will be distributed whether the finding of the Board is guilty or not, or whether or not the matter is sent to hearing. However, in the event of a hearing in which the accused Chapter is found guilty, the report will also be sent to the National Headquarters and/or Alumni Board of the Chapter.

3. **Community Notification**
   A condensed report, simply stating the infraction and the findings of the Board will be available for the entire Greek Community. The Judicial Chair shall, at the Greek Council meeting following the closing of any complainant’s case, report to the Greek council the findings of the Judicial Proceedings.

*Sub-Section F: Penalties*

1. **Financial Penalties**
   The Board may require the guilty Chapter to pay for any damaged property, as determined by the Board. In addition, for non-alcohol or non-rush related incidents, the Board may fine the accused Chapter a maximum of $15 per name on the current membership roster on file with the Greek Advisor.

2. **Non-Financial Penalties**
   Other penalties may be assessed accordingly to suit the violations of the Chapter. Penalties must be fair, reasonable, and treated with objectivity. Penalties must be appropriate to the nature and degree of the offense.

*Sub-Section G: Penalty Appeals*
All findings of the Judicial Board are final. If a Chapter wishes to appeal the decision of the Board, they must file an appeal within 48 hours of the decision. The appeal will be heard by the Campus Judicial Officer.

**Article VII: Greek Awards**

*Section 1: All Active Award*
This award will be given to the Member who has had the greatest involvement in the Greek Council and its activities. The award will be based on a points system.

*Section 2: Scholarship Awards*
The Council shall recognize academic achievement in the following ways:
1. Awards to chapters and new member classes with the highest GPA for each semester.
2. Awards to the chapter with the most improved GPA for each semester.
3. The Council shall award the chapter with the highest GPA a 10% discount on dues for the following semester.
Section 3: Individual Awards
Greek Council shall annually recognize outstanding individual Fraternity and Sorority members in the following areas:
1. Outstanding Greek of the Year
2. Outstanding President of the Year
3. Outstanding New Member of the Year
4. Outstanding Scholar of the Year
5. Outstanding Contributor to Community Service or Philanthropy

Section 4: Nomination Process
Nominations shall be completed using an application developed by the Executive Board each year. Winners shall be selected by an impartial panel of staff members of Residence and Greek Life. Awards shall be presented at the end of semester awards banquet or an equivalent event.

Article VIII: Advisor

Section 1: Duties
The advisor is also required to attend or find a person approved by the university to attend out-of-town events in which the student organization participates. The advisor attends Council Executive Board meetings and general body meetings. The 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 IX - Amendments

Section 1: Procedure
The President and the Council Advisor will recommend amendments of governing documents to the Senior Delegates on an annual basis. Governing documents will become effective once passed by the Senior Delegates.