

JANUARY 2016
CONSTITUTION AND BYLAWS
OF THE
UNIVERSITY OF LETHBRIDGE GREEK LIFE COUNCIL

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1. NAME AND COMPOSITION OF THE ORGANIZATION.

- 1.1. **Name.** The name of the organization, which has its existence by virtue and accordance with this Constitution, shall be GREEK LIFE COUNCIL
- 1.2. **Composition.** The Greek Life Council shall be composed of its Membership, which includes all members of University of Lethbridge Students' Union recognized Greek Organizations, and a representative of the University of Lethbridge Students' Union (herein recognized as the ULSU).

2. RECOGNITION OF GREEK ORGANIZATIONS

- 2.1. **What Constitutes a Greek Organization:** See ULSU Policy Book. The Greek Life Council shall recognize all Greek Organizations recognized by the ULSU, and shall include all recognized Greek Organizations within the Greek Life Council.
- 2.2. **ULSU Recognized Fraternities and Sororities.** Recognized fraternities and sororities of the University of Lethbridge include Kappa Sigma Fraternity (Omicron Xi), Delta Eta Iota Sorority (Alpha), and Kappa Pi Chi Female-Fraternity. Any other additional Greek Life organizations must be first recognized by the ULSU.
- 2.3. **Recognition of Greek Life Organizations.** The Greek Life Council shall fairly and equally represent all active members of ULSU ratified Greek Organizations. The Greek Life Council recognizes the decisions made by Executive members of each organization to fairly represent the membership of their organization to the best of their abilities. Those services provided to both organizations and members of the Greek Life Council are to set forth herein.

3. MEMBERSHIP

- 3.1. **Composition.** Membership within Greek Life Council shall be dependent on any individual either serving as the representative of the ULSU, or meeting the following criteria:
 - 3.1.1. All members of such body shall either be part-time or full time students of the University of Lethbridge.
 - 3.1.2. All members of such body shall be recognized by their affiliated organization as an active member during their period of membership.
 - 3.1.3. Membership with the Greek Life Council is obtained immediately upon initiation into a ULSU recognized Greek Organization, and is maintained until membership is no longer classified as active within stated Greek Organization.
- 3.2. **Membership Rights and Voting Privileges.** Members of the Greek Life Council who meet the requirements laid out in 3.1 are entitled to various rights and privileges as follows:
 - 3.2.1. All members of such body are entitled to fair and equal representation on their behalf to the ULSU, ratified clubs, Fraternities, or Sororities.
 - 3.2.2. All members of such body are entitled to vote on behalf of their organization upon receiving consent from their respective Executive members during general meetings in which a motion is needed to be voted upon.
 - 3.2.2.1. If there are no Executives from one of the Greek Organizations in attendance then that specific Greek Organization consents to have any active members present at that meeting to act as voting members.

- 3.2.3. All members of such body are entitled to access information regarding the affairs of Greek Life Council including, but not limited to, the Greek Life Council Constitution and Greek Life Council general monthly Meeting Minutes.
- 3.2.4. All members of such body are entitled to unbiased and equal access to those services offered by the Greek Life Council to its members as set forth herein.

4. OFFICERS

- 4.1. **Composition.** The Executive Council of the Greek Life Council shall be composed of at least one member from each organization being represented by the council. In the case where there are more Officer Positions than that of ULSU recognized Greek Organizations, any organization may be represented by an additional member following proper election procedures. The Greek Life Council Executive shall be composed of a Chair, Vice-Chair, Treasurer, and Secretary. Each elected officer must represent his or her Greek Organization in a fair and just manner within the Executive members. These positions are to be elected following proper election procedures listed herein.
- 4.2. **Chair.** The Chair is the elected leader of the Greek Life Council. The Chair is defined as a reasonable and unbiased perspective within the Executive members of Greek Life Council. The elected Chair's duties include and are not limited to:
 - 4.2.1. Organizing meetings with the Executive members of Greek Life Council.
 - 4.2.2. Presiding over all Greek Life Council meetings. See Sections 6 and 7.
 - 4.2.3. Directing conversation between the Greek Life Council Executive members, Executive members of all Greek Organizations, and any designated active member of any Greek Organization in an unbiased manner.
 - 4.2.4. Providing knowledgeable information when asked about any individual Greek Organization at the University of Lethbridge.
 - 4.2.5. Serve as a liaison between the ULSU and the Greek Life Council Executive members.
- 4.3. **Vice-Chair.** The Vice-Chair is defined as a reasonable and unbiased perspective within the Executive members of Greek Life Council. The elected Vice-Chair's duties include and are not limited to:
 - 4.3.1. Stepping into the role of Chair if he or she is unable to perform the duties required of them.
 - 4.3.2. Responsible for both internal and external Greek Life relations including but not limited to Greek Olympics, Chair Meet and Greets, etc.
 - 4.3.3. Sitting in on both Greek Life Council general meetings and Executive meetings as well as providing conversation conducive to Greek Life matters.
 - 4.3.4. Providing knowledgeable information when asked about any individual Greek Organization at the University of Lethbridge.
- 4.4. **Treasurer.** The Treasurer is defined as a reasonable and unbiased perspective within the Executive members of Greek Life Council. The elected Treasurer's duties include and are not limited to:
 - 4.4.1. Collecting member fees as designated in 9.1.
 - 4.4.2. Monitoring and managing the Greek Life Council bank account.

- 4.4.3. Consulting the presiding Executive council on the approval of the expenditures of the Greek Life Council.
 - 4.4.4. Providing knowledgeable information when asked about any individual Greek Life Organization at the University of Lethbridge.
 - 4.4.5. Must keep a physical record of all transactions for a minimum of eight (8) years in an organized and professional manner.
- 4.5. **Secretary.** The Secretary is defined as a reasonable and unbiased perspective within the Executive members of Greek Life Council. The elected Secretary's duties include and are not limited to:
- 4.5.1. Preparing and distributing meeting minutes and agendas.
 - 4.5.1.1. The meeting agenda must be completed and sent out to each organization no later than forty-eight (48) hours before the meeting.
 - 4.5.2. Organizing the date, time, and location of each Greek Life Council meeting.
 - 4.5.3. Distributing the agenda to all Executive members as well as the ULSU VP Student Affairs prior to each general meeting.
 - 4.5.4. Establishing lines of communication between all Greek Organizations and the Greek Life Council Executive members.
 - 4.5.5. Providing knowledgeable information when asked about any individual Greek Life Organization at the University of Lethbridge.
- 4.6. **Election of Officers.** The election of Greek Life Council Officers shall take place on the last general meeting of the academic school year. Each Greek Organization must be given at least one (1) month notice of the upcoming election in order for the election results to be considered valid. The electoral requirements and procedure are herein defined as follows:
- 4.6.1. **Requirements for Officer Positions.** To be considered eligible for election into the position of any officer, a member must comply with the requirements aforementioned in section 3.1, as well as have a minimum cumulative GPA of 2.3 to be evaluated at the time of nomination by the presiding chair and the VP Student Affairs. An individual can only occupy the same Executive position for a maximum of two (2) years cumulatively.
 - 4.6.2. **Elections Procedures.** When the yearly Election of Officers is called, the guidelines herein stated must be followed:
 - 4.6.2.1. Nominations for each Officer must be collected through the use of email correspondence with the presiding Chair. Any member of any Greek Organization who is eligible, as per 3.7.1 may nominate themselves or another eligible member for any or all Officer position(s).
 - 4.6.2.2. Any member may refuse their nomination up until the general meeting in which the election will take place is called to order. The Chair must notify said nominees when nominated as well as announce to each organization the nominee list for each position. Nominations will be accepted up until one week before elections.
 - 4.6.2.3. The election of officers should follow the process of Secret Balloting laid out in 6.3.3.
 - 4.6.2.4. Once the election of officers begins, the order is as follows: Chair first, Vice Chair second, Treasurer third, and Secretary last. If a member is nominated for more

than one position he or she must participate in the elections in the aforementioned order until he or she is either elected or fails to be elected into any Officer position.

4.6.2.5. During the election process each nominee will have a chance to speak to the attending general members for no longer than two (2) minutes. After each nominee has spoken, there must be a period for questions directed at all candidates. Each Officer Position election shall follow the same procedure until all positions have been filled.

4.6.2.5.1. A maximum of three (3) questions can be addressed to all candidates. Each candidate will have one (1) minute to answer each question.

4.6.2.6. Once the question period of each Officer Election ends, a vote must be held in order to formally recognize a nominee as the elected Officer. The vote must follow the guidelines set forth in 6.3.

4.7. **Removal from Office.** In the event that an Officer is deemed unsuitable or unable to fulfill their position duties, there may be cause for the general members of the Greek Life Council to vote to remove the offending Officer from his or her position.

4.7.1. In such an event, there must be a mediation between the Greek Life Council Executives and at least two (2) Executives from each recognized Greek Organization.

4.7.2. If the council membership wishes to continue with removal of the officer after the mediation has been attempted, they will inform the Greek Life Council Executive and a case must be made to the Greek Life Council membership at the next general meeting that can be convened as soon as necessary. This case will be followed by a motion for removal of office if necessary.

4.7.2.1. Due to the severity of the next meeting, the Greek Life Council Executives must email all Executive members from all recognised Greek Organizations to invite them to attend the General Meeting where the motion for removal from office is set to take place.

4.7.3. As soon as a motion for removal from office is proposed the Executive member in question will lose all privileges and responsibilities entailed in their position until they can either be removed or the motion fails.

4.7.4. In order to remove an officer from their position, the motion must be passed unanimously by all voting members.

4.7.5. If the motion for removal from office is approved, it shall be considered effective immediately.

4.8. **Officer Vacancies.** In the event that an Officer position becomes vacant through either a petition for Removal from Office or voluntary resignation there shall be a Special Election held. The procedure of a Special Election can be found in 4.9. In the case of Chair being vacated, the elected Vice Chair must step into the position responsibilities until a Special Election is completed. In the case of both Chair and Vice Chair being vacated, the Vice President Student Affairs will nominate a temporary chair.

4.9. **Special Elections.** A special election constitutes as an election of a new Executive member outside of the normal scheduled election period.

- 4.9.1. In the case of a Special Election being called, the process shall follow the same procedure set forth in 4.6.2. However in the case of a Special Election, it can be called at any time during the academic school year. There must be notice of two (2) weeks given to all members in order for proper nominations to be given to the presiding Chair.

5. UNIVERSITY OF LETHBRIDGE STUDENTS' UNION

5.1. The ULSU as part of the Greek Life Council.

- 5.1.1. **Vice-President Student Affairs of the ULSU.** This position is defined by the ULSU constitution with all of the rights and responsibilities as stated. In addition to his or her duties as the Vice-President Student Affairs (herein referred to as the VP Student Affairs), there shall be duties specifically designated in regards to the Greek Life Council including but not limited to:

5.1.1.1. Acting as a liaison between the ULSU and the Greek Life Council in all matters pertaining to Greek Organizations recognized by the University of Lethbridge.

5.1.1.2. The ULSU VP Student Affairs is entitled to specific voting privileges as defined in 6.3.2.1.

5.1.1.3. In the event that the VP Student Affairs is a member of any Greek Organization, refer to the ULSU bylaws for further action.

- 5.2. **Greek Life Council as part of the ULSU.** The Greek Life Council will act as a body under the jurisdiction of the ULSU, abiding by any and all regulations that the ULSU may set forth. In any matter of University policy, the ULSU supersedes the Greek Life Council in terms of governing power. See ULSU Policy Book and Greek Life Handbook.

6. GENERAL MEETINGS

6.1. Meeting Structure.

- 6.1.1. See Appendix I. This appendix shall be taken as a general outline as to how the meeting shall be structured in terms of the order of items presented. In no way shall this appendix be taken as a hard structure, it may be changed to add or delete agenda items as needed.

- 6.1.2. All meetings shall be chaired by the elected Chair, in the case that the Chair cannot be present the Vice-Chair will preside.

- 6.2. **Rules of Order.** Meetings shall follow the basic Robert's Rules of Order structure as listed below:

- 6.2.1. **Motions.** Motions will be requested by the chair, all those in favor of the motion will say "Aye" when prompted, and all opposed will say "Nay" when prompted. All motions must be passed by a two-thirds (2/3) majority of present members as outlined in 3.1. The chair will respond to the motion by saying "motion passes" or "motion fails" respectively and then proceeding appropriately to the next item on the agenda.

- 6.2.2. The meeting will begin with the Chair requesting a motion for the meeting to open, which must pass in order to proceed. The Chair will then request a motion to

approve the meeting agenda, followed by a motion to approve the minutes of the preceding meeting, both of which must pass.

6.2.2.1. Should the motion to approve the agenda fail, the agenda must be amended until the motion passes.

6.2.2.2. Should the motion to approve the minutes of the preceding meeting fail, then the Secretary will make note to amend the minutes until they are satisfactory.

6.2.3. The Chair will then proceed through the meeting in accordance with Appendix I. Members of the Greek Life Council who are presenting a report will wait to be called upon by the chair, stand and address the chair, and then proceed to deliver their report. Any members with questions at any point in the meeting will raise their hand and wait until they are called upon by the chair, and then stand and address the chair before proceeding to their question.

6.2.4. Members with a point of order (bringing attention to an error in procedure) may interrupt the current speaker if deemed appropriate by the Chair. The procedure to make a point of order is as follows:

6.2.4.1. To implement a point of order an individual would stand and say "point of order," then wait until the chair acknowledges them before proceeding with the explanation for their interruption.

6.2.5. When the meeting agenda has been completed the Chair will request a motion to close, which must pass in order for the meeting to adjourn.

6.2.5.1. Should the motion to close fail, the meeting must continue until the present members of the Greek Life Council are satisfied and will allow the motion to pass.

6.3. Voting Process.

6.3.1. Each organization must have two (2) voting members present at every general meeting in order to achieve quorum. See 3.2 for member voting privileges.

6.3.2. A passing vote is achieved by a two-thirds (2/3) majority of all voting members.

6.3.2.1. In the case of a tie vote the VP Student Affairs representative will be the tie breaking vote. This will be the only instance in which the VP Student Affairs will hold voting privilege.

6.3.3. **Secret Balloting:** A secret ballot shall be defined as an anonymous written vote counted in confidence by the current Chair and VP Student Affairs. See Voting Process 6.3.1., 6.3.2. This voting process is used for Executive elections as well as any other voting items deemed to be appropriate by the Greek Life Council Executive. The current Greek Life Council Chair and VP Student Affairs representative will be responsible for counting the ballots and announcing the outcome.

6.3.3.1. In the case that either of the Greek Life Council Chair or the VP Student Affairs representative have a conflict in the election results, for example an unfair bias or one of the aforementioned people are running for an Executive position, any other member of the Greek Life Council Executive may step in providing they do not have any conflicts.

- 6.4. **Notice of Meetings.** The Secretary must provide at least one (1) week of notice to all general members of Greek Life Council prior to all general meetings. This notice can be provided through email, use of the Facebook page, and any other mediums that provide useful communications between all Greek Organizations, Greek Life Council, and the ULSU.
- 6.5. **Meeting Minutes.** See Appendix I, this general agenda will be filled in with topics discussed and emailed out as the official meeting minutes. The elected Secretary of Greek Life Council is responsible for taking detailed minutes from the general Greek Life Council Meeting. The Secretary is also responsible for distributing the minutes to each member of the Greek Life Council Executive Council, the VP Student Affairs, and the President and Secretary of each recognized Greek Organization. It is then the responsibility of each individual Greek Organization to distribute the Greek Life Council general meeting minutes to all active members.

7. EXECUTIVE MEETINGS

- 7.1. **Meeting Structure.** Meetings shall follow the structure as laid out here:
- 7.1.1. The elected Chair will direct discussion between all Executive members present.
 - 7.1.2. The chair will report on his or her items first, next is Vice-Chair, after that the Treasurer will report, and the Secretary will report last. If the VP Student Affairs is present at the Executive meeting, he or she will report after all the Greek Life Council Executives have reported.
 - 7.1.3. There shall be no formal parameters on matters reported on in order to allow information to flow freely. After each report, there will be a discussion period overseen by the Chair.
- 7.2. **Meeting Minutes.** Meeting minutes will be recorded and distributed as follows:
- 7.2.1. Executive meeting minutes will be recorded by the elected Secretary. They will be saved and filed in an organized and professional manner.
 - 7.2.2. The meeting minutes will be sent to the president of each Greek Organization to be distributed to their respective chapters.
- 7.3. **Voting.** All motions brought forth in Executive meetings must be passed by a three-fourths (3/4) majority. Passed items that involve the members of the Greek Organizations will then be brought forward during the next general meeting to be voted upon by the organizations' representatives.

8. BY-LAWS

- 8.1. **Organizational By-Laws.** The Greek Life Constitution should work in accordance with each Greek Organizations' bylaws however, individual Greek Life members shall be primarily governed by their own organizations constitutions and bylaws. Each organization however, shall be held accountable to the Greek Life Council Constitution.
- 8.2. **University of Lethbridge Rules and Regulations and ULSU By-Laws.** See University of Lethbridge's Rules and Regulations, the ULSU Student Policy Guide, and the Greek Life Handbook for all things pertaining to University policies.
- 8.3. **Sorority Rush Rules.** All ULSU recognized female fraternities and sororities must abide by the Sorority Rush Rules defined in Appendix II.

- 8.4. **Mediation.** The Greek Life Council will be responsible for the mediation of organizational disputes but will have no responsibility to resolve personal disputes; any personal disputes are to be handled by the specific organization that the offending persons are involved with. The processes of mediation are laid out as follows:
- 8.4.1. **Procedure.** Organizational concerns will be brought to the Greek Life Council Executive and discussed. Once it is determined by the Greek Life Council Executive that the concerns are valid, the matter will be brought up during the next general meeting under the Items for Discussion heading.
 - 8.4.1.1. If the concerns are under a time constraint and need to be resolved before the next scheduled general meeting the Greek Life Council Executives and two Executive members from each organization will form a special hearing in order to discuss the matter in a timely fashion.
- 8.5. **Arbitration.** If there is no solution to which each organization involved can agree upon, the dispute will move to arbitration. Punitive measures will be taken at the discretion of the Greek Life Council Executive, with the approval of a two-thirds (2/3) majority of voting members of the general Greek Life Council members.
- 8.5.1. Greek Life Council has the right to uphold and interpret any documents relevant to the arbitration as the Executives see fit in order to avoid bias and discrepancies in arguments.
 - 8.5.2. Any punitive measures taken will be defined in 8.6.3. Repercussions may include, but are not limited to fines, and community service. At the discretion of the Greek Life Council Executives upon approval of Greek Life Council.
- 8.6. **Violation of the Greek Life Council Constitution or the ULSU Constitution.**
- 8.6.1. If any general member or Greek organization is found to be in violation of the Greek Life Council Constitution following a proper mediation as laid out in 8.4 or arbitration as laid out in 8.5, there may be punitive measures taken against said member or organization. Any punishment that may be taken is defined in 8.6.3.
 - 8.6.2. If it is found that any general member or Greek organization is in violation of the ULSU constitution or policies, the Greek Life Council reserves the right to inform the VP Student Affairs of the offending people or actions. Immediately following the information given to the ULSU, the matter is no longer the responsibility of the Greek Life Council, all matters will be overseen by the ULSU VP Student Affairs and the ULSU.
 - 8.6.3. **Punitive Measures.** Punitive measures can include but are not limited to; fines, community service, fundraising efforts, and other such measures. These measures will be placed in effect upon the discretion of the Greek Life Council Executive with the recommendation of the ULSU VP Student Affairs. In order for the punishment to be considered valid, it must be brought to all Greek Organizations during the next general meeting and voted upon with an approval rate of two-thirds (2/3) of voting members.
 - 8.6.4. Greek Life Council has the right to request reimbursement, recommend the suspension/expulsion of organizations' members, and other methods such as these in the event that a member is found to be in violation of the Greek Life Council constitution or the ULSU constitution.

8.7. Hazing, Theft, and Damage.

- 8.7.1. In the event that any hazing is committed by an unreasonable number of individuals of an organization, as determined by the Greek Life Council Executive, the offending party will be directly reported to the VP Student Affairs. Since the matter is of such severity Greek Life Council Executives reserve the right to keep all details in confidence until the matter is properly dealt with by the ULSU.
 - 8.7.2. Matters such as theft or damage will be dealt with through a proper mediation or arbitration.
 - 8.7.3. In regards to matters of theft and damage a special mediation will be taken in order to deal with the issue in an efficient manner.
- 8.8. **Appeals.** Any punitive measures may be appealed by the affected party. An appeal will be addressed by the voting members of the Greek Life Council. A two-thirds (2/3) majority vote will overturn any current punitive measures, subject to debate on whether to alter the current punitive measures or to make null any punishment.

9. FINANCES

- 9.1. **Dues and Charges.** At the start of each fall and spring semester the Greek Life Council Executive will collect dues from each organization that amount to three dollars (\$3) per active member of each organization. Pledges are not included in this collection until the semester after they initiate into their respective Greek Organization and as such can be counted as active members. Seventy five percent (75%) of all dues collected will be allocated toward organizational budgets defined in 9.2.1.2.
- 9.2. **Budgets.** The Greek Life Council budget is to be created at the beginning of each semester by the Greek Life Council Treasurer. Once created, the budget must be approved first by the Greek Life Council Executive and then brought to the general assembly of Greek Life Council for approval. The approval rate is a two-thirds (2/3) majority of voting members.
- 9.2.1. The budget must include, but is not limited to:
- 9.2.1.1. A section detailing dues collected and an available funds balance
 - 9.2.1.2. A section detailing an operating budget for the Greek Life Council. The Greek Life Council Operating budget will be at the discretion of the Greek Life Council Executive and may include, but is not limited to, Greek Life events such as Chair meet and greets, Executive meet and greets, and Greek Life Olympics.
 - 9.2.1.3. A section detailing a separate budget for each Greek Organization. These will be computed by allocating seventy-five percent (75%) of each payment into their organization's budget. The remaining twenty-five percent (25%) of each organization's payment will be allocated to the operating budget of Greek Life Council.
 - 9.2.1.3.1. Any Greek organization can apply for reimbursement from their respective budget through the Greek Life Council, however they must use the funding for official Greek Life events only. A Greek Life event consists of participation from at least two Greek Organizations.
- 9.3. **Banking and Signing Authority.** The Greek Life Council will follow the banking guidelines set out in the ULSU Policy book, policy XXI section 7.

- 9.3.1. There will be one signing authority on the Greek Life Council bank account per Greek Organization. All signing authorities must be Greek Life Council Executive members. Signing authorities will be decided as follows:
- 9.3.1.1. Treasurer will be the first signing authority; then Chair will be the next provided that he or she is not from the same Greek Organization as the Treasurer; Vice-Chair will be next providing that he or she is not of the same Greek Organization as the Treasurer and Chair, and Secretary will be the final signing authority if necessary, provided that he or she is not of the same Greek Organization as any other previously decided authority.
- 9.4. **Funding.** Funding can be applied for by any Greek Life Organization towards official events that include all Greek Organizations. Reimbursement will be laid out in the Greek Life Council budget as per Section 9.2.1.2.
- 9.5. **Mixers and Events.** The amount each organization contributes to a Greek Life mixer or event is to be agreed upon by the respective organizations before spending occurs.

10. PUBLIC RELATIONS AND SOCIAL MEDIA

- 10.1. **Greek Life Council Website and Calendar.** The purpose of these online resources is to be used as promotional and informational material for Potential New Members and Prospects as well as information for Greek Life members regarding upcoming events and additional information. Only official Greek Life events will be included on the Calendar, all representation on the website must be fair and all requests for additions will be sent to the Secretary. Items included on the website may include: Calendar, Chair Roster, list of Greek Life Council Executives, information regarding Relay for Life, etc.
- 10.2. **Greek Life Facebook Group.** The Greek Life Facebook page will be up kept for the purpose of disseminating information to all members of Greek Life, as well as providing a social atmosphere to share various media.
- 10.2.1. The administrators of the Greek Life Facebook page will be the current Greek Life Council Executive. They will be responsible for monitoring the page and deleting any unwanted posts.
- 10.2.1.1. Unwanted posts may constitute slander, personal attacks, personal promotion of an individual, business, or group, as deemed inappropriate by the Greek Life Council Executive.
- 10.3. **Organizational Right to Protest Image.** Each Greek Organization reserves the right to protest the unauthorized distribution of their image or name by other Greek Organizations. If this is found to be an issue, a mediation will take place such as laid out in 8.5.

11. AMENDMENTS

- 11.1. **Amendments to the Constitution.** Any amendments to the Greek Life Council Constitution must be passed in a general meeting by a two-thirds (2/3) majority vote. The passed amendment will then be sent to the VP Student Affairs to be brought before and voted upon by the ULSU General Assembly. Upon acceptance by the General Assembly the amendments will officially be in effect henceforth.

APPENDIX I

Greek Life Council Meeting Agenda

Date

Location

Time

Attendance:

Motion to Open Meeting:

Approval of Agenda:

Motion to Approve the minutes from the preceding meeting:

- 1. President:**
- 2. Vice President:**
- 3. Secretary:**
- 4. Treasurer:**
- 5. VP Student Affairs:**
- 6. Organizational Reports:**
 - a. Delta Eta Iota**
 - b. Kappa Pi Chi**
 - c. Kappa Sigma**
- 7. Items for Discussion:**
- 8. Items for Information:**

Motion to Adjourn the meeting:

APPENDIX II

Sorority Membership Recruitment Rules: Formal Rush

1. **General**

- 1.1. All members (including alumnae and new members) are responsible for knowing and observing the Membership Recruitment Rules of the Greek Life Council.
- 1.2. A sorority is defined as a women's Greek letter organization, and these rules apply to the following Greek letter organizations on campus: Kappa Pi Chi Female Fraternity, Delta Eta Iota Sorority.
- 1.3. The specific dates in which formal rush occurs will be defined by the Greek Life Council.

2. **Rules of Conduct**

- 2.1. All communications with potential new members must be positive in nature and in no way slander or put down any organization within the Greek Life Council. This rule applies during all rush events, private conversations, as well as non-events.
- 2.2. Potential new members cannot be approached while at another organization's table. Kappa Sigma's table will be used as a physical barrier between the two sororities; once a potential new member passes Kappa Sigma's table, the other sorority can then speak to that potential new member.
- 2.3. All printed material (brochures) from one sorority to potential new members must mention all Greek life events (excluding Kappa Sigma men only events).
- 2.4. Potential new members have the right to choose between events.
- 2.5. Sororities are to inform students who are interested about the benefits of Greek Life.
- 2.6. Potential new members must in no way be threatened about attending another sorority's event.
- 2.7. In the interests of promoting friendships with potential members before the period of formal membership recruitment, the Greek Life Council will not place restrictions on the interactions of sisters and potential members in public places.
- 2.8. There will be no promising of bids directly or indirectly by any member, new member, or alumnae of a sorority (with the exception of legacies).

3. **Gifts and Alcohol**

- 3.1. A gift is any item given by a sister of a sorority to a potential new member. The distribution of gifts to potential members is prohibited, except under the following conditions: a sorority is permitted to distribute ONLY snack food items as well as promotional items deemed appropriate by the Greek Life Council.
- 3.2. No member of a sorority may provide any alcoholic beverage to a potential new member, whether or not the potential member is of legal drinking age.
- 3.3. No alcoholic beverages shall be served during Membership Recruitment events.

4. **Information Sessions**

- 4.1. All locations for information sessions must be held on campus at designated and agreed-upon venues. The decision for which sorority will be presenting first will be determined by flipping a coin if necessary.

5. **Bidding Procedure**

- 5.1. Bids and letters of regret will be handed out over a two-day period designated by the Greek Life Council. If potential new members are not able to receive their bids during this designated time they must contact both sororities to organize another time to receive their bids or letters of regret. All bids are required to be paper bids.
- 5.2. The bids must be received by potential new members by the end of the two day bidding period. Potential new members may receive bids from both sororities, but may only give their acceptance to one of them.
- 5.3. Acceptance of bids can be for only one of either: Delta Eta Iota Sorority or Kappa Pi Chi Female Fraternity. Acceptance of a bid will be determined by verbal and/or written confirmation from the potential new member, the latter will be sent to a phone number or email address provided by the chosen sorority directly on the bid. Acceptance must be received by noon on the day following the two-day period.
- 5.4. Bids cannot be given out past the designated two-day period.

6. **Mixer Events and Planning**

- 6.1. Locations for combined events should be on campus whenever possible.
- 6.2. Mixers must be finalized no later than 1 (one) week prior to the start of classes. Changes are only permitted after this time in extenuating circumstances and must be agreed upon by all parties.
- 6.3. Mixers cannot be changed 24 hours prior to the event (ex. If the event is Monday at 6pm any change requests must be in no later than 6pm on Sunday), excluding unavoidable circumstances (ex. weather).
- 6.4. Greek Life Council should meet prior to each Rush to review rules, schedules and planning and afterward to review Rush procedures, concerns and enhancements.

7. **Financial Concerns**

- 7.1. After determining the events & venues for mixers, a list of materials/supplies must be drafted and agreed upon by all parties.
- 7.2. A rush budget must be proposed and submitted to the Greek Life Council no later than one (1) week prior to the start of rush. This budget must be agreed upon by all organizations involved.

8. **Informal Rush**

- 8.1. Informal rush is subject to all aforementioned rush rules.
- 8.2. In the case of an interested potential new member after formal rush period, both sororities must be contacted within 24 hours of when contact from the potential new member is received.
- 8.3. Information sessions (refer to Section 4) will be held no earlier than 48 hours after contact has been made, unless both sororities have agreed to have an information session at an earlier date.
- 8.4. Attendance by either sorority to information sessions is completely voluntary.