

# **Integrated Greek Council Constitution and Bylaws**

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## Constitution

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# CONSTITUTION

## **ARTICLE I: Name**

The name of this organization shall be the Integrated Greek Council at Kent State University, hereinafter referred to as the “IGC.”

## **ARTICLE II: Definition of Integrated**

The definition of “Integrated” as it is used in this document refers to the following: The collaborative efforts of the fraternities and sororities that inter/nationally identify as culturally based fraternal organizations to edify rich cultures through one community.

## **ARTICLE III: Goals and Purpose**

The purpose of IGC at Kent State University shall be to act as the governing body for member organizations, to work together as allies in change to encourage responsible behavior amongst one another. The council will strive to foster close dynamic relationships, maintain a superior level of professionalism at all times, promote IGC and each individual organization with high standards of morals and good taste as we labor to enhance our community.

## **ARTICLE IV: University Jurisdiction**

The IGC at Kent State University is under the jurisdiction of the and therefore adheres to all rules and regulations for all registered campus organizations at Kent State University. The IGC must also adhere to all university, local, state, and federal policies and shall be advised by CSI designee.

## **ARTICLE V: Organization/Structure**

The members of the Integrated Greek Council shall consist of University recognized culturally based fraternities and sororities at Kent State University. All member organizations must adhere to the rules and regulations described in the IGC Constitution and By-Laws.

1. The Integrated Greek Council members shall be comprised of one (1) delegate from and appointed by, each member organization which shall have final authority on all matters related to the council, in accordance to the university guidelines.
2. During meetings of the council each delegate shall have one (1) vote; a majority vote being necessary to carry question unless otherwise prescribed by the constitution or bylaws. In the case of a tie, the deciding vote shall be cast by the president.
3. The council shall have a primary advisor from the Kent Student Center & Involvement.

## **ARTICLE VI: Active Membership**

The regular membership of IGC shall be composed of all member chapters in good standing, which is recognized by the university and Kent Student Center & Involvement.

## **ARTICLE VII: Officers**

The Integrated Greek Council Executive Board shall consist of the following officers: President, Executive Vice President, Executive Secretary, Chief Financial Officer, and Director of Interfraternal Relations and Programming.

### SECTION 1: REQUIREMENTS AND ELIGIBILITY

Must be in good standing with Kent State University and their respective organizations with at least a 2.5 cumulative GPA.

### SECTION 2: TENURE OF OFFICE

1. Officers shall serve May 1st of the beginning term to May 1st of the ending term of one
2. academic year with a transition period scheduled during the months of April-May. New officers will be installed no later than the last general assembly meeting of the year.
3. Officer positions elected through a “special election” will serve through the remainder of the May 1st to May 1st one academic year time frame.

### SECTION 3: VACANCIES

In the event of a vacancy in office, the IGC President shall announce a “special-election”. An announcement will be made at a council meeting of the vacancy and the application process.

### SECTION 4: REMOVAL OF OFFICER

If a member of the Executive Board fails to satisfactorily perform his/her assigned duties he/she may be subjected to removal only after:

1. A member of the board or general council has made the issue known to the board.
  - a. Anyone in the general council can file a complaint with the Executive Vice President.
  - b. If the person at fault is the Executive Vice President, the board member will inform the President or IGC Advisor.
2. The board has issued a written warning to the person at fault.
3. The person at fault, through a majority vote, is voted out by delegates of the general assembly.

## SECTION 5: INTEGRATED GREEK COUNCIL ADVISOR

The role of the Integrated Greek Council Advisor shall be to promote and advise the council as it governs its member organizations, facilitate leadership skill development and strives to promote conduct in keeping with high standards of moral and good taste. The advisor will also work with the council to ensure compliance with all university policies and procedures.

1. The council shall have a primary advisor, who is a designee from the Kent Student Center & Involvement.
2. Recommend changes/ amendments to constitution and by-laws.
3. Promote scholarship of the council member organization.
4. Offer advice on programming and budgets of the Integrated Greek Council.
5. Serve as the final appeal decision made by IGC and its various committees.
6. The advisor will conduct weekly meetings with the IGC president and as needed meetings with all other executive board officers.

## **ARTICLE VIII: General Assembly**

Meetings will be conducted with the IGC executive board and chapter delegates from each organization within the IGC.

### SECTION 1: COUNCIL & GENERAL MEETINGS

1. Council meetings will be held biweekly, or as needed, and will consist of one (1) delegate from each chapter, the Executive Board officers and council advisors.
2. Council meetings will be governed by Roberts Rules of Order (newly revised).
3. A quorum to convene and transact business shall consist of two-thirds (2/3) of the voting members and can be done by paper voting.
4. General meetings will be held as needed, and will consist of members from each chapter, the Executive Board officers and council advisors. Casual attire is acceptable

### SECTION 2: SPECIAL MEETINGS

The IGC President or IGC Advisor shall call a special meeting. Each organization shall be notified of special meetings at least forty-eight (48) hours prior to the meeting.

### SECTION 3: ATTENDANCE

Each chapter must have a minimum of one (1) delegate present at all scheduled meetings. This delegate cannot be a member of the IGC executive board.

### SECTION 4: VOTING

1. Each organization in good standing is entitled one vote to be cast by the delegate. If the delegate is absent, the alternate may cast his/her vote.
2. The Executive Board will vote in the case of a tie. If after the executive board votes the tie remains, only then will the president cast his/her vote.
3. The president will only vote at an Executive board meeting in the event of a tie.
4. Any chapter not in good standing will have the ability to speak on any issue, but will not have a vote.

## **ARTICLE IX: Calendar Organization/Programming**

1. Each member organization will be allowed one week per academic year, 3 days per semester to program and 3 study table days per semester. After all organizations have chosen their dates for the semester/year, chapters may submit additional programming requests to the Executive Secretary.
2. Each organization will provide a calendar of their events for the following semester by the deadline given by the Executive Board.
3. Organization dates will be determined by the time and order calendars have been submitted, and organization standing with IGC and the university, financially and academically.
4. The scheduling of two events, social or otherwise, at the same date and/or time is prohibited and IGC will only recognize and support the event scheduled first.
5. There is a hundred dollar (\$100) fine associated with any of these violations as stated in the By-Laws.

## **ARTICLE X: Judicial Board**

The judicial board will be responsible for matters involving council regulations and organization disputes. In addition, violations by members may result in disciplinary action against an individual in accordance with university regulations.

### SECTION 1: PURPOSE

The purpose of the Judicial Board shall be to interpret the IGC Constitution and Bylaws in response to alleged violations of these documents by members of the Kent State

University Integrated Greek Council.

## SECTION 2: JUDICIAL BOARD COMPOSITION

The IGC Judicial Board shall be composed of one member from each active member organization of the Kent State University Integrated Greek Council and the Executive Vice President who will serve as the Chair of the board.

1. Each chapter will select one delegate to be trained to hear judicial board cases.
2. Judicial board members must be in good standing with his or her respective organization.
3. No more than one (1) member of the same organization may serve on the IGC Judicial Board.
4. Judicial Board members shall have one vote during conduct cases. The chair of the board shall not have a vote unless the board has to break a tie.
5. The judicial board member of a chapter that has been accused shall not hear that case.
6. The judicial board member of the complaining chapter shall not hear that case.
7. With the exception of the Executive Vice President, no member of the IGC Executive Board may serve on the Judicial Board during their term of office.
  - a. In the event the Executive Vice President's chapter is involved in the violation inquiry, they must pardon themselves from the process. The replacement must be a member of the executive board and not involved, starting with the president.

## SECTION 3: PRE-HEARING PROCEDURES

1. The IGC President, IGC Advisor, any sorority/fraternity chapter or member, any Kent State University student or faculty member, or any member of the Kent State University community may bring charges against an organization.
2. In order to bring charges before the IGC Judicial Board, an incident report form must be signed and submitted to the Executive Vice President no more than ten (10) days after knowledge of the alleged incident.
3. Upon receipt of an incident report form, the Executive Vice President will meet with the IGC President and IGC Advisor to discuss the case and determine whether a case shall be brought to the Judicial Board.
4. If a case is to be brought before the IGC Judicial Board, the Executive Vice President, by way of letter, notifies the chapter.
5. The letter shall specify a hearing date at least five (5) calendar days after the date the letter is received and shall direct the organization to appear at the

hearing at a specific time. The letter must include:

- a. Description of the alleged violation
- b. Advise the organization of their rights:
  - i. To a private hearing
  - ii. To have an advisor present at the hearing, but the advisor may not represent the chapter
  - iii. To present testimony of witnesses, documentation, or other evidence
  - iv. To appeal

#### SECTION 4: JUDICIAL BOARD HEARING PROCEDURES

1. Judicial Board hearings shall be closed to the public.
2. The participants in the Judicial Board hearings shall be delegates from each fraternity/sorority involved, including the complaining party if other than a fraternity/sorority, the IGC Executive Vice President, IGC President, and the IGC Advisor.
3. Witnesses will be called one at a time and may remain in the hearing room only during their testimony.
4. Following the completion of the hearing, the Judicial Board members hearing the case will go into executive session for deliberations.
5. Deliberations are confidential and comments are not to be reported outside of the room, with the exception of the official written decision recorded in letter form.
6. Penalties should be assessed to fit the nature and degree of the offense.
7. Information on the appeal process shall be presented at the close of the Judicial Board hearing.

#### SECTION 5: JUDICIAL HEARING-ORDER OF EVENTS

1. Call to order by the IGC Executive Vice President.
2. The Executive Vice President shall introduce the members of the Judicial Board to the delegates of the accused.
3. The Executive Vice President shall read the following statement, “The procedure for this hearing is not intended to be conducted like a court of law. The Judicial Board serves as the investigative body of the Integrated Greek Council, and will determine if the accused is responsible or not responsible for the allegations and, if necessary, may levy a penalty consistent with the violation.”



4. Brief opening statement of charges and justification.
5. Five minute opening statement by the accused organization.
6. Call of witnesses to substantiate the charges.
7. Call of witnesses to refute the charges.
8. Closing statement by the accuser, if warranted.
9. Closing statement by the accused organization's delegate.
10. The Judicial Board will then adjourn into an executive session to reach a final decision. All individuals except the Vice President, Judicial Board members and the IGC Advisor shall leave the room.
11. The Judicial Board, based on a preponderance of evidence and a majority vote, shall then determine if the accused is responsible or not responsible. If accused is found to be responsible, the Judicial Board members hearing the case shall determine the sanctions to be imposed. A simple majority vote is required for each sanction to be imposed.
12. When the decision of the Judicial Board has been reached, the accused chapter delegate(s) return to the hearing room and the decision is read. If responsible, the sanctioning and notification process is outlined. If necessary, a brief explanation of the appeals process is also outlined.
13. A decision letter (decision, sanctions, and reasoning) should be written within one (1) day and sent to the accused chapter, accused chapter Advisor, and IGC Advisor.

#### SECTION 6: APPEAL

If a chapter is not satisfied that a fair and just sanction was rendered or there were procedural errors by the Judicial Board, the chapter may appeal to the Integrated Greek Council.

1. Appeals must be made in writing within five (5) business days after the Judicial Board's decision letter is received to the IGC Advisor.
2. The IGC Executive Board will review all records pertaining to the appeal and recommend one of the following:
  - a. That the original decision of the Judicial Board stand or;
  - b. That the case be re-heard because of new evidence or procedural error related to the hearing or;
  - c. New sanction(s) be rendered
3. Appeals may be made on the basis that:
  - a. The decision(s) was not in accordance with the evidence presented, and/or

- b. The decision(s) was reached through a procedure not in accordance with the Code of Student Conduct, and/or
- c. New information is available which may suggest a modification of the decision(s), and/or
- d. Sanction(s) imposed were not appropriate for the conduct violation for which the respondent(s) was found responsible.

#### **ARTICLE XI- AMENDMENTS**

1. Proposal of amendments to the IGC Constitution and By-Laws shall only be proposed by member organizations through their delegates or an Executive Board member.
2. Amendments may be proposed at any meeting without notice only with proper documentation, including a physical draft.
3. The Executive Secretary shall circulate the proposed amendment to all voting delegates via email within 24 hours following the meeting.
4. Proposed amendments to the constitution shall be considered adopted by a three-fourths vote.

## **BY-LAWS**

### **ARTICLE I: ACADEMICS**

#### **SECTION 1: MINIMUM EXPECTATIONS**

All chapters must maintain an overall cumulative GPA of 2.5 at all times. All chapters must also be in good standing with the Kent Student Center & Involvement. If the organization is on probation with Kent State University they are also on probation with IGC as defined in the Kent State University standards.

#### **SECTION 2: PROBATIONARY PERIOD**

Failure to meet the academic expectations of minimum GPA will result in the following:

1. First semester of not meeting requirements:
  - a. Voting rights will be lost
  - b. Chapter will meet with the IGC Advisor to create an academic plan and goals
2. Second semester of not meeting requirements
  - a. An academic probationary period will consist of the organization forfeiting their right to host all and any programming on and off campus, hosting any and all social events on and off campus, and participating in programs that are not directly approved by the executive board members (and/or advisors). They will be subject to meet with the advisor to check their progress for the duration of the semester.
  - b. Chapter will meet with the IGC Advisor to create an academic plan and goals
3. Third semester of not meeting requirements:
  - a. Referral to the IGC Judicial Board.

### **ARTICLE II: FINANCE**

#### **SECTION 1: FINES**

The Chief Financial Officer shall be responsible for administering fines on behalf of the council. In the event that the Chief Financial Officer is subject to a fine, it is the responsibility of the Executive Secretary to fine the Chief Financial Officer. Fines shall be imposed on any organization that performs any of these incidents mentioned below.

<b>Fine</b>	<b>Amount</b>
Unexcused absence per each council and general and events	1st offense: \$15 2nd offense: \$25 3rd offense: \$50 4th offense: Judicial Board
Delegate late for meetings and events (council, general, other)	After 10 minute grace period: \$10, then \$1 for every five minutes afterward
Having an event (without written consent) on another organization's date	\$100

All fines must be paid in full to the council's Chief Financial Officer by the next official meeting. If the outstanding balance is not paid in full by the next meeting, the members of the respective organization loses voting rights until the balance is paid in full. Organizations will be subject to a probationary period after 30 days until all balances are paid. During probationary period, organizations will not be allowed to hold any programs or events. Further violations of probationary period will result in referral to the IGC Judicial Board.

#### Section 2: DUES

Dues will be collected at the beginning of each semester. Dues will be paid by chapters as follow based on the number of active members: Each active member with a fee of \$10.

### **ARTICLE III: Officer Elections**

#### SECTION 1: ELECTION PROCEDURES

1. All eligible applicants must be made aware of the election process four weeks prior to the election.
2. The IGC advisor will review all applications to make sure each candidate meets the requirements and that every position is filled.
3. The names of the candidates will be announced one week prior to the election date via email so that the chapters may know ahead of time who is running for office.
4. Elections will be held during the first general meeting of April to ensure time for candidate speeches. The election process can be electronic or by hand ballot.

5. The newly elected officers will be installed by the last general meeting of April.

## **ARTICLE IV: Officer Duties**

### SECTION 1: OFFICERS

All of the following positions are full year terms. In the event a position is left vacant the President will appoint or conduct an election, or a council member to fulfill the duties for the remainder of the term.

### SECTION 2: OFFICER DUTIES

1. President
  - a. Have overall responsibility for the operation of the Integrated Greek Council at Kent State.
  - b. Call and preside over all meetings of the Integrated Greek Council Executive Board and IGC General Council including special meetings. If not able to attend or is running late must let the Executive Vice President know in order to make appropriate changes.
  - c. Maintain updated copies of the constitution, bylaws, budget forms, and pertinent materials.
  - d. Represent the council at any necessary campus meetings/ university events.
  - e. Report as required to the IGC Advisor. Attend one-on-one sessions with the IGC advisor at least once per week.
2. Executive Vice President
  - a. Perform the duties of the president in his/her absence, or inability to serve.
  - b.
  - c. Maintain contact with all delegates of the general assembly.
  - d. Coordinate the committees of the Integrated Greek Council.
  - e. Perform all other duties pertaining to this office.
  - f. Follow all proper procedures of Robert's Rule of Order and maintain order in all meetings.
  - g. Serve as the chair of the IGC Judicial Board.
  - h. Make all appropriate amendments to the Constitution.
  - i. Attend one-on-one sessions with the IGC advisor at least once per semester or as prescribed
3. Executive Secretary

- a. Keep an up-to-date roll of the membership of the Integrated Greek Council
  - b. Prepare and distribute an agenda for executive board and general meetings and distribute at least 24 hours in advance.
  - c. Attend and record minutes of the proceedings of all Executive Board and General Council meetings.
  - d. Prepare and distribute minutes to each delegate and advisor by the next meeting.
  - e. Circulate copies of the minutes to all member organizations, to the Integrated Greek Council Advisor.
  - f. Maintain proper record of each organization's attendance at meetings, community, and social events. This shall include tardiness, excused and unexcused absences.
  - g. Marketing for all Integrated Greek Council events through Twitter and Instagram.
  - h. Promotion for any individual chapter events.
  - i. Maintaining all social media handles in a professional manner.
  - j. Make Flyers for promotion of all events. Flyers must be done 4 weeks out from the date of the event.
  - k. Perform all other duties pertaining to this office.
4. Chief Financial Officer
- a. Responsible for the general supervision of the finances of the Integrated Greek Council at Kent State.
  - b. Maintain up-to-date financial records and prepare a financial report for each general assembly meetings.
  - c. Coordinate the Fundraising committee for IGC.
  - d. Collect and keep records of all dues and payments.
  - e. Develop a fundraising plan for the academic year that will help the council meet budgetary needs.
  - f. Ensure that all funds raised are deposited in the checking account no later than 2 business days following the promoted event.
  - g. Maintain a history of each event, documenting total funds raised and member attendance.
  - h. Perform all other duties pertaining to this office.
5. Director of Inter-Fraternal Relations and Programming
- a. Serves as a liaison between the Inter-Fraternal Council and Panhellenic Council.
  - b. Collaborates with the leaders of other respective organizations/councils in the Fraternity and Sorority Life community at least once per semester

- c. Coordinates council attendance requirements for cross council events.
  - d. Help coordinate any events in collaboration with IFC and Panhellenic. (i.e. FSL Week, etc.)
6. Chapter Delegate
- a. Discuss and debate any issues on behalf of respective chapter.
  - b. Submit one vote on behalf of respective chapter.
  - c. Announce any upcoming events.
  - d. Any and all other duties that pertains to appropriate representation of his/her organization.

#### **ARTICLE V: GREEK INFORMATIONAL**

The members of the Integrated Greek Council will host an information forum once a semester. The event is to help incoming freshmen and other students learn about the Greek structure and have an opportunity to meet members of the Integrated Greek Council.

**ARTICLE VI: ADOPTION OF THE CONSTITUTION**

We the members of the Integrated Greek Council organizations, have read and agree with the constitution as written above and will proceed to conduct business in the appropriate way as defined in the constitution.

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Organization

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Name/Position

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Signature

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Date