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Multi-Cultural Greek Council

The Ohio State University
Bylaws

Article I. Current MCGC Members

- A. The current chapters of MCGC are: Alpha Psi Lambda, Beta Kappa Gamma, Delta Lambda Phi, Kappa Phi Lambda, Pi Delta Psi, Omega Tau Zeta, and Sigma Epsilon Phi.

Article II. Executive Board Duties

- A. The duties of the executive board are as follows:

1. President

The President is chiefly responsible for the overall operation of the MCGC and shall:

- a. Preside over all meetings of the MCGC and meetings of the Executive Board.
- b. Serve as an MCGC liaison to the University and community networks.
- c. Maintain close contact with all the work of the MCGC.
- d. Serve as spokesperson for the MCGC.
- e. Coordinate and expedite projects, programs, and business of the MCGC.
- f. Oversee officer and member functions.
- g. Meet at least monthly with the advisor to ensure that the MCGC is working towards the proposed goals.
- h. Attend training as required by the university.
- i. Maintain a copy of the current MCGC constitution, bylaws and other data that is pertinent to their office in a binder solely used for the MCGC

2. Vice President

The Vice President shall:

- a. Be in charge of the scheduling of MCGC meetings.
- b. In the President's temporary absence, perform the duties of that office.

- c. Maintain the website of MCGC up to date with the current contact info for each chapter and e-board member.
 - d. Oversee the committees of MCGC.
 - e. Maintain a copy of the current MCGC constitution, bylaws and other data that is pertinent to their office in a binder solely used for the MCGC
3. Ambassador
- The Ambassador shall:
- a. Maintain formal correspondence with other student organizations;
 - b. Keep the MCGC well informed about events going on with other student organizations.
 - c. Be in charge of the coordination and planning of events with the Inter-fraternity Council, Pan-Hellenic Association, and Pan-Hellenic Council.
 - d. An overview of parliamentary procedure shall be given to the MCGC Executive Board and delegates by the Ambassador. The overview shall take place within a time period beginning one week after taking office but not to exceed four weeks.
 - e. Maintain a copy of the current MCGC constitution, bylaws and other data that is pertinent to their office in a binder solely used for the MCGC
4. Treasurer
- The Treasurer shall:
- a. Prepare budgets to submit to the President.
 - b. Regulate the finances of the MCGC in strict line with the budget.
 - c. Collect all payments owed to the MCGC and notify the President of the MCGC when a member fraternity is in arrears.
 - d. Pay all bills owed by the MCGC.
 - e. Authorize the disbursement of council funds.
 - f. Maintain the bank account of the MCGC.
 - g. Organize the financial information of the MCGC.
 - h. Collaborate with the Secretary in the writing of grant proposals.
 - i. Attend Treasurer Training as required by the University.
 - j. Maintain a copy of the current MCGC constitution, bylaws and other data that is pertinent to their office in a binder solely used for the MCGC
5. Secretary
- The Secretary shall:
- a. Take minutes of each meeting of the MCGC and each meeting of the Executive Board.
 - b. Maintain copies of all minutes and disseminate the minutes to the each respective MCGC member and the MCGC advisor following meetings.
 - c. Disseminate information to all member organizations as requested by the officers.
 - d. Oversee and keep track of attendance at meetings.

- e. Oversee and keep up to date chapter officers' lists.
- f. Oversee the maintenance and preparation of formal MCGC council paper-work, including documents and proposals.
- g. Prepare and disseminate calendars which contain the events planned for each chapter of the MCGC and the council itself as agreed upon by the council.
- h. Maintain a copy of the current MCGC constitution, bylaws and other data that is pertinent to their office in a binder solely used for the MCGC.

Article II. Finance

- A. Fiscal Year
 - 1. The fiscal year of the council shall be from July 1st to June 30th.
- B. Contracts
 - 1. The signature of the President shall be signed to bind the council.
- C. Checks
 - 1. The Advisor or the Treasurer (with approval of the President) shall sign all checks issued on behalf of the MCGC.
- D. Payments
 - 1. All payments due to the MCGC shall be made to the Treasurer and checks should be made out to the Multicultural Greek Council.
- E. Dues
 - 1. The amount of each chapter's dues shall be established by the executive board by the first day of autumn quarter.
 - 2. Changes to the amount of dues owed during the fiscal year must then be approved by the general membership of the council.

Article III. Expansion

- A. The Expansion document will contain all policies, regulations, and applications needed to assist with the expansion of the MCGC.
- B. The document shall be made readily available to any and all chapters wishing to join the MCGC.

Article IV. Attendance

- A. Executive Board
 - 1. All members of the board must attend all meetings.
 - a. Excused absences
 - 1. An exam for class
 - 2. Family emergency or bereavement
 - 3. Illness
 - 4. Another meeting that cannot be rescheduled.
 - b. Unexcused absences
 - 1. Allowed two (2) unexcused absences then are subject to removal from office.
- B. For each Delegate's unexcused absence (please see Article IV Sections A&B

- Point 1 for the definition of excused and unexcused absences) from an official MCGC meeting, the chapter will be fined \$5 for up to two (2) absences per quarter. After two (2) the chapter will be asked to find a new delegate. If a new delegate cannot be found the chapter will have to appeal to the council as to why that delegate should be allowed to remain on the council.
- C. If executive board members or delegates must miss a meeting, report to secretary two (2) hours before and secretary and president will determine if excuse is excusable. Also let secretary know what needs to be stated from your position and president will make the announcement.
 - D. If absent (excused or unexcused), you are not able to appeal or bring up anything gone over or voted from the meeting missed.
 - E. Tardiness
 - 1. Any member (executive board or delegate) is tardy after five (5) minutes after meeting time scheduled.
 - 2. After twenty (20) minutes has passed, member is noted ABSENT from the meeting.
 - 3. If any member in the executive board knows they will be late, please inform secretary to avoid any penalties.
 - 4. If any delegate is r tardy up to three (3) times without notice, secretary will notify the chapter president of the tardy person.

Article V. Committees

- A. Committees can be formed at any time deemed necessary by the executive board to carry out the basic needs and functions of the council. Each chapter delegate should sit on at least one committee per term Committees shall be set up and agreed upon by the executive board, but it is the Vice Presidents responsibility to oversee the committees.

Article VI. Activeness

- A. All chapters on the MCGC must adhere to the following guidelines in order to maintain active status:
 - 1. All chapters must maintain a chapter average grade point average of a 2.5 or above on a 4.0 scale.
 - 2. All Chapters must engage in at least one joint activity with another chapter on MCGC per quarter.
 - 3. All Chapters must engage in at least one joint venture with a non-council fraternity of sorority per school year.
 - 4. Have no unpaid fines in their name.

Article VII. Inactiveness

- A. Any chapter that fails to meet any of the requirements above shall be on probation within the council and loose its voting rights until probation is lifted.
- B. Chapters will be placed on academic probation within the council if the chapter grade point average falls lower than the afore mentioned 2.5 out of a 4.0 scale.
- C. Once put on any type of probation; the chapter will be under review by the

executive board.

D. Chapters on probation are still expected to fulfill all of the duties required of them as part of the MCGC.

E. If a chapter remains on probation for five (5) consecutive quarters (counting summer quarter), the chapter will then be dismissed from the council; only to be reinstated once active status is met and maintained for three (3) consecutive quarters.

F. Chapters will remain on probation until they are once able to meet all requirements listed in Article VI above or removed from the council.

Article VIII. Amendments

- A. Proposals for an amendment to the Bylaws must be presented at any duly called Multicultural Greek Council meeting.
- B. There must be at least a two (2) week time period between the time of the proposed Constitutional or Bylaw Amendment and voting on the Amendment, during which time each chapter's delegate shall present the amendment for approval in his or her respective chapter.
- C. Amendments require three-fourths (3/4) approval of the voting delegates to pass and cannot pass unless all chapters have voting delegates present. Voting delegates are bound to vote in line with his or her chapter's majority decision regarding the amendment.