

MCGC

multicultural greek council

Multicultural Greek Council
at The Ohio State University
Bylaws

Article I Parliamentary Authority

Section 1. Robert's Rules of Order

- A. The rules contained in the *Robert's Rules of Order* shall govern the organization in all cases to which they are applicable, and in which they are not inconsistent with the by-laws of this organization.

Article II Membership

Section 1. Current Chapters

- A. The current chapters of the Multicultural Greek Council at The Ohio State University - Main Campus are Alpha Psi Lambda National Inc., Delta Xi Phi Multicultural Sorority, Inc., Kappa Phi Lambda Sorority, Inc., Pi Delta Psi Fraternity, Inc., Sigma Epsilon Phi, Sigma Lambda Beta International Fraternity, Inc., Sigma Lambda Gamma National Sorority, Inc., Sigma Phi Beta Fraternity and Omega Tau Zeta Sorority.
- B. The current colony of the Multicultural Greek Council is Delta Sigma Iota Fraternity, Inc.

Section 2. Procedures for Becoming a Member

A. Mission for Expansion

- I. The Multicultural Greek Council (MCGC) is committed to developing fair policies for recognition of inter/national fraternities and sororities as MCGC chapters on this campus. The following procedures outlined herein shall serve to guide an inter/national organization in establishing MCGC member status. They are set forth by the Multicultural Greek Council at The Ohio State University as standard requirements; however, the Multicultural Greek Council shall work in accordance with the expansion policies and procedures of the colonizing inter/national organization. The council will endeavor to provide clear, consistent and timely communication with all parties interested in establishing a colony to be recognized as a Multicultural Greek Council organization at The Ohio State University.

II. General Information

a. Colonizing Chapters

- i. The interest group, defined by the requirements in these expansion guidelines, must initiate the application process for any inter/national organization not previously recognized as a MCGC chapter at The Ohio State University. The full application process from interest group to active membership must be aligned with the colonization process and timeline of the national organization standards. Interest groups that do not improve to provisional membership after 4 consecutive regular academic terms will require an interest group of 8 members.

After 3 consecutive academic years without reaching provisional membership status, the interest group must re-start the interest group process.

- b. Re-Colonizing Chapters
 - i. The fraternity/sorority headquarters or graduate chapter of a previously recognized MCGC chapter may initiate the re-application process to become recognized as an MCGC chapter at The Ohio State University.
 - c. Founding Chapters
 - i. A founding chapter will follow the same procedure of a colonizing chapter, but will not have a time limit on the process to achieve full membership in MCGC.
- III. Formation of the Interest Group
- a. Requirements
 - i. A minimum of 5 members in the interest group must be enrolled as undergraduate/graduate students at the Columbus campus of The Ohio State University.
 - ii. All members must have completed at least one semester at The Ohio State University and be in good academic standing with the university.
 - iii. The inter/national organization must be culturally-based.
- IV. Application Process for Provisional Status in the MCGC
- a. Provisional Group Status Application Procedures
 - i. Meet with the President of MCGC and the Council Advisor to discuss the expansion process, the Ohio Union procedures, the Standards of Excellence, and expectations of all involved.
 - ii. Contact the MCGC President or Advisor to obtain an application for Provisional Status and submit upon completion.
 - iii. All members of the interest group must organize a presentation to the general MCGC membership, as outlined in the application form. Presentation should include: fraternity or sorority history (established fraternities and sororities only), leadership, scholarship, diversity, risk management, community service, philanthropy, motivations for joining MCGC, and how they will create a mutually beneficial relationship.
- V. Greek-Lettered Colonies
- a. Requirements
 - i. After becoming lettered members of their national organizations, colonies must host one (1) cultural event each semester they remain a colony. A Cultural Event Registration Form must be submitted to the Vice President of Communications two (2) weeks before each event.
 - ii. 75% of the colony must attend one (1) event hosted by a MCGC chapter per semester and complete and submit a MCGC Proof of Attendance Form to the Vice President of Communications by the end of each semester.
 - iii. After becoming lettered members of their inter/national or local organizations, colonies must meet with the current Vice President of Finance and submit a financial plan at the end of each semester.
 - iv. After becoming lettered members of their inter/national or local organizations colonies must complete all Standards of Excellence requirements mandated by Sorority and Fraternity Life.

Section 3. Active

- A. Each organization must meet the terms set by the Ohio Union for all active student organizations on The Ohio State University campus.

- B. Each organization must maintain a chapter grade point average of a 2.5 or above on a 4.0 scale per academic term.
- C. Each organization must pay dues each regular academic term in the amount of \$15 per active member of their chapter.
 - I. Dues must be turned into the Vice President of Finance of the Executive Board by the third week of the semester.
 - II. Consequences of Non-Compliance:
 - a. In the case that a chapter does not pay their dues by the third week of the academic term, the noncompliant chapter will incur a fine in the amount of \$15 per week unless discussed with the Vice President of Finance.
- D. Each organization must meet all reasonable (as defined by the Council Advisor) deadlines established by the MCGC Executive Board. All information/documents/etc. requested must be submitted to the appropriate officer or incur a fine in the amount of \$5 for every week past the deadline.
- E. Each organization must engage in at least one (1) joint activity with their assigned social pairing(s) where 50% of membership is in attendance per semester.
 - I. Organizations must submit a MCGC Pairing Completion Form to the Vice President of Communications by the end of the semester.
 - II. Joint activities must be outside of activities scheduled by MCGC.
 - III. Consequences of Non-Compliance:
 - a. In the case that a chapter does not engage in one (1) joint activity with their appointed pairing(s), the chapter will incur a fine in the amount of \$30. If a situation where one partner in the joint activity is not responding/refuses to participate/etc. then the fine may be waived for the party not at fault. Documentation needs to be presented and the final decision will be made by the Vice President of Communications.
- F. Each organization must have no unpaid fines in their name.
- G. Each organization must send at least one delegate to every MCGC General Body meeting.
- H. Council-Wide Event Attendance:
 - I. All events sponsored by MCGC require a reasonable percentage of attendance by each organization as specified by the Executive Board.
 - a. If 75% of the required attendance of an organization is more than 15 minutes late to a MCGC event the organization will incur a fine of \$20.
 - b. If an organization does not meet the specified attendance requirement requested by the Executive Board they will be counted as absent and incur a \$5 fine per absent member. If this occurs the chapter cannot also be fined for tardiness (see Article II, Section 3, H, I, a).
 - II. If there is a time conflict, and an organization will be unable to meet attendance requirements, they must notify the Vice President of Communications at least one week before the event is scheduled. Excused absences are up to the discretion of the MCGC Executive Board.
- I. Each organization must host one (1) cultural event per academic term and turn in a completed Cultural Event Registration Form to the Vice President of Communications two (2) weeks after the event.
 - a. Organizations may not host events the same day and time as another chapter/colony in MCGC unless it is a date mandated by the organizations nationals or excused by the Executive Board two (2) weeks prior to the event.
 - b. An event is considered cultural if it is educating the participants on an aspect of a culture. The culture does not need to be one the organization identifies with.

- J. 25% of each organization must attend one (1) event hosted by another MCGC organization per academic term. The event may not be hosted by the same organization(s) that are in their social pairing that semester. Organizations must submit an MCGC Proof of Attendance Form to the Vice President of Communications by the end of that semester.

Section 4. Inactive

- A. Any chapter that fails to meet the requirements of an activeness will be put on chapter probation, will be under review by the Executive Board, and will be considered an inactive chapter.

Section 5. Chapter Probation

A. Types of Probation

I. Attendance-Based

- a. Chapters that have an unexcused absence for more than two (2) MCGC events or three (3) MCGC General Body Meetings [Refer to Multicultural Greek Council Bylaws, Article VI, Section 3, D, iii] will be on attendance-based probation.

II. Monetary-Based

- a. Chapters that fail to pay fines or dues from a previous academic term by the second General Body meeting of the following semester (not including summer semester) will be on monetary-based probation.

III. Active-Based

- a. Chapters that fail to meet the requirements in the active section of the MCGC bylaws will be on active-based probation [Refer to Multicultural Greek Council Bylaws, Article II, Section 2].

B. Terms of Probation

- I. Chapters must submit a letter of grievance entailing an apology and reason for their chapter falling to probationary status.

- II. Any chapter on probation will lose all voting rights within the council until the probation is officially lifted.

- III. Chapters are expected to fulfill all duties required of active MCGC chapters while on probation. [Refer to Multicultural Greek Council Bylaws, Article II, Section 2]

- a. Chapters on probation must attend every MCGC General Body meeting, without exception.

- b. If a chapter incurs one unexcused absence during their probationary term, they will be on probation again for the following term.

- IV. Any fines due by the chapter must still be paid.

- a. Once a chapter is on probation, there can be no further fines for the same incident of offense.

C. Consequences of Non-Compliance

- I. If a chapter is on attendance-based probation and misses a General Body meeting, they will be fined \$40.

- II. Chapters on monetary-based probation will be placed on probation again for the following semester, if they have not paid all of their outstanding fines or dues by the end of the current semester.

- III. If any chapter is on any type of probation for two consecutive academic terms, and they have still failed to meet the requirements to lift the probation, the chapter will be suspended for the following term.

Section 6. Chapter Suspension

A. Terms of Suspension

- I. Chapters must submit a letter of grievance entailing an apology and reason for their chapter falling to suspended status.

- II. Any chapter on suspension will lose all voting rights within the council until the suspension is officially lifted.
 - III. Chapters are expected to fulfill all duties required of active MCGC chapters. [Refer to Multicultural Greek Council Bylaws, Article II, Section 2]
 - a. Chapters on suspension must attend every MCGC General Body meeting, without exception.
 - b. If a chapter incurs one unexcused absence during their suspended term, they will be suspended again for the following term.
 - IV. Any dues or fines due by the chapter must still be paid.
 - a. Once a chapter is on suspension, there can be no further fines for the same incident of offense.
- B. Consequences of Non-Compliance
- I. If any chapter is suspended for two (2) consecutive semesters, and they have still failed to meet the requirements to lift the suspension, the chapter will be terminated as a MCGC chapter, and will have to start over as an Interest Group. [Refer to Multicultural Greek Council Bylaws, Article 2, Section 9]
- Section 7. Executive Board Responsibilities
- A. Responsibilities of All Positions
- I. During all MCGC meetings, Executive Board members will represent his/her position, not his/her respective chapter.
 - II. Attend each MCGC General Body and Executive Board meeting.
 - III. Maintain the minimum grade point average as specified by the Student Organization Guidelines.
 - IV. Must be in good standing with his/her respective chapter.
 - V. Must do two (2) office hours per week, at position holder's discretion.
 - VI. Maintain accurate records of all activities and programs for which he/she is responsible, in order to easily transition the following year's position holder.
 - VII. Maintain a copy of the current MCGC governing documents pertinent to their position in a folder solely used for their position as a MCGC Executive Board member.
- B. Responsibilities of Specific Positions
- I. President
 - a. Serve as the liaison between the Multicultural Greek Council and the Ohio Union.
 - b. Keep the council moving toward its mission, and on a path driven with the purpose of MCGC in mind.
 - c. Preside over all Executive Board delegation tasks, including following up with those Executive Board members.
 - d. Preside over all MCGC meetings.
 - e. Meet with the Advisor on a weekly or bi-weekly basis.
 - f. Assist with the expediting of business within the council, including assisting other Executive Board members with their delegated tasks.
 - g. Enforcing all laws set within the MCGC governing documents.
 - h. Attend all council presidents meetings.
 - i. Attend Presidents Training, as required by the university.
 - II. Executive Vice President
 - a. In the President's absence, the Executive Vice President shall perform the duties of that office.
 - b. Serve as the liaison between the MCGC Executive Board and organizations within the council.
 - c. Oversee the progress of all committees.

- d. Serve as the Chief Justice for Joint Council Judicial Board. Attend monthly meetings with Chief Justices of other councils.
- e. Serve as Chief Risk Manager of MCGC. Attend biweekly meetings with Chief Risk Managers of other councils.

III. Vice President of External Relations

- a. Establish a stronger presence in the Greek Community and on the greater campus.
- b. Maintain all MCGC social media accounts.
- c. Create and distribute the MCGC newsletter.
- d. Participate in any joint Greek Council efforts.
- e. Ensure the MCGC website is full of up-to-date information.
- f. Represent MCGC on the Greek Programming Board.

IV. Vice President of Finance

- a. Attend Treasurer Training, as required by the university.
- b. Regulate and maintain MCGC finances.
- c. Maintain the MCGC bank account.
- d. Collect all payments owed to MCGC, and notify the MCGC President when an MCGC organization is financially strained.
- e. Pay all bills owed by MCGC.
- f. Attend to all necessary reimbursements.
- g. Apply for Programming Funds, Coke Grants, and other grants/funds available through the university.
- h. Meet with current colonies and review their financial plan at the end of each academic term.

V. Vice President of Communications

- a. Shall be in charge of scheduling every MCGC meeting or event.
- b. Take minutes during every MCGC meeting.
- c. Maintain updated copies of all rosters and contact information for every MCGC organization.
- d. Keep track of attendance at every MCGC meeting.
- e. Keep track of the office hours done by the Executive Board members.
- f. Plan and execute all philanthropy and volunteer activities.

Section 8. Delegate Responsibilities

- A. Attend each MCGC General Body, or send a replacement in his/her stead in the event that the official chapter delegate cannot attend. The Vice President of Communications must be notified within a minimum 24-hours in advance of the replacement pending unless it is an emergency.
 - I. If the official delegate is unable to find a replacement, documentation must be submitted to verify all members have been contacted and are unable to attend the meetings.
 - II. Chapters are permitted one (1) absence (where no replacement for the delegate can be found), and are placed on chapter probation with the second absence.
 - a. Unexcused absences include situations where no delegate replacement can be found or when a replacement has been used more than one (1) time in a semester.
 - b. Extenuating circumstance should be brought to the attention of the Executive Board within 24-hours of the meeting.
 - c. If the Executive Board waives the second absence no consequences will arise.
- B. Attend a training session with a member of the Executive Board after becoming the official delegate of his/her chapter.
- C. Act as the officially recognized voice of his/her respective chapter during votes.
- D. Required to sit on a committee when committees are in session.

- E. Required to submit chapter reports to the Vice President of Communications as often as the presiding Vice President of Communications deems necessary.
 - I. After one late chapter report, the president of the offending chapter will be notified, and it is considered a warning.
 - II. After every following late chapter report, the president of the offending chapter will be notified, and each offense will incur a chapter fine in the amount of \$5.
 - F. Required to give updates or announcements regarding his/her chapter at all MCGC General Body meetings.
 - G. Required to deliver dues to Vice President of Finance each term by the second General Body meeting of the Multicultural Greek Council.
 - I. If a chapter has monetary constraints, they must notify the Vice President of Finance within the first two (2) General Body meetings in order to be placed on a payment plan.
 - II. Every week after the missed official due date, the chapter will be fined \$10 per week.
 - III. If the dues and fines are not paid by the end of the academic term, the offending chapter will be placed on monetary-based probation. [Refer to Multicultural Greek Council Bylaws, Article 2, Section 5]
- Section 9. Termination of Membership
- A. If a chapter's status on the Multicultural Greek Council is terminated, they will start over as an Interest Group once again in order to regain their position on the council as an active, voting chapter.

Article III Election of Organization Leadership

Section 1. Executive Board Eligibility

- A. Must be an active member of an active MCGC chapter.
- B. Must be in good standing with the university.
- C. Must be in good standing with his/her chapter including, but not limited to issues regarding judicial/conduct and financials.
- D. Must be able to serve a full one-year term, following the term timeline set by the Ohio Union.
- E. Must fill out the required application and meet with the current Executive Board officer to fully discuss the position.
- F. No Executive Board position may be held by the same person for more than two (2) consecutive terms.
- G. Each chapter shall only be permitted to hold two (2) Executive Board positions per term.

Section 2. Timeline

- A. Applications for the Executive Board will be made available to all members of the Multicultural Greek Council by week four (4) of the fall semester.
- B. Applications must be turned in to the Vice President of Communications at least one (1) week before the election occurs.
- C. Voting for the Executive Board positions will occur before the end of the fall academic term.
- D. Turnover will occur in accordance with the timeline set by the Ohio Union.

Section 3. Procedure During Elections

- A. Each chapter is given one (1) vote per position throughout the Executive Board elections.
- B. Chapter delegates are the official voice of their respective chapters during all elections.
 - I. Since the delegate is the official voice of their respective chapter during the voting process, any decision made by the delegate, even without consultation of his/her chapter, become the official and final decision of his/her chapter.
 - II. Additional members of a chapter are allowed to attend an election in order to discuss all candidates fully with their chapter delegate before coming to a final decision in a vote.

- III. If a chapter's delegate is running for an Executive Board position then the chapter must choose another member to participate on the vote for that position.
 - C. Nominations are allowable only in the case of a candidate running uncontested for a position.
 - I. If a position has two (2) or more candidates, nominations are not allowed.
 - II. If a position has zero (0) candidates, nominations are not allowed.
 - a. In the case of a position having zero (0) candidates, the election of that position will be postponed until the following week, during which candidates for the position should be found.
 - b. If no candidates have been found by the following week, nominations are allowable, and the election must occur during that week.
 - III. The rules contained in the *Robert's Rules of Order* shall govern the specific voting procedures during an election.
- Section 4. Special Circumstances
- A. Resignations and Impeachments
 - I. In the event of the MCGC President no longer being able to fulfill the duties required of the position, the Executive Vice President will temporarily assume the role of President while simultaneously maintaining his/her role as Executive Vice President until the official re-election for the position of President is held.
 - II. In the event of the MCGC Executive Vice President no longer being able to fulfill the duties required of the position, the President will temporarily the role of Executive Vice President while simultaneously maintaining his/her role as President until the official re-election for the position of Executive Vice President is held.
 - III. In the event of the MCGC Vice President of External Relations, Vice President of Finance, or Vice President of Communications no longer being able to fulfill the duties required of the position, the Executive Vice President will temporarily assume the vacant position while simultaneously maintaining his/her role as the Executive Vice President until the official re-election for the vacant position is held.
 - B. Re-Elections
 - I. Re-elections are open to all active members of the active chapters of the Multicultural Greek Council.
 - II. Re-elections must occur within two (2) General Body meetings of the Multicultural Greek Council from the time of the position being vacated.

Article IV Standing Committees

- Section 1. Fundraising Committee Responsibilities
 - A. To meet at least bi-weekly each academic term.
 - B. To raise funds for MCGC by organizing council-wide fundraising opportunities.
 - C. To plan and complete at least one (1) fundraising opportunity each academic term.
 - D. Event finalization should be submitted to the entire Executive Board at least two (2) weeks before the event occurs for review and approval. The two (2) week deadline may be waived at the discretion of the Executive Board.
- Section 2. Service Committee Responsibilities
 - A. To meet at least bi-weekly each academic term.
 - B. To give back to society in the name of MCGC by organizing council-wide philanthropy or community service opportunities.
 - C. To plan and complete at least one (1) service opportunity each academic term.
 - D. Event finalization should be submitted to the entire Executive Board at least two (2) weeks before the event occurs for review and approval. The two (2) week deadline may be waived at the discretion of the Executive Board.

Section 3. Social Committee Responsibilities

- A. To meet at least bi-weekly each academic term.
- B. To create an opportunity for bonding within MCGC by organizing council-wide social opportunities.
- C. To plan and complete at least one (1) social opportunity each academic term.
- D. Event finalization should be submitted to the entire Executive Board at least two (2) weeks before the event occurs for review and approval. The two (2) week deadline may be waived at the discretion of the Executive Board.

Article V Advisor Responsibilities

Section 1. Responsibilities of the Advisor for the Multicultural Greek Council

- A. Attend each MCGC General Body and Executive Board meeting.
- B. Shall serve as liaison between MCGC and The Ohio State University.
- C. Required to be knowledgeable of MCGC purposes, policies, and procedures.
- D. Shall help maintain inter-council relations, while always keeping in mind the best interests of MCGC organizations.
- E. Shall serve as an ex-officio member of the Executive Board.
- F. Shall assist Executive Board members in the fulfillment of goals and responsibilities set for their individual positions.

Article VI Meetings of the Organization

Section 1. Executive Board Attendance

- A. While attending meetings, members of the Executive Board represent the council, not his/her individual chapter.
- B. Attendance to all MCGC General Body meetings is mandatory for members of the Executive Board.
- C. If any Executive Board member is unable to attend a MCGC General Body meeting, Executive Board members must give the Vice President of Communications twenty-four hour notice in order for the absence to be excused.
 - I. The Vice President of Communications will evaluate situations with less than a twenty-four hour notice on a case-by-case basis as he/she sees fit.
 - II. In the absence of the Vice President of Communications, the Council Advisor will excuse Executive Board members.
- D. If absent (excused or unexcused), the missing member is unable to appeal a movement or vote passed during the missed meeting.
- E. Consequences of Non-Compliance:
 - I. If an Executive Board member incurs any fines, the fine will come out of the position holder's pocket, not the treasury of their personal chapter.
 - II. Unexcused Absences are at the discretion of the Vice President of Communications and Council Advisor. Excused absences include class, illness, or emergency situations.
 - a. After one (1) unexcused absence, the offending Executive Board member will be personally fined in the amount of \$15.
 - b. After two (2) unexcused absences, the offending Executive Board member will be personally fined in the amount of \$25.
 - c. After three (3) unexcused absences, the offending Executive Board member will be subject to removal from office.

Section 2. Excused Absences

- A. Excused absences apply only in the following situations:

- I. If the member has an exam for a class.
- II. If the member has a family emergency or bereavement.
- III. If the member is ill.

Section 3. Tardiness

- A. Any member required to be present during MCGC General Body meetings (Executive Board and Delegates) is tardy if they arrive within ten (10) minutes of the meeting commencement.
- B. After ten (10) minutes has passed, the member is noted as absent from the meeting (unexcused). Unless the tardiness is excused by the Vice President of Communications within 24-hours of the meeting.
- C. If a member is tardy for two meetings, that is equivalent to one unexcused absence.
- D. Consequences of Non-Compliance:
 - I. After one unexcused absence, the president of the offending chapter will be notified, and the chapter will be fined in the amount of \$10.
 - II. After two unexcused absences, the president of the offending chapter will be notified, and the chapter will be fined in the amount of \$15.
 - III. After three unexcused absences, the president of the offending chapter will be notified, the chapter will be fined in the amount of \$20, and the chapter will be placed on attendance-based probation. [Refer to Multicultural Greek Council Bylaws, Article 2, Section 5]

Article VII Method of Amending the Bylaws

Section 1. Proposals

- A. Proposals for bylaw amendments should be formally written down and subsequently presented during a MCGC General Body meeting.
- B. Proposals should not be acted or voted upon, but read aloud in the General Meeting during which they are proposed.
- C. Proposals can be presented at any time during the regular academic school year.

Section 2. Notice

- A. Proposals should be read again at one subsequent General Body meeting of the Multicultural Greek Council, during which a vote will not take place.
- B. From the time of proposal to time of vote, Delegates shall present the amendment for approval or refusal in his/her respective chapter in order to return with a consensus from his/her chapter for the vote.

Section 3. Voting

- A. Voting membership of the Multicultural Greek Council has been defined in the Multicultural Greek Council Constitution. [Refer to Multicultural Greek Council Constitution, Article II, Section 2, A. I. a.]
- B. Voting may occur two weeks after the initial proposal, but no sooner.
- C. The rules contained in the *Robert's Rules of Order* shall govern the specific voting procedures during a bylaw amendment.

Article VIII Ratification of the Bylaws

Section 1. Ratified April 23, 2015.