

UGC CONSTITUTION & BYLAWS

Preamble

Article I-	Name
Article II-	Mission Statement
Article III-	Powers and Scope of Authority
Article IV-	Structure
Article V-	Membership
Article VI-	Officers
Article VII-	Meetings
Article VIII-	Funds and Obligations
Article IX-	Scheduling of Events
Article X-	Judicial Board
Article XI-	Amendments

Bylaws

Article I-	Officers
Article II-	Committees
Article III-	Finance
Article IV-	Eligibility for Membership/Expansion Packet
Article V-	Judicial Code
Article VI-	Authorization
Article VII-	Parliamentary Authority
Article VIII-	Amendments

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PREAMBLE

We, the undersigned Greek organizations have joined together to form this council known as the United Greek Council at Northern Illinois University in order to better meet our individual and joint needs and voice our concerns. We recognize that there are certain areas of action and programming that can be best carried out by the joint efforts of all such organizations. We do hereby establish such an organization and bind ourselves to abide by the provision of the following constitution and bylaws.

Article I-Name

The name of the organization shall be the United Greek Council at Northern Illinois University hereinafter referred to as the UGC at NIU.

Article II-Mission Statement

The purpose of the United Greek Council at Northern Illinois University shall be to create and maintain high standards in the life of fraternities and sororities by addressing, coordinating and developing strategic action plans; to unify organizations, promote higher education, provide community services, and enhancing leadership. The UGC at NIU will serve as a liaison between its members and the university administration.

Article III- Powers and Scope of Authority

Section I-Powers

- A. To formulate any rules necessary to regulate all UGC at NIU.
- B. To administer and enforce the constitution, bylaws, and rules and regulations established by the UGC at NIU.
- C. To enact bylaws and to amend them.
- D. To provide advice about the UGC at NIU policies for the UGC chapters.

Section II- Scope of Authority

The scope of the authority of the United Greek Council shall be to program, legislate, administrate, and advise. By virtue of the authority vested in it by this constitution, the council shall have the power to regulate all matters of organizational interest, except those that are of institutional of IFC, CPC, or NPHC policy wherein, the UGC at NIU is free to make recommendations to the university. Authority for the UGC at NIU is derived through recognition by the Division of Student Affairs and Enrollment Management, Student Involvement and Leadership Development Department, and the Office of Students Affairs.

Article IV- Structure

Section I

There shall be a General Council consisting of 2 delegates from each recognized UGC at NIU chapter which shall have final authority on all matters related to this Council, in accordance with the University Guidelines.

Section II

There shall be an Executive Board, subject in all respects to the General Council of the Multicultural Greek Council consisting of only recognized UGC at NIU chapters.

Section III

Undergraduate chapters of the United Greek Council shall be comprised of college/university national and local fraternities and sororities.

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Section IV

If a member of the executive board is going to be absent from an eboard or mass meeting, they are to inform the secretary 48 hours before mass meeting or be fined \$50. If a member of the executive board misses two eboards or mass meetings they will be stripped of their position.

Section V

No more than two (2) members of the same organization may serve on the Executive Board

Section VI

The council shall have a primary advisor from the NIU Greek Affairs Office.

Section VII

Any organization that is not member of UGC, unless they are authorized, will NOT be allowed to deliver what message they have. If this is the case, there will be a motion to suspend the agenda, so that the respected organization may deliver their message. The agenda will not proceed until that organization that is not a member of the UGC has left the meeting.

Article V- MembershipSection I

The eight founding organizations of the Council include Alpha Phi Gamma, Alpha Psi Lambda, Chi Sigma Tau, Gamma Phi Omega, Kappa Phi Lambda, Kappa Pi Beta, Sigma Lambda Beta, and Sigma Lambda Gamma*

Later added are Alpha Sigma Omega, Tau Phi Sigma, Phi Rho Eta, Lambda Upsilon Lambda, Delta Psi Alpha*, Zeta Sigma Chi, Lambda Theta Phi, Kappa Delta Chi, Colony, alpha Kappa Delta Phi.

**Sigma Lambda Gamma is no longer a recognized organization of Northern Illinois University due to Hazing incident in 2012.*

**Delta Psi Alpha is no longer a recognized organization of Northern Illinois University due to not meeting the United Greek Council membership requirements.*

Section II

Each affiliated organization shall be entitled 2 delegates (or 2 alternative representatives from their active roster to serve in their place if the elected delegates cannot make the mass meeting); each organization will have one vote.

- A. Voting delegates will be established at each meeting's roll call.
- B. Any and all members of each chapter may attend however only the two chosen delegates may interact in any discussion.
- C. Any executive board member may not represent their respective chapter as a delegate or alternate representative for any UGC at an NIU meeting.

Section IIIActive Status

- A. In order to remain in active status, a member organization shall maintain at least a 2.500 semester GPA among its active and inactive members and be in good standing financially with the University and with the UGC at NIU.
- B. If an organization falls below the 2.500 requisite that organization will be on probation for one semester. If said organization increases their GPA at all by the end of the probationary period, then an extension or lift of probation will occur.
- C. When an organization enters a probationary period they will be formally notified by the Judicial Chair by mail. Any changes in the probationary status will also be notified by the Judicial Chair by mail.
- D. If said organization is still below 2.500 GPA after four consecutive academic probation

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semester(s), then they will be removed from the UGC. Any members serving in the Major or Minor board will no longer be able to vote and they will have to step down from their position.

1. Probation I: Organization on probation one will lose voting rights made in the councils, with the exception of voting to bring in a new organization and will be granted one vote.
 2. Probation II: Same Voting privileges as probation I and also only able to host national requirement events (Cultural, academic, philanthropy, etc.).
 3. Probation III: Organization(s) on third academic probation will lose all event privileges (only allowed to participate in events on campus if above a 2.0 GPA).
 4. Probation IV: Organization(s) that fail to increase their GPA will be removed from the United Greek Council and no longer be recognized and will have to re-apply to be brought back in.
- E. Organizations are also expected to maintain a least 5 members on campus that are in good standing with the university. If any organization is expected to end the academic year with 5 or less members they are expected to recruit and intake a line in order to prevent said organization from losing membership status of NIU UGC.
1. It is a university requirement that all said Greek lettered organizations remain in active member status with sponsored council(s) to be a recognized by the university.
 2. Any organization removed from the Council due to low membership will be expected to comply the Council Expansion Eligibility.

UGC Delegates

- A. There must be two established delegates from each organization at the beginning of every mass meeting. These two delegates are the only ones that can participate in any discussion or voting. If more than two members from an organization attend a mass meeting only the two established delegates may take part in discussions and votes.
- B. If one or both delegates can not make it to the mass meeting then they must inform the secretary 24 hours before the UGC meeting, the nature of the emergency must be approved by secretary. If the organization does not show up at all they will receive a \$10 fine per delegate and it will be their responsibility to find out what they missed.
 1. Each organization will have the right to miss only one excused/unexcused meeting without getting fined per semester.
- C. If a delegate is late; their organization will receive a \$5 fine, per delegate. They have one excused/ unexcused tardy.

Section IV

New chapters are required to obtain recognition from the UGC at NIU. Incoming organizations must give a formal introductory presentation to the general council of UGC at NIU. Incoming organizations must have a minimum 5 members.

*Refer to the UGC Expansion Packet in the Bylaws Article IV

Section V

The United Greek Council's membership for expansion can only occur when there is only one

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partial membership group or interest group being supported for full membership status under the council.

1. The United Greek Council and University can only support two partial groups or interest groups at a time.

Article VI- Officers

Section I

Elected Executive Board: The elected officers of the Council shall be: President, Vice President, Secretary, Treasurer, and Judicial Chair.

Section II

Elected Minor Board: The elected officers of the Council shall be: Community Service, Fundraising, Public Relations/Marketing, Social, and Council Liaison.

Article VII- Meetings/Mandatory Events

Section I

The Executive Board shall meet prior to each general meeting.

Section II

The meetings of Council will be held bi-weekly.

Section III

All emergency meetings shall be called by the President. Each organization shall be notified of a special meeting at least twenty-four hours prior to meeting.

Section IV

At the beginning of each semester, the Executive Board will decide the day on which UGC meetings will convene and notify each member organization of the meeting day. This announcement must be made within two weeks of the start of each semester.

Section VII

For all events that UGC mandates organizations to attend, for example, conferences, fundraising, community service and social, **51 %** of each organization's active members must be in attendance. Failure to meet the quorum will result in a **\$100.00 fine**.

Section VIII

To help show support to each and every organization part of UGC, every organization is granted a support card. Organizations are allowed, once a school year, to host an event that **51 %** of each UGC organization's active members are **required** to attend. The organization must notify the executive board no later than one month prior to the event. Afterwards, the executive board must notify every organization no later than two weeks prior to the event. If the organization is charging for people to attend the event, the cost can NOT exceed \$1 per person; otherwise it will not qualify for the support card. There shall be an attendance sheet at the front door of each event. Failure to meet the quorum will result in a \$100.00 fine.

*Mandatory events cannot take place during Midterms or Finals weeks

Section IX

There can be one Mandatory Event for a single day. If another organization wants to host a non-mandatory event the same day, that organization planning the new event must seek approval from the organization hosting the mandatory event.

Section X

Attendance is to be taken at every 51% event by a UGC executive board member and a member of the organization hosting the event. Attendance will be taken and recorded the first 30 minutes of doors opening for the event with a 15-minute grace period **starting** from the advertised time of the event, for a total of 45 minutes. After 30 minutes of

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attendance being taken and the 15-minute grace period starting from the advertised time, attendance will no longer be recorded. Members will NOT be allowed to sign in and be counted towards the 51% requirement of their chapter. If an active member will be late to the event and would like to be counted towards the 51% requirement of the chapter, then an email from that member must be sent **48 hours in advance** to the President of the organization hosting the event, with cc'ing the President of the United Greek Council, with a valid reason, such as work or class. If that member comes later than the grace period, than the acceptance of being counted towards the 51% requirement will be under review by the discretion of the United Greek Council E-Board.

For an example: The event advertised time is 7 pm and doors open at 6:30 pm. Attendance will be recorded from 6:30- 7:15 pm. After 7:15 pm, attendance taking is subject to end. Members will not be allowed to sign in counting towards the 51% active member requirement. If an active member will arrive after the grace period, then an email from that member must be sent to the President of the hosting organization with cc'ing the President of the United Greek council with a valid reason, such as class or work. The acceptance of being counted towards the 51% requirement of the chapter will be under review by the discretion of the United Greek Council E-Board.

Article VIII- Funds & Obligations

Section I

Membership Dues: Membership dues will be \$10 per active member per organization at the beginning of each semester.

- A. For example; if an organization has 5 active members they are to pay \$10 per active member for a total of \$50.
- B. Incoming organizations must pay a \$100 UGC registration fee upon recognition by the UGC in addition to membership dues.

Section II

All money collected on campus belonging to this Council shall be deposited and disbursed through an account established for this organization through the university. All funds must be deposited within twenty-four (24) hours after collection. The advisor to this organization must approve and sign each expenditure form before payment.

Article IX- Scheduling of Events

Section I

Each organization will provide a calendar of their events the 15th of the month prior to the following month to the secretary.

Section II

Organizations dates will be determined by the following.

- A. Time and order calendars have been submitted.
- B. Organizations standing with UGC and the University, financially and academically.

Section III

Failure for date agreement between organizations will be determined by the following:

- A. The organization's founder's week.
 1. Organizations can have a full week of events and consider it their "Founder's Week", but other organizations can have events as well at different times.

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Therefore, that week would not be blocked off for the entire council. The only days that would be blocked off for no events as a sign of respect would be the day prior and the day of the organization's Founder's Day. The following rules apply:

- i. No annual events or probates on the same day
 - ii. No two same type of events can occur on the same day (i.e. fundraiser at 10 and fundraiser at 4)
 - iii. If an organization wishes to have an event on another organization's Founder's Day or the day prior to, a formal email must be sent to that organization to request permission and the UGC secretary must be CCed on the email
 - iv. Fines will be implemented for breaking any of these rules along with if your event goes over the time you reserved and interferes with another event. There will be a \$50 fine for having the same type of event as another organization on the same day, a \$50 fine for going over the time you reserved if it interferes with another event, a \$50 fine for having an annual event or probate on the same day as another organization and a \$100 fine if an event occurs on the day prior to or the day of an organization's Founder's Day.
- B. Whether or not the organization has been hosting the event annually, (third year and beyond).
1. The organization that was first to submit their dates that includes time and location, for the month.
 2. If the organizations have their events at different times, without overlapping.

Section IV

In the case of a conflict between scheduled events with two or more organizations, the organizations in conflict must reach a compromise for the date within **7 days**. If a compromise cannot be met then executive board will make a decision with a two thirds vote.

Section V

Responsibility of submitting dates will be of each organization. Failure to submit dates and events as described in previous Section I and notify UGC about an event(s) (conflicting or planned), a **\$50 fine** will be implemented for first time violators and **\$100 thereon after**.

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.

- A. The Judicial Board should consist of one person from each organization. The Judicial Chair shall preside over Judicial Board.
 - B. Any organization accused of a violation shall be notified of such and be given until the next mass meeting to present its case before the Judicial Board.
 - C. The organization must abide by all levied sanctions.
 - D. An organization can be penalized for an action or non-action if such action would violate University policy Council Policy, any levied sanctions (s), or violate the policy of its respective organization.
 - E. Any sanction levied against an organization can be appealed to the Office of Community
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Standards and Student Conduct.

Article XI- Amendments

Section I

Proposal of Amendments: Amendments to this Constitution may be proposed by affiliate chapters through their representatives.

Section II

The Constitution may be amended as follows: Proposed amendments to the Constitution shall be submitted to the President five business days before the meeting at which the amendment shall be presented. This amendment, once turned into the President, will have a first and second reading according to the rules and regulations of the Robert's Rules of Order.

- A. The Executive Committee/President will only make recommendations, (no alterations), to the proposed amendment.
- B. During the first meeting, the amendment will be read to all the representatives.
- C. At the following meeting, the proposed amendment second reading, debate and vote will occur.

Section III

Proposed amendments to the Constitution shall be considered adopted by a three-fourths vote.

Section IV

All adopted Constitutional Amendments shall be put into effect the following semester.

BYLAWS

Article I- Officers

Section I

Eligibility and Terms for Executive Officers: All the executive officers shall have the following qualifications.

- A. Be in good standing with their respective affiliated organization.
- B. Have at least one semester membership in affiliated organization.
- C. Have a minimum 2.5 cumulative GPA and at least 2.5 grade point ratio in the semester immediately prior to the election or appointment.
- D. Officers shall serve from May of one year to May of the following year with a transition period from March to May for the training of incoming Officers.

Section II

Officers and their Duties

- A. President- the President shall:
 1. Have overall responsibility for the operation of United Greek Council.
 2. Call and preside all meetings of the United Greek Council Executive and general Council.
 3. Review and approve all United Greek Council purchase orders and contracts involving Northern Illinois University.
 4. Serve as a member ex-officio of all United Greek Council Committees with voice but no vote.
 5. Report as required to the UGC Advisor.

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6. Maintain a complete and up-to-date President's file which will include a copy of the current Northern Illinois University United Greek Council Constitution, Bylaws and standing rules; the current United Greek Council budget; and other pertinent materials.
 7. Act as a liaison/representative for the United Greek Council at all University and Community meetings, receptions, affairs.
 8. Only allowed to vote in case of a tie.
 9. Perform all other duties usually pertaining to this office.
- B. Vice-President- the Vice-President shall:
1. Perform the duties of the president in his/her absence, inability to serve, or at his/her call.
 2. Work closely with the Executive Vice President of the Nationals Pan-Hellenic Council, Interfraternity Council, and Panhellenic Council on events and programs.
 3. Coordinates the committees of the United Greek Council.
 4. Keep in contact with all delegates.
 5. Acts as the Chairperson of the Social Committee, which will coordinate programming for the United Greek Council.
 6. Maintains an up-to-date Vice President's file, which will include a copy of the current Northern Illinois University United Greek Council budget; and other pertinent materials.
 7. Communicates openly with the Director of Greek Affairs, the Assistant Director of Greek Affairs, the UGC Advisor, and the UGC President.
 8. Perform all other duties usually pertaining to this office.
- C. . Secretary-the Secretary shall:
1. Keep an up-to-date roll of the membership of the United Greek Council and call all Council and Greek Area meetings.
 2. Keep current statistics concerning the number of initiated members and new members of each United Greek Council member fraternity/sorority.
 3. Attend and record minutes of the proceeding of all Executive Council General Council.
 4. Circulate copies of the minutes to all member groups, to the United Greek Council Advisor, according to the frequency he/she requests and to others as necessary.
 5. Notify the United Greek Council advisor of any officer changes.
 6. Handle United Greek Council correspondence.
 7. Coordinate the Public Relations Committee of the United Greek Council.
 8. Maintain an up-to-date file which will include a copy of the current Northern Illinois University United Greek Council Constitution, Bylaws and Standing Rules, the current United Greek Council Budge, the current UGC Manual of Information and related materials, the minutes of Northern Illinois University United Greek Council meetings, copies of all contracts made by the United Greek Council, current correspondence of the United Greek Council and its Executive Council.
 9. Communicates openly with the Director of Greek Affairs, the Assistant Director of Greek Affairs, the UGC Advisor, and the UGC President.
 10. Perform all other duties usually pertaining to this office.
- D. Treasurer- the Treasurer shall:
1. Be responsible for the general supervision of the finances of Northern Illinois

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University United Greek Council.

2. Be responsible for the preparation of the annual budget and, following its approval by the United Greek Council, for providing a copy to each Northern Illinois University United Greek Council fraternity/sorority organization.
 3. Attend all required SA Budget meeting every fall semester.
 4. Receive all payments due to the United Greek Council, collect dues, and give receipts.
 5. Be responsible for the prompt payment of all bills of Northern Illinois University United Greek Council.
 6. Maintain up-to-date financial records; give a financial report at each regular meeting of the United Greek Council and an annual report at the closer of his/her term of office.
 7. Sign all UGC purchase orders and contracts.
 8. Coordinate the Fundraising Committee of UGC.
 9. Work with UGC to budget funds for Greek area events.
 10. Maintain a complete and up-to-date Treasurer's file, which will include a copy of the current Northern Illinois University United Greek Council Constitution, Bylaws and standing rules; the current United Greek Council budget; copies of any and all reports; and other pertinent materials.
 11. Communicates openly with the Director of Greek Affairs, the Assistant Director of Greek Affairs, the United Greek Council Advisor, and the United Greek Council President.
 12. Perform all other duties usually pertaining to this office.
- E. Judicial Chair- the Judicial Chair shall:
1. Chair the Judicial Board.
 2. Apply parliamentary procedure and constitution guidelines.
 3. Maintain decorum and order at all meetings.
 4. Certify all persons in attendance.
 5. Manage the process of amendments and proposals to the constitution during the fall semester.
 6. Perform other duties as assigned by the President.
- F. . Community Service Chair- the Community Service Chair shall:
1. Must create one community service event for UGC organizations to attend per semester.
 2. Do all other requirements placed by the UGC.
- G. Fundraising Chair- the Fundraising Chair shall:
1. Must seek and run fundraising opportunities for UGC, one per semester.
- H. Public Relations- Public Relations shall:
1. Carry out marketing projects and opportunities for UGC.
 2. Act as a liaison to the chapter presidents.
 3. the Public Relations Chair shall coordinate promotion at all United Greek Council activities.
- I. Social Chair- Social Chair shall:
1. Run programs during the semester with the goal of unifying UGC and other councils.
 2. Create and maintain communication between all on campus councils.
 3. Social Chair- the Social Chair shall coordinate all social activities of the United Greek Council and any other social events deemed necessarily by the Council.

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- A. Elections Chair- the Elections Chair shall be appointed by the president, out of the readily available delegates that attend each meeting, solely for the purpose of conducting proper elections.

Duties of Election Chair are as follows:

1. Follow all rules in accordance with Section 5 of the Bylaws for the UGC at NIU.
2. Coordinate elections including date, time, and place, in a respectful manner.
3. Verify qualifications have been met by all candidates.
4. Pursue all violations of any kind before or during an election.
5. May NOT vote in the election that the Election Chair is overseeing.
6. Receive and tally all votes and will also announce the winner at the end of the election.

Section IV

Executive Board

- A. The Executive Board shall make a report of its activities at each general meeting
- B. In extenuating circumstances, the Board shall take action between general meetings, with the advisor's approval, that are in the best interest of the Council; after which they shall inform the general body of the Council.

Section V

Elections:

- A. Nominations will be held at the first meeting in February.
- B. Elections will be held at the first meeting in March.
- C. All candidates shall be required to give a speech, not exceeding 5 minutes, detailing their reason for seeking office and their qualifications.
- D. The mode of elections shall be by secret ballot after direct nomination from the floor. The nominee receiving simple majority shall be elected. In the case of a tie, a runoff shall be held between the candidates. The candidates receiving the highest number of votes shall be declared the winner.
- E. In the case of three (3) consecutive ties reached by the membership, the Executive Board will determine a winner by a simple majority.
- F. New officers will officially take over at the last meeting of the spring semester.

Section VI

Vacancies and Impeachment: In the event of a vacancy in office shall be appointed by the United Greek Council President with the approval of the Executive Officers. An announcement will be made at general meeting of the vacancy. Qualified applicants will have one week to turn in a letter of interest.

- A. Removal from Office: All elected officers may be subject to impeachment consistent with violation of any Article of the UGC at NIU Constitution and Bylaws.
- B. Procedure: Any active member organization(s) or executive officer may bring an officer of UGC at NIU up for impeachment with due cause. The alleged violations must be presented in writing and appear with the sponsoring organization (s) or executive officer on the established agenda.
 1. Any officer with any three (3), excused or unexcused, total absences in any given semester may be subject to removal from office.
 2. Notification of absence must be submitted in writing, with full report, to the Judicial Chair twenty-four (24) hours prior to the meeting or event.
- C. Notification: All Judicial Board members will be notified in writing of the alleged charges, the UGC at NIU officer accused and the date and time of the complaint.
- D. Hearing: The Hearing procedure as outlined in Article 5, section 3 will be followed in the

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case of impeachment except for the following changes:

The UGC at NIU Judicial Board will convene and formally hear the accusations of the sponsoring organization(s) or executive officer and the rebuttal from the accused UGC at NIU officer. This meeting shall be conducted with ONLY member organizations, and any respective member, of UGC at NIU in the room.

E. Sanction:

1. Removal from office (2/3 vote of the Judicial Board required)
2. Probation and review
3. Fine (the judicial officer only contains the power to fine an organization as a whole, not an individual. The Judicial officer will decide the full amount and must be passed with majority vote.)
4. Educational Sanction
5. Community Service
6. Combination of any of the above

F. Compliancy: If the representative, or organization, does not comply with the sanction that is applied, that person/organization will lose their position within the UGC at NIU whether elected or not. If the person/organization still does not comply with the sanction, their respective organization will lose all voting privileges and will be considered suspended from being a part of the UGC at NIU until compliance is met.

G. Decision: the decision of the judicial board can be brought up for an appeal only once and only in the matters of impeachment and fines.

H. Appeal Process: If the person/organization that has been sanction does not agree with the Judicial Board's decision of impeachment or amount of a fine, that person/organization may appeal to the Appeal Board. The board consists of the President entity. The decision of the Appeal Board will be the final decision concerning the matter of impeachment or fine. Any appeals must be made within seventy-two (72) hours of the judicial trial adjournment.

Article III- Finance

Section I

Dues shall be due at the second meeting of each semester.

Section II

Sanctions for overdue fines and outstanding debts

- A. A fine will be levied to be paid by the next business meeting.
- B. The repercussions for not adhering to the above will be as follows:
 1. Will not be allowed to participate in social functions held by the Council and
 2. Voting rights revoked until financial status is regained.
 3. Priority dates for events will be revoked.
- C. It is the duty of the Treasurer and the Judicial Chair to work closely to be sure of the financial status of each member organization before any voting may take place.

Section III

Reactivation- Organizations wishing to reactivate with the Council must pay the current semester dues and any outstanding financial obligations to the Council.

Article IV Expansion

Section 3: General Philosophy

The following policy and procedures for expansion and colonization on Northern Illinois University campus have been established for the purpose of controlling growth and maintain a

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progressive potency beneficial to the current United Greek Council.

- A. Expansion can be defined as a required process establish by the UGC, but completion of one or more steps or requirements does not guarantee a commitment to extend an invitation to colonize at NIU.
- B. New Membership will be defined as, any prospective organization(s) or interest group(s) that are not named in the Preamble Article V- Membership, Section I.
- C. Prospective Group(s) or Organization(s) shall be defined as, five or more men or women currently enrolled at NIU, who are not a part of a Fraternity or Sorority.
- D. Prospective Group(s) or Organization(s) will also be defined as Greek Members, men or women, who are already a part of a Fraternity or Sorority who are transferred from a different 4 Year University or College that is recognized by Northern Illinois University, and seek to expand onto UGC-NIU.
- E. Any new prospective groups shall be subject to the expansion policy from the time of first contact with UGC and/or any Fraternity and Sorority Life advisor until accepted as an official member of the UGC.
- F. The overall intention of any expansion efforts should be for the long-term benefit of all NIU students and furthermore, to create an opportunity to join a fraternity or sorority not yet on the NIU campus, aimed to improve UGC.
- G.

Section II: Council Expansion Eligibility Procedure

Article 1:

All perspective Greek organizations looking to expand into the Northern Illinois University, United Greek Council Will have to complete and submit the expansion packet no later than September 15th. Following submission of the expansion packet, the E-Board will have 1 week to review the packet.

-Representatives from the perspective organizations must present to the NIU UGC no later then October 15t.

Article 2:

Perspective organizations will only be allowed to present for expansion in the Fall. No expansion will be allowed during the spring term

- A. Definition of expansion
 - 1. Open Expansion will be defined as the ability to expand any interest or perspective group(s)/organization(s) for a Fraternity or Sorority that are not yet mentioned in the preamble.
 - 2. Closed Expansion will be defined as a restriction that prohibits the UGC from colonizing or establishing any new prospective group(s)/organization(s), for a Fraternity or Sorority that are not mentioned in preamble.
- B. Eligibility for the Open Expansion of UGC will be determined by the following:
 - 1. All Organization under UGC must have a total of 5 members per chapter.
 - 2. All Organizations must be in good Academic Standing with the University, UGC Council, and any request made by the department of Fraternity and Sorority Life (F&SL).
 - 3. All Organization must be in good financial status with the UGC.
 - 4. All Organizations must be in agreement with the Executive board's decision to expand consisting of a final vote of 3/4 passing with one vote per Organization.
 - 5. Letters A-E in Article IV, Section II must be met in order to announce Open Expansion to the general Public.

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- C. Eligibility for new membership into the UGC for new organizations will be determined yearly by the executive board.
- D. The executive board for the current running year will make a public announcement of Open or Closed Expansion every Fall Semester during the first week in September.

Section III: Membership Process:

The UGC-NIU executive board may receive applications for consideration onto the council via official email: UGCNIUinfo@gmail.com, or president email at any time throughout the NIU academic year, or through the department of Fraternity and Sorority Life (F&SL). The UGC executive board may continue with the process of reviewing applications if requirements for OPEN expansion are met as determined in Article IV, Section 2, and Letters A-E.

- A. Eligibility to submit an application for consideration from a group will defined by following requirements:
 - 1. Each member of the Prospective Interest Group/Organization(s) or Prospective Greek member(s) must begin with a minimum of 5 members, not including the members who are already part of a Fraternity or Sorority.
 - 2. Each member must be devoted to general fraternity or sorority ideals and be in conformity with the MGC Constitution and Bylaws and the UGC mission statement.
 - 3. The Organization of interest must have been in existence for at least (3) three years and must have been incorporated in the United States.
 - i. If the organization is an Alpha chapter they must have demonstrated numerous contributions to the NIU campus and community including; 20 hours of community service per person each semester during a three year period that they are on campus, a collection of accomplishments, contact phone numbers, recommendations, and anything deemed necessary by the UGC or department of F&SL.
 - 4. The prospective organization(s) must have a list of National initiatives, which include philanthropies, academic standards, educational social activities, and have a constitution in place.
 - 5. The prospective organization(s) must Have at least another recognized chapter and be in good standing with a four year accredited university, with the exception of the Alpha chapter.
 - 6. Each member of the prospective group(s) must have a minimum 2.75 Cumulative Grade Point Average or above, a 2.75 GPA for the Prior Academic Semester at NIU, and must have completed at least one semester at NIU.
 - 7. Each member must be in good standing academically and financially with the University.
 - 8. Prospective members interested should not have any intake process under way, completion of an intake process, or initiation into an organization prior to being admitted to NIU, unless the current member(s) have already transferred from a different Academic 4 Year University or College recognized by NIU.
 - 9. All prospective members must abide by the rules and regulations set by the university, department of F&SL, and the UGC.
- B. The UGC Application for Consideration to Expand will be first governed by the following:
 - 1. All Prospective Interest Group or Greek Members for Expansion onto UGC must submit the following petition describing:

Ratified: Spring 1999

Modified: 10-10-2017

- i. Purpose
 - ii. Goals (i.e. philanthropy, academics, community service etc.)
 - iii. Benefits of acceptance
 - iv. Reason for wanting to work under UGC
 - v. Proposed program of events
 - vi. Any other request made by the current executive board or Fraternity and Sorority Staff member.
 - 2. Each Prospective Interest Group(s)/Organization(s) or Greek Members must present a letter from the National Board of Directors in favor of their expansion, provided they have a national structure.
 - 3. Each prospective group must present a letter from a local chapter of the prospective organization in support of the Expansion.
 - 4. Each prospective group must present a contract letter from a faculty member for support, or from a potential faculty advisor stating the agreement to supervise the prospective group during the set observation period described in Section III, Letter E. The contract must state that the advisor or potential advisor will also submit a letter of recommendation to executive board of UGC at the end of the probation period.
- C. Once the proper forms and petitions are submitted, the following are duties of the UGC executive board in conjunction with the Department of Sorority and Fraternity Life:
- 1. Obtain and review applications from interested group(s)/organization(s).
 - 2. Any fraternity or sorority interest will abide by a contract created by the UGC executive board in conjunction with the F&SL advisor, detailing mutual expectations and approval of services to be provided in order to facilitate the establishment of a colony.
 - 3. Provide applicant with all information regarding current Fraternity and Sorority Life policies, procedures, and a calendar of events.
 - 4. Officially establish or deny the consideration of the interest group for an Observation Period (see letter E).
 - i. Approvals must be made with 2/3 vote by eligible UGC members during the time period.
 - 5. Approval or denial of the expansion of the prospective group must be made in writing and distributed to the prospective group with-in a one month time frame from the submission the application.
- D. Once the application process has been accepted, the following are duties of the petitioning prospective organization:
- 1. Attend all affiliate Council meetings.
 - 2. Comply with all University, F&SL, and UGC rules and regulations.
 - 3. As represented by the colony president, meet with their respective F&SL advisor at least once a month and provide the F&SL advisor with a report three (3) times per semester on the status of the colony.
 - i. The F&SL advisor may share any information necessary with the UGC.
 - 4. Participate in all Greek activities and programs, is encouraged when possible.
 - 5. Turn in all paperwork by the established deadlines.
 - 6. Within one calendar month of the acceptance for expansion, the following shall be provided to the department of F&SL:
 - i. Anticipated timeline for expansion on to UGC-NIU
 - ii. List of local alumni or members that will be working with the colony.

Ratified: Spring 1999

Modified: 10-10-2017

- iii. Provided the colony has a national structure, the national board must send a recommendation letter and maintain a monthly correspondence with the department of F&SL.
- 7. Maintain an average cumulative grade point average at or above a 2.75 for successive semesters, with a minimum semester GPA of 2.75 per member.

E. Observation Period

1. Under approval from the UGC to commence an Observation Period, the prospective group(s)/organization(s) will be called a interest group.
2. The Observation Period will be defined a minimum of period of 2 semester, with no more than 4 semester in which the colony will be held accountable for following all rules and regulations set forth by UGC, the department of Fraternity and Sorority Life, and the NIU.
3. During the Observation Period the colony must:
 - i. Fulfill all UGC, University, F&SL, and National requirements (if any).
 - ii. The colony must maintain a portfolio consisting of all activities and accomplishment only during the Observation Period.
 - iii. Hold a minimum three successful non-alcoholic event per semester, geared towards attaining a relationship with F&SL Greek Members on the NIU campus, approved by the UGC e-board that are based on the three following categories:
 1. Academic Success
 2. Community Service
 3. Unity Event
 - a. Examples include: BBQ, Pizza Party, Game Night etc...
4. During the Observation Period, the colony may have full privileges, excluding the following:
 - i. Voting
 - ii. Priority on event dates
 - iii. Provide events that are not limited to categories, except for those required.
5. Payment of Fees and Dues
 - i. A payment fee of \$100 for initiation of the observation period must be paid in full with-in a four-week period after the notification of approval for the Observation Period.
 - ii. The organization must also pay dues in the identical manner as members of UGC, above the observation fee.
6. If interest group are not already members, during this time they are free to begin their intake process for their Organization
7. Eligibility to apply for Full Member status on the UGC will be determined the following FALL semester after the 5 minimum, given the following have been completed:
 - i. At least 5 Members have earned their Greek Letters from the national Fraternity or Sorority.
 - ii. The GPA requirement has been maintained.
 - iii. The completion of a minimum of six required events (2 semesters minimum).
 - iv. The application as an official organization has been successfully submitted to the NIU Student Association.

Ratified: Spring 1999

Modified: 10-10-2017

- v. Paid all fees and dues established.
 - vi. Have accomplished a good-standing relationship with each organization recognized under the UGC constitution.
 - vii. Presented a portfolio with accomplishments, events, and activities held during the Observation Period
- F. Full Status Membership under the UGC
1. A petition for recognition as a full status member must be made after spending at least 2 semesters, and no more than 4 semesters, as part of the affiliate Council.
 2. The organization will schedule a business-suited presentation with the UGC as follows:
 - i. The colony must present a portfolio depicting the activities and accomplishments during the probationary period in the affiliate Council.
 - ii. Discussion will follow the presentation debating the full status membership of the applicant organization.
 - iii. Decision to be awarded full membership in the UGC will be based on portfolio rubric established by the current executive board and F&SL advisor.
 3. Acceptance of the said petition to admit the chapter as a full status member of the UGC requires a private three-fourths (3/4) vote by the eligible voting chapters of UGC.
 - i. If acceptance is made, the organization must apply to become officially recognized by the Student Association and the University.
 1. The SA holds the right to reject an organization, even after acceptance onto UGC.
 - ii. If no acceptance is made, the organization may appeal to the Student Association.

Section IV: Procedures for withdrawal

- A. An organization must notify the Council in writing of intentions to withdraw membership providing reason.
- B. All outstanding dues and other debts must be paid to the Council in order for the organization to be withdrawn from the Council.

Article V- Judicial Code

Section I

Judicial Board Chairperson

- A. The Judicial Chair shall preside over the Judicial Board.
The Chair Will:
 1. Receive written complaints no later than ten academic days, following the alleged incident;
 2. Decide, in consultation with the Executive Board, the date, time and location of the proceeding;
 3. Inform the involved organization in writing the date, time and location of the proceedings, within five academic days.
 4. Receive all information that will be presented at the hearing at least one day before the hearing; and
 5. Preside over the hearing.
- B. In the event the Chair's organization is among the involved parties, the Vide-President

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Modified: 10-10-2017

- will preside at the hearing.
- C. In the event that the Vice- President is unable to preside, or in the event that the Vice- President is also among the involved parties, the President will preside.

Section II

The Judicial Board

- A. The Judicial Board consists of one of the two representatives from each organization.
1. Each organization shall have one vote.
- B. A quorum shall be composed of two-thirds voting members of the Judicial Board excluding the Chair.
- C. The hearing will be open only to representatives of the presenting and defending organizations and any of their witnesses, except in the case of impeachment or fines.

Section III

Judicial Procedure

A. Pre-Hearing Procedure

1. The organization/office/individual bringing allegations against another organization files charges with the Judicial Board Chair within five academic days of the occurrence.
2. The Judicial Board Chair informs the accused organization of the charges.
3. The hearing date, location, and time are set by the Judicial Chair.
4. The Judicial Board Chair informs the organization presidents in writing of the hearing date, location and time.
5. Presidents involved organizations will have five academic days to appeal, in writing, the time, and date of the hearing.

B. Hearing Procedure

1. The Judicial Board arrives one hour early. All parties involved will wait outside the established location until the hearing is convened.
2. Introductions of the Judicial Board and the parties involved are made.
3. The Chair outlines the hearing and asks all witnesses to leave the room. Only the board and the representatives of the organizations may remain.
4. The board and the organizations review all information if they have not already done so.
5. The Judicial Board Chair reads the charges. The accused organization then has the opportunity to accept or deny responsibility.
6. If they accept responsibility, the Judicial Board will deliberate and render a sanction.
7. If they do not accept responsibility, the organization (s)/ office/ individual bringing forth allegations will present its case including evidence and witnesses. Witnesses are brought in one at a time.
8. The Judicial Board questions presenting organization and witnesses only.
9. The accused organization has the opportunity to present a defense including evidence and witnesses. Witnesses are brought in one at a time.
10. The Judicial Board questions those presenting information in defense.
11. The Judicial Chair will then mandate that all non-Board members vacate the hearing room.
12. The Judicial Board deliberates and makes a decision on the charged organization's guilt or innocence and renders sanctions if applicable. Decisions must be made by two-thirds majority vote.
13. Only members of the presenting and defending organizations will be asked to reenter the hearing room. The Judicial Chair reads the decisions, rationale and sanctions, if applicable.

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Modified: 10-10-2017

14. The hearing is immediately adjourned.

C. Post- Hearing Procedures

1. The decision will be put in writing, within twenty-four hours, by the Judicial Chair and delivered to presenting and defending organizations.
2. Any appeal must be made in writing within seventy- two hours following adjournment of the hearing.
3. A copy of the appeal should be submitted to Judicial Chair, the President of the UGC at NIU, and the Council Advisor.
4. The Judicial chair must inform the Executive Board of any appeal brought to his/her attention within twenty-four hours.

Section IV

Sanctions of an Organization

For violation of any Article of the Constitution, the following penalties are applicable according to the severity of the violation.

- A. Voting rights revoked for a specified period of time.
- B. Suspension for a specified period of time.
- C. Suspension for an indefinite period of time, pending readmission by the body.
- D. A fine appropriate to the violation.
- E. Educational sanctions.
- F. Community service.
- G. Any combination of the above (reiteration of article I, section 6, Part E)

Article VI- Parliamentary Authority

Section I

The latest edition of Robert’s Rules of Order shall govern in all matters npt provided for in this Constitution and Bylaws of United Geek Council.

Article VII- Amendments

Section I

Proposal of Amendments: Amendments to these Bylaws may be proposed by affiliate chapters through their representatives.

Section II

The Bylaws may be amended as follows: Proposed amendments to the Bylaws shall be submitted to the Executive Board at least seven days before the meeting at which they shall be presented. The Executive Board, through the Secretary, shall circulate the proposed amendment to all voting representing before the meeting at least five days in advance.

- A. The proposed amendment will be voted upon at the following general meeting.
- B. Any representatives of the UGC at NIU may make a ‘friendly amendment,’ according to Robert’s Rules of Order, which subsequently may be immediately denied or accepted by the author of the original proposed amendment.

Section III

Proposed amendments to the Bylaws shall be considered adopted by a three-fourth (3/4) vote.

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