

IGC CHARTER

The mission of the Inter-Greek Council is to facilitate inter-Greek relations, relations between the Greek Community and the general Ursinus community, as well as promote a positive relationship between the Greek Community and the Collegeville borough. In addition, the Inter-Greek Council will work cooperatively with the administration of Ursinus College in order to establish rules and regulations to ensure a healthy relationship between the College and the Greek Community. Members of the IGC that are in good standing (not on probation) are guaranteed the rights of their Charter by the Ursinus administration. The IGC will manage organizations that are on probation in accordance with Ursinus College's Greek Expansion Policy.

ARTICLE I. MEMBERSHIP

SECTION A. RECOGNITION

All Greek organizations that meet the requirements of the Inter-Greek Council will be considered members thereof. These requirements will be determined in ongoing evaluations, as specified in Article IV. Failure to meet minimum requirements for two years in a row and failure to comply with the attendance policy will result in an organization being placed on probation. Any major infractions, as determined by the IGC Judiciary Board, may result in an organization losing their IGC membership or being put on probation. All Greek students and organizations represented in the IGC will adhere to and be bound by the rights and responsibilities as described in this document.

SECTION B. REPRESENTATION

All participating Greek organizations shall be equally represented and have a single vote in IGC meetings.

SECTION C. ORGANIZATION'S RIGHTS

The IGC fully respects the constitutions and bylaws of all organizations. Wherever this Constitution is in conflict with those regulations, the Inter-Greek Council's bylaws take precedence. In the event that an organization feels its autonomous regulations are being overstepped the IGC Executive Board and Greek Advisor are to be informed in writing and a meeting is to be arranged. Every organization holds to right to report the misuse or misrepresentation of their letters by any student. The IGC requests that the Greek Advisor has on-file the constitutions and bylaws from all participating organizations.

ARTICLE II. THE EXECUTIVE BOARD

SECTION A. ELECTED MEMBERS

A.A The Executive Board will consist of one of each of the following positions: President of Fraternities, President of Sororities, Vice President, Vice President of Conduct, Treasurer, and Secretary.

A.B Any person wishing to run for an Executive position must have been Greek for more than 2 semesters. Students on academic or disciplinary probation are ineligible; the Greek J-Board shall have the power to excuse a student from their ineligibility based on extenuating circumstances. Additionally, students planning to study abroad during the year which they would serve on the Exec. Board are ineligible.

A.C Should someone wish to impeach a member of the executive board, they must write up a petition stating why they believe they have grounds for impeachment. This petition must have the signatures of at least 75% of the Greek population in order to send that executive officer to the Greek Judicial Board

SECTION B. APPOINTED MEMBERS

The Executive Board will additionally include chair positions and committees that will absorb the extraneous and seasonal responsibilities of the IGC. Chairs are appointed by the elected officers of the IGC and are expected to coordinate their goals and events in a timely and effective manner with a strong emphasis on uniting members of different organizations within the Greek community. To ensure the diversity of these committees the IGC officers will draw from a different organization for each chair position and no more than two members of the same organization can serve on the same committee. These restrictions may be broken in the event that volunteers are too limited to allow for optimum inclusion.

SECTION C. DUTIES OF OFFICERS

C.A Presidents

It shall be the duty of the Presidents to serve as representatives of the Greek community to school administration. They are obligated to meet with administration on all potential changes to the IGC Charter and to bring any pressing concerns of the Greek community to the administration's attention. Details of these meetings will be presented to the Executive Board and the delegates during meetings, and no permanent changes to policy will be made without a vote by the delegates.

The President is also in charge of overseeing the rest of the Executive Board, to ensure that they are properly carrying out their duties as officers. Presidents are in charge of scheduling and leading IGC meetings.

Presidents should also have experience in leadership, and should be available to help incoming officers of any organization should they seek it.

C.B Vice President

The Vice President will fill in for any Presidential roles should one of the Presidents be unavailable, at the digression of the other President. The Vice President will be in charge of committees, once committee heads are assigned. The Vice President is to ensure that committees are running effectively, and committees will report to the Vice President in a timely manner decided by the Vice President. This could include written reports, or weekly meetings, etc.

The Vice President should also have experience in leadership, and should be available to help incoming officers of any organization should they seek it.

C.C Vice President of Conduct

The Vice President of Conduct will head the Greek Judicial Board. When an infraction is reported, it is the VP of Conduct's duty to bring it to the advisor of Greek Life to determine whether or not it calls for action. The VP of Conduct must organize all J-Board hearings, including the

venue, three faculty members, and three Greek student representatives survey on the board. The Vice President of Conduct must sit in on every J-Board hearing and will serve as the tie-breaking vote if need be.

C.D Secretary

The Secretary shall record the minutes and attendance of any meeting of the IGC including Executive Board meetings, General Assembly meetings, and Judiciary Board hearings. She/he is also responsible for forwarding the minutes of General Assembly meetings to Greek members.

The Secretary is also the IGC historian, and is responsible for keeping a record of all submitted Greek forms and information. This includes, but is not limited to: Community Service reports, Agendas, Minutes Previous NME and Rush schedules, Greek Week Winners, etc. All reports from organizations are to be submitted to the Secretary. The Secretary is responsible for all IGC related social media accounts. The Secretary will act as a point person for any and all questions regarding the 5 Star Programs. The Secretary should be very familiar with the program and prepared to answer any and all questions regarding it.

C.E Treasurer

The Treasurer shall create and maintain the IGC budget; this budget shall be adopted at the first IGC Executive Board meeting of the academic year. Furthermore, the Treasurer shall maintain a record of dues and financial obligations (see Article VII). The Treasurer will be responsible for the maintenance of the IGC account in which all dues shall be deposited. Funds from the account shall only be able to be withdrawn with the signature of the Greek Advisor.

SECTION D. DUTIES OF CHAIRS

The Community Service Chair shall meet with a volunteer committee to encourage service within the Greek Community and act as a resource to help each organization meet or exceed the minimum required community service events as set by the 5 Star Program. The Chair will also organize a minimum of two all-Greek community service events per semester.

The Social Chair shall organize at least one non-alcoholic all-Greek social event per semester. He/she shall also organize Greek Week with the help of a committee appointed by the Executive Board.

The Recruitment Chair and committee will be required to coordinate recruitment schedules and provide recruitment counselors. At least once per year there must be an informational event that includes all organizations such as a round robin or assembly. Recruitment counselors are encouraged to have a presence during freshman orientation and maintain open and unbiased lines of communication with eligible campus men and women.

The Risk Management Committee and chair are responsible for assisting Student Activities Office and the IGC with Risk Management Workshops, non-alcoholic events, National Anti-Hazing Week, and all other IGC-sponsored activities related to Risk Management. With that said, the Risk Management committee and chair do not uphold jurisdiction over Greek organizations or individuals in the Greek community.

The Fundraising Committee and chair are responsible for planning and executing fundraisers for the IGC in an effort to alleviate the costs of IGC-sponsored events, including Greek Week and the 5-Star Banquet. This chair must organize at least one fundraising event a year.

All Chairs must attend all bi-weekly general assembly meetings unless otherwise dismissed by the Vice President.

SECTION E. JUDICIARY BOARD

E.A It is the duty of the Greek Judiciary Board to ensure that all Greek members and organizations are adhering to the IGC Constitution as written. Should a member or organization breach the constitution, they will be sent to the Greek J-Board to determine whether they are guilty or innocent. If found guilty the J-Board is then responsible for determining appropriate sanctions. The Greek J-Board cannot take away any organizations charter or IGC membership.

E.B Members

Two representatives from each active organization will be chosen as J-Board representatives. All those wishing to apply to serve on the board must have been Greek for more than two semesters and cannot be a member of their chapter's executive board. Students will fill out applications that will be reviewed by the Director of Student Activities, Assistant Director of Student Activities, President of Fraternities, and President of Sororities. Which three members serve on the board of each individual trial will be chosen based on availability and the organization on trial.

ARTICLE III. MEETINGS

SECTION A. ORGANIZATION

The meeting agenda shall follow a format in this way: Opening Statement by the Presidents; Officer Reports; Chair Reports; Old Business; New Business; Announcements.

The President's opening statement should include a brief explanation of the meeting's agenda which will be provided by the Secretary. The Presidents should also state the estimated time of conclusion, if the meeting is expected to last longer than 30 minutes.

The Presidents will move through officer reports in the following order: Vice President, Secretary, Treasurer, President of Sororities/Fraternities. Chair reports will operate in the following order: Community Service, Social, Recruitment, and Fundraising Chairs/Committees.

New business should include any voting or discussion that has not yet been brought up to the assembly. Old business includes similar topics that have already been brought up to the IGC and tabled.

Prior to the close of the meeting all members are invited to share announcements.

SECTION B. FREQUENCY

The Executive Board shall meet weekly, unless circumstances warrant otherwise.

SECTION C. GENERAL MEETINGS

General Meetings of the IGC will be held biweekly. Each organization is to be represented by 2 members at each meeting. Each organization may appoint 4 individuals as eligible delegates. These names must be submitted to the IGC Secretary, in writing, by the first meeting of each semester. Representatives cannot be changed after this deadline has passed. The president of each organization may, at any moment, represent his/her organization in lieu of one of the 4 eligible delegates. In the event that an organization fails to be represented at any two meetings throughout the year the IGC will issue a warning to the organization; failure to attend another meeting over the course of the year will result in probation. The executive board, at its discretion, may excuse organizations from meeting the 2-delegate requirement.

Members from the Greek and Ursinus communities are invited to this meeting but only appointed sorority/fraternity representatives assigned as delegates at the beginning of each semester will have a vote in any discussion.

SECTION D. VOTING

Each organization will be able to cast a singular vote at IGC general membership meetings. Organizations may only vote if delegates are present at the time of voting, or if previously excused by the Presidents. Voting for IGC Executive Board is done by the entire Greek Community.

ARTICLE IV. FIVE STAR PROGRAM

SECTION A. OVERVIEW

Greek Letter organizations were founded to support the academic mission, vision, and values of the host institution where a chapter is recognized. The Office of Student Activities will conduct a yearly assessment of its local and national chapters in order to determine how the core values of individual fraternities and sororities support the Mission and Values Statement of Ursinus College.

SECTION B. ASSESSMENT

The assessment is composed of five different categories in which each chapter is evaluated. Each category is comprised of different criteria which are liable to change at the discretion of the Office of Student Activities. The following categories comprise the assessment portion of the Five Star Program:

- **Scholarship:** Chapter develops and maintains a sound scholarship program for all members to enhance academic success and contribute to the academic mission of Ursinus College.
- **Chapter Development:** Chapter encourages leadership, as well as teaches and upholds the values of its organization to promote a positive Greek image on campus.
- **Risk Management:** Chapter educates and promotes healthy lifestyles and actively aspires to reduce their risk by upholding the FIPG policy and the Anti-Hazing policy of Ursinus College. The chapter is responsible for its actions and understands the impact of its decisions on the Greek community and Ursinus College.
- **New Member Development:** Chapter demonstrates progressive steps towards positive pledge/associate/new member education program that respects and values new members. This program emphasizes the importance of ritual, values, and assists in developing its newest chapter members into excellent lifetime initiates.
- **Service to the Community:** Chapter demonstrates outstanding service to campus life, programs, and establishes community partnerships in order to contribute to Ursinus and the surrounding community.

SECTION C. CHAPTER PARTICIPATION

Participation in the Five Star Program is required of all active chapters here at Ursinus College. Organizations that do not make a concerted effort to meet the minimum requirements established by the Student Activities Office in the Five Star Program will forfeit recognition from the Inter-Greek Council.

ARTICLE V. RECRUITMENT

SECTION A. FORMAL RECRUITMENT PERIOD

A "Greek Orientation Event" will precede the Formal Recruitment Period (e.g.: Greek Fair, Round Robin, Greek 101).

Formal Recruitment shall begin the second week of the fall semester, and continue for up to two weeks, unless designated otherwise. Alcohol is strictly prohibited at all Formal Recruitment events.

Each Greek organization shall submit their proposed Formal Recruitment schedule to the IGC Advisor at least one week before the start of Recruitment. Alumni may not be involved in the recruitment process.

Recruitment counselors will work together as representatives of IGC to assist Potential New Members during this time. Counselors will not wear their Greek letters during Formal Recruitment and will make themselves available to the PNMs on a regular basis. It will also be the duty of recruitment counselor to share information about all Greeks and dispel any misconceptions, rumors, or bias towards any organizations. These counselors have an important role in promoting Greek unity and as such there should be at least one but no more than three members of each organization acting as recruitment counselors.

SECTION B. BIDS

Formal Recruitment will close Friday at 5pm. Bids may be distributed any time after 12pm Sunday and cannot be accepted by potential new members until 12pm Monday. The time in between the close of Formal Recruitment and Bid distribution is not dry. Organizations may hold preference parties during this time, but no formal bids may be given to potential new members at these events.

The official bid list is to be due at 12 noon on the last day of Formal Recruitment to the Greek advisor who will reply with eligibility lists within 24 hours. The final list of New Members who have accepted their bids is due at twelve noon the day prior to the start of the NME period.

ARTICLE VII. NEW MEMBER EDUCATION (NME)

SECTION A. ELIGIBILITY

To be eligible for the New Member Education process Potential New Members must: be enrolled full-time at Ursinus College as a sophomore, junior, or senior; have a minimum 2.33 cumulative GPA, follow all guidelines agreed upon by IGC and the Greek Advisor; and may not be on academic or disciplinary probation. Amendments to the criteria outlined above may not be submitted during the Formal Recruitment, Bid, or NME periods. Any complaints or inquiries must be submitted to the IGC and Greek Advisor. All Greek members however are required to complete the Anti-Hazing Agreement annually and are bound to report instances of hazing that they encounter.

Exceptions may be granted by the IGC Executive Officers and Greek Advisor. In the event that a potential new member has a cumulative GPA within 0.05 of the required GPA, the organization may request an exception with a properly drawn up academic plan for the student. Once a decision is given there is an opportunity for one appeal to the Greek J-board. Discussions may be held within general meetings to make *recommendations* to these bodies; decisions regarding an individual's eligibility are not within the jurisdiction of the general assembly of the IGC.

SECTION B. DURATION

The NME process shall begin the Friday following the end of Formal Recruitment and shall continue for up to eight weeks. The NME process shall not exceed twenty hours per week. Infractions will be reported to the Greek Advisor/administration. Consequences of NME infractions are not within the jurisdiction of the IGC general assembly, the executive board, nor the Greek J-Board. These bodies are invited to discuss the matter and make recommendations to the Greek Advisor and/or administration.

SECTION C. RESTRICTIONS

Organizations shall not inhibit New Members' academic work or athletic team practices, and shall ensure that their New Members have sufficient time to carry out day-to-day activities, such as eating and sleeping. Any infraction of these promises will result in consequences for the offending organization which will be dealt with by the Greek Advisor/administration on a case by case basis.

The IGC is not responsible for maintaining lines of communication between faculty/coaches/residence life and the Greek Advisor however, if prompted, they will provide all faculty/coaches/residence life staff with the Greek Advisor's contact information and guidelines for monitor their student/team member/resident's well-being during NME. The IGC is responsible for encouraging individuals to report any negative or positive feedback during NME. Negative feedback will be swiftly recognized and behaviors will be corrected to reflect the values of the Greek community and the restrictions of NME.

All organizations shall adhere to applicable federal, state, and local laws as well as Ursinus College's rules. Any organization found to be breaking these rules shall be subject to severe disciplinary action, such as the revocation of their charter. New members must be made aware of resources available to them including but not limited to: the Greek Advisor, chapter advisor, residence life, wellness, and law enforcement agents if necessary.

SECTION D. RESPONSIBILITIES OF NEW MEMBER EDUCATORS AND GREEK ORGANIZATIONS

New Member Educators must submit a detailed outline of all proposed New Member Education activities to the IGC Advisor and the organization's advisor for approval, and NME activities are prohibited until this approval. These plans must include the time, date, and location for each event, the comprehensive agenda for each NME event, and a signed agreement by each organization's President and New Member Educator that the information enclosed therein is accurate. If plans change they must be approved by the Greek Advisor. The Greek Advisor can attend any NME event without warning. If events are not followed in accordance with the NME plans a meeting will be held with the Sorority/Fraternity President, New Member Educator, and the Greek Advisor to determine proper consequences. The President and New Member Educators are liable for anything that is undisclosed within the NME plans.

Every Greek student must complete the necessary anti-hazing agreements to be submitted to the IGC Advisor before the start of NME. Failure to obtain approval of NME plans, or failure to submit all anti-hazing agreements shall result in revocation of an organization's NME privileges.

Ursinus alumni may not be present at any NME function without the prior consent of the IGC advisor.

ARTICLE VIII. DISCIPLINE

SECTION A. JURISDICTION

The IGC recognizes that Ursinus College ultimately holds all jurisdictions over disciplinary affairs and may sanction organizations and/or individuals as deemed necessary.

Any incident in direct violation of the IGC charter and bylaws will be reported to the VP of Conduct and the Greek advisor, who will decide whether or not it is appropriate to call together a judiciary hearing because of the incident. In the case that a hearing is called, the Greek J-Board will have the ultimate decision in charges and sanctions.

ARTICLE IX. FINANCIAL RESPONSIBILITY

SECTION A. DUES

In an effort to strengthen the Greek community the Inter-Greek Council will levy dues so as to fund various events throughout the year and be able to provide for different activities and refreshments. The dues will be used solely for nonalcoholic events and for events which are communal in nature. The collection of dues and regulation of the Inter-Greek Council finances will be managed by the Treasurer. Dues will be assessed on an organizational basis. Organizations will contribute \$8 per member.

Dues will be collected annually within a month following the conclusion of the New Member Education period. Therefore, dues will be assessed on the number of members in the organization following the New Member Education period. The Inter-Greek Council Treasurer will contact each Greek organization's Treasurer at the beginning and end of New Member Education in order to determine how much the organization owes in dues based upon the number of members.

Dues will be deposited into the Inter-Greek Council banking account. This account shall require the signed consent of the Greek Advisor for any withdraws and expenditures.

If an organization fails to pay dues they will be put on probation.

Dues will be used for various events designed to benefit the Greek community, ranging from Greek Week, community service events, and community building activities. Events are to be voted on at general membership meetings to ensure that there is a seventy five percent minimum approval for funding. This will allow for more accurate head counts for busses and other expenditures as well as ensuring that multiple groups will participate. Dues may also be used to subsidize different nonalcoholic Greek events when circumstances present themselves. Individual organizations may submit requests for part of the budget to subsidize non-alcoholic events they may be holding. These requests must be approved by the IGC executive board before going on to the general assembly to be voted on.

SECTION B. BUDGET

The Treasurer will construct a budget to be presented at the first general IGC meeting. This budget and any further spending of IGC funds will be voted on at the general IGC membership meeting.

ARTICLE X. GREEK WEEK

SECTION A. OVERVIEW

Ursinus College's Greek Week is a week-long celebration held in April each year to celebrate the pillars of Greek Life: Brotherhood/Sisterhood, Scholarship, Service, and Leadership. Greek Week is a time to share with Ursinus our unity, pride, bonds, and acceptance for each other. Greek Week is an opportunity to create stronger ties in the Greek community while also expanding our presence on campus.

SECTION B. PARTICIPATION

Participation in Greek week is one of the many privileges of being Greek here at Ursinus College. In order to be eligible to participate, Greek organizations must be recognized by the Inter-Greek council. In addition to recognition, Greek organizations must fulfill all Greek week-related financial obligations which are detailed in Section C. Article X (Dues) in order to be eligible to participate. Lastly, a Greek week packet will be distributed prior to the start of Greek week each year. This packet will be presented to the IGC general assembly in order to acquire feedback for Student Activities Office. Every participating member of each Greek organization must sign the Ursinus College Greek week liability waiver form and submit it to Student Activities Office (Angie) prior to the start of Greek week. Signing of the liability waiver form and Greek week packet entails that all participating Gr will adhere to the rules and regulations outlined within each document. If individual(s)/organization(s) fail to adhere to said rules, Greek week eligibility may be revoked at the discretion of the Inter-Greek Council executive board and Student Activities Office.

SECTION C. DUES

Each organization must contribute \$5 per participating member in order to be eligible for Greek week. Inactive members, members abroad and members unable to participate in Greek week do not count towards an organization's Greek week dues. Other extenuating circumstances that might negate the financial obligation of a particular member may be discussed with Student Activities Office and the Inter-Greek Council executive board in order to determine the Greek week dues owed. In order for an organization to be eligible to participate in Greek week, at least 75% of active members must pay dues. Greek week dues will be collected prior to spring break. These dues ensure that each participating Greek who paid Greek week dues receives one free Greek week T-shirt as well as food/drink provided at specific events. The dues will also be used for any trophies/awards distributed to the winners of Greek week at the closing ceremonies.

ARTICLE XI. AMENDMENTS

SECTION A. AMENDING

Amendments will take effect the semester after approval. Amendments must be in effect for at least 1 year before they can be amended again.

SECTION B. VOTING ON AMENDMENTS

Amendments can be proposed by organizations or members at general membership meetings. Votes that pass by 2/3 in the general assembly will be passed to the Executive Board and may be ratified at the following Executive Board meeting. At the Executive Board meeting the Board will vote to ratify the amendment. An amendment may pass if the Greek Advisor and a simple majority of the executive board agree upon it. The Greek Advisor holds veto power for all amendments proposed.

ARTICLE XII. RATIFICATION

SECTION A. CONSTITUTION AMMENDMENT COMMITTEE

The IGC general assembly may vote once every two years to call together a Constitution Amendment Committee. This vote must be passed by 2/3 majority. Should the general assembly decide to call together this committee, each organization may send one representative to serve on the CAC. This committee, along with the President of Sororities and President of Fraternities, will meet weekly to make changes to the charter. Major changes to the charter must be voted on within this committee and pass with 2/3 majority. The Presidents do not have voting privileges but to have vetoing power.

SECTION B. GENERAL MEMBERSHIP VOTING

If the Constitution and all the changes made are approved by the Greek Advisor, the ratified constitution will be put to a vote by every individual Greek member. The changes, again, must be agreed upon and passed by 2/3 majority.