**The University of Arkansas United Greek Council Constitution**

**PREAMBLE**

In order to promote the further advancement of Greek Letter Societies, by encouraging

diversity among their members and taking full advantage of the various talents in all segments of culture and society, to advocate greater solidarity in the University of Arkansas Greek Community, and to nurture intellectual, emotional, and social development, we do ordain and establish this Constitution of the United Greek Council at the University of Arkansas.

**NAME**

The name of this organization shall be the United Greek Council at the University of Arkansas and will hereafter be referred to as the UGC,UG, or Council.

**PURPOSE**

It shall be the purpose of this council to:

1. Unify and organize groups that seek to promote diversity and cohesion on campus and in the community.
2. Encourage cooperation and harmony among member organizations.
3. Provide educational programs and service the needs and wants for member organizations.
4. Take an active role in community service activities.
5. Serve as a liaison between the university authorities and member organizations in matters of common interest.

**MEMBERSHIP**

**The UGC shall charge each member organization dues in the amount of five dollars ($5) per member and seven dollars ($7) per new member.**

**Membership fees should be made during the second week of the fall and spring semesters.**

**In order to allow for the appropriate regulation of the growth of the council based on limited resources and abilities of persons involved in its management, the UGC and/o the Office of Greek Life reserves the right to cease expansion or place a moratorium on expansion when deemed appropriate. The UGC will abide by and follow all UA Greek Life expansion policies.**

**STRUCTURE AND MEETINGS**

1. Executive Board: The Executive Board of UGC shall consist of all elected officers and advisors.

1. The Council President will serve as the chair of the Executive Board.
2. The Executive Board will meet twice per month to discuss, evaluate, and review activities involving member organizations, meeting agendas, etc.
3. Executive Board meetings will be held the week prior to an upcoming General Assembly Meeting unless otherwise indicated.
4. General Assembly: The General Assembly shall consist of all member organizations. Each member organization shall have one voting delegate and an alternate voting delegate. The assembly will meet twice a month.

**VOTING AND REPRESENTATION**

1. Each organization shall have at least one representative for business meetings and voting. If a voting delegate is absent from any Council meeting, the alternate voting delegate shall assume the same privileges as the voting delegate. Each active member organization may have only one vote on any issue on the floor including elections.
2. Member organizations must submit the names of delegates to the recording secretary on or before the first regular council meeting of the fall and spring semester to be included on the official council roster.
3. Any member organization may submit a written request to the council president to change the name(s) of its regular voting delegate(s).
4. Delegates are accountable for the fulfillment of their positions at each regular council meeting.
5. A proxy will have the same voting privileges as an alternate voting delegate.
6. Delegates of the member organizations must be undergraduate students enrolled in a minimum of nine (9) credit hours.
7. Chapter Rosters must be submitted to the Office of Greek Life by the Monday of the third week of the fall and spring semester unless indicated otherwise by the council’s treasurer.

**OFFICERS AND ELECTIONS**

1. The Elected Officers of the Council shall be: The elected officers of the United Greek Council at the University of Arkansas shall be the President, Vice President, Secretary, and Treasurer. Council Advisor(s) shall serve as ex-officio members of the executive board.

1. No member shall hold two concurrent elected offices in the same year unless situation warrants.
2. No organization shall hold two consecutive terms in the office of President or Vice-President.
3. Each organization shall have representation in the elected offices for the Council unless situation warrants differently.

2. Nomination of Officers

1. Nomination of officers should take place during the last meeting of March. The slate of officers from the previous meeting should be presented during the first meeting in April. The presiding officer shall then open the floor for nominations. All nominees must be present at the time of nomination to decline or accept nomination(s). When the floor has been closed for nominations, speeches/presentations (no longer than two minutes) from each candidate shall be given from each candidate. Each office will be voted on individually starting with President, Vice President, and so on as listed in the order of this document. Officers shall be installed at the first meeting following their election and shall assume office immediately following the end of the spring semester. All newly elected officers as well as outgoing officers must attend the officer transition meeting in April.
2. All nominees should be asked if they are willing to serve if elected and must meet all the qualifications as outlined here in this document.
3. Organizations must be currently active in order to be nominated for any office of the United Greek Council.
4. Term of office shall be one academic calendar year.
5. All elected officers “or appointed” must maintain active status within a member organization and meet the University requirements for holding elected and appointed positions. Undergraduate leaders/officers must have a 2.50 cumulative grade point average or higher, be enrolled in twelve (12) semester hours, and have the absence of disciplinary probation. Additionally, the candidate must have this at the time of election and maintain throughout his/her term in office per semester.

**ARTICLE VI- COUNCIL ADVISORS**

1. The University of Arkansas reserves the right to appoint a designated university administrator to serve as a primary advisor including the role as faculty/staff advisor to any Greek governing body that is recognized as an official registered student organization at the university. The Council President reserves the right to serve as a UG representative on the search committee and other member organizations may also aid during the selection process.
2. The primary advisor shall be a full-time, twelve month paid Greek Life staff member at the University of Arkansas.
3. The primary advisor shall abide by all university rules and regulations as set forth in the student handbook, the Office of Greek Life, local and state laws/ordinances, as well as, be knowledgeable of UGC rules and guidelines regarding its member organizations on all levels (i.e. NALFO, etc.).
4. Additional responsibilities of the primary advisor and/or secondary advisor may include but not be limited to serving as a counselor and mediator in council discussions and/or debates, assist as overseers in council projects, events, and activities.
5. The Primary Council Advisor will assure that the council is in compliance with the national and regional ordinances, and with the local council's guidelines.
6. The Primary Council Advisor shall approve all checks along with the council’s treasurer and council president.
7. Additional advisors may be asked to assist the Primary Council Advisor at his/her discretion.
8. Additional advisor’s may include Greek Life graduate assistants/interns and/or other university paid-staff personnel.
9. An advisor must be present at all times during every council meeting, event, and/or activity. If the primary council advisor is unable to attend any council function, it is their duty to notify the council president and to contact other advisors to assure that an advisor will be present.
10. All monetary transactions, publications/marketing efforts, written documentations, mass email mailings, or any other forms of communications should be cleared through the Primary Advisor for the purpose of liability issues and/or to avoid unwarranted situations which may affect the entire council or the University of Arkansas Greek Community.

**MEETINGS**

1. A quorum to convene and transact business shall consist of majority vote of the voting Council members.
2. A binding contract cannot be entered into without a majority vote of the membership present at a meeting and the signature of the Council President and Council Treasurer.
3. The Council President or Council Primary Advisor shall call all special meetings. Each member organization's delegate shall be notified of special meetings at least three (3) days prior to the meeting, unless immediate action is required.

**FISCAL YEAR**

The fiscal year for this Council shall be the same as the University of Arkansas academic calendar (July 1-June 30).

**ARTICLE XII- AMENDMENTS**

1. All amendments to this constitution & bylaws must be proposed by one of the following methods:
2. Proposals by the President.
3. Proposals by the representatives or officers.
4. Proposals by special appointed Constitution committee.
5. Proposals should be made as follows:
6. Proposed amendments to the constitution may be amended at any regular meeting of the Council provided majority of the Council representatives present vote in favor of said proposed amendments.
7. Proposed amendments must be presented to the representatives two weeks prior to any meeting. One (1) exception shall be during the first part of the semester after the summer break. The President must be given a written copy of the proposal one (1) week before the first business meeting.
8. Proposals must be typed, double-spaced, dated and signed.
9. Proposal(s) that are approved take effect upon approval unless otherwise suggested by persons proposing.
10. Proposed amendments to this constitution shall be adopted upon a majority vote of the members of this organization voting in a general election.
11. Upon adoption, amendments shall be inserted in the place in this constitution which they change, and the portions amended shall be deleted. Those amendments which are added shall be placed in additional sections in the articles to which they pertain.

**BYLAWS**

**SECTION I- MEMBERSHIP**

1. The United Greek Council shall consist of currently enrolled students who are active members of NALFO or another national multicultural Greek-lettered governing body organization recognized by the University of Arkansas Greek Life office according to its expansion policy. The following local chapters of the following affiliated organizations are eligible for membership:

Phi Iota Alpha Fraternity, Inc. and Sigma Iota Alpha Fraternity, Inc.

2. A member organization shall be considered active if:

1. A member organization shall be in good standing with the University of Arkansas by maintaining at least a 2.50 minimum grade point average (GPA). The Council member organizations may not extend membership to non-University of Arkansas students. All active members of a registered student organization (R.S.O.) must be University of Arkansas students. According to the UA RSO policies, all student organizations must have a minimum of six (6) active members or be placed in an inactive status. Inactive status shall be defined as loss of privileges as outlined in this document. Exceptions may be made by the Office of Greek Life.
2. A member organization must submit completed Dues Payment Form(s), (this includes chapter demographics form along with payment set forth by the Council) on or before the first regular Council Meeting in September for the fall semester and the first regular council meeting in January for the spring semester.
3. A member organization must pay all dues, fines, and fees that may have incurred from previous sanctions throughout the year. A member organization is considered inactive until all dues, fines, and assessments have been properly paid.
4. A member organization must adhere to and abide by all regulations, guidelines, agreements and arrangements as outlined in this document.
5. All voting representatives’ organizations must be financially active with the Council before he/she can vote.
6. All officers’ organizations must be financially active with the Council to continue to perform the duties of their respective offices.

3. Should a member organization be deemed in violation of any stipulations as set forth in the governing documents of this council, the said organization shall be placed on inactive status by the council until all sanctions have been lifted. When a member organization is deemed inactive the following shall be revoked:

Voting privileges

1. The right to initiate, co-sponsor, conduct, or participate in any activities, functions, or programs on or off the University of Arkansas campus.
2. The right to actively participate in Council meetings. Inactive member organizations are granted the privilege to attend council meetings only as silent observers.

**DUTIES OF COUNCIL OFFICERS**

1. **President**: The Council President shall be Chief executive of the Council. It shall be the duty of the President:

1. To preside over all meetings of the Executive Board and the Council.
2. To appoint committees, committee chairs, and interim officers/chairs, and serve as Ex-Officio members of all committees.
3. To call special meetings when appropriate.
4. To represent UGC at any meetings with university administrators or designate a representative in the event the Council President is unable to serve.
5. To ensure that UGC operates in accordance with Constitution & By-Laws and the University of Arkansas.
6. To sign all documents.
7. To co-sign/approve all checks with the Council Treasurer.
8. To maintain forms, records, documents, and provide officer records for transition.
9. To assume other duties as assigned per council.

2. **Vice President**: It shall be the duty of the Vice President:

a) To execute the duties and powers of the President in his/her absence, resignation, or if impeached.
b) To prepare an agenda for the Council executive board and General Assembly meetings.
c) To chair the education committee. The committee shall coordinate events such as but not limited to the following topics: risk management, scholarship, leadership development, service-oriented programs, social action, standards & ethics, etc.
d) To maintain forms, records, documents, and provide officer records for transition.
e) To assume other duties as assigned per council.

3. **Secretary**: It shall be the duty of the Secretary:

a) To keep a strict record of the proceedings of the Council and to be responsible for maintaining all papers and documents of the Council.
b) To prepare minutes of each Council meeting and keep them available at all times.
c) To coordinate the UG calendar and compile the joint calendar of all UG organizations; to immediately notify the Council of any conflicts in tentative calendars of the member chapters
d) To assist the treasurer in maintaining accurate records of all Council finances.
e) To issue any and all necessary correspondence on behalf of the Council.
f) To maintain forms, records, documents, and provide officer records for transition.
g) To assume other duties as assigned per council.

6. **Treasurer:** It shall be the duty of the Council Treasurer:

a) To collect all dues, and other monies for the Council and deposit all monies within five (5) business days of receipt.
b) To submit a typed financial report at the first Council meeting of each month.
c) To request checks through the University’s Treasurer Office.
d) To complete National and Regional dues forms and submit with dues payment.
e) To maintain a ledger of all Council transactions and prepare all financial documents for audit at anytime.
f) To assure that vouchers are detailed, accurate, signed by the Council President, and include some proof of purchase before any monies are disbursed.
g) To secure all receipts for monies spent and to issue receipts for all incoming revenue.
h) To chair the Budget and Finance Committee and assist in the preparation of the yearly budget.
i) To maintain forms, records, documents, and provide officer records for transition.
j) To assume other duties as assigned per council.

**REMOVAL OF COUNCIL OFFICERS**

Members of the Executive Board may be removed upon proof of good cause by a majority vote from financial UGC member organizations.

1. Officers may be removed based on the following guidelines:

a) Continuous gross or willful neglect of the duties of office.
b) Failure or refusal to disclose necessary information on matters of organization.
c) Unauthorized expenditures, signing unauthorized checks, or misuse of UGC/university funds.

2. Executive Board officers will be immediately removed if they fail to meet all requirements (grades, credit hours, etc.) of an officer as outlined in this document and the university student handbook. 1. In the event of the Office of the Council President becoming vacant, the Vice President will immediately move up to fulfill his/her responsibilities until the next regular UGC election. All other positions becoming vacant, the Council President will call a special election and the council will vote upon the nominated candidates.

**NEW MEMBERSHIP INTAKE & DEVELOPMENT**

1. The United Greek Council of the University of Arkansas does not profess to have any authority over the Membership Intake Activities of any UGC organization. UGC recognizes and deems appropriate that such activities will be governed solely by the national organization of each of the local chapters on this campus.

2. The UGC of the University of Arkansas does not have the authority to assist the University of Arkansas officials in the investigation of any alleged hazing activities or other acts of misconduct reported.

3. Each local organization under the umbrella of the United Greek Council shall insure that all membership intake activities are conducted humanely and in the spirit of brotherhood/sisterhood.

4. All membership intake activities should be conducted in accordance with the specifications and guidelines as outlined by the University of Arkansas as well as the national organization.

5. Hazing is defined in the university’s student handbook and will not be tolerated on or off campus.