

# ***Greek Council Constitution***

*Last updated March, 2005*

## **Preamble**

We, the members of the Greek Council, in order to perpetuate the Greek System at Brown University, do hereby ordain and establish this Constitution for our Government.

## **I. Greek Council**

### **A. Purpose**

1. To serve as the governing and supervisory body of the Greek System.
2. To serve as the liaison between the Brown Community and the Greek System.
3. To serve as a regulatory body for the Greek System and to discipline Greek Houses as necessary.
4. To organize social and community service on behalf of the entire Brown Community.
5. To represent and aid the interests of the Greek System and its members at Brown University.
6. To integrate the Greek System with both the Brown Community and the community at large.
7. To educate the Brown community of the benefits and quality of Greek Life.

### **B. Composition**

The Council shall consist of the following members:

#### *Executive Board*

1. Chair
  - a. Shall be responsible for calling Council and Executive Board meetings.
  - b. Shall meet with appropriate University officials regularly on all issues concerning the Greek System.
  - c. Shall coordinate all activities of Officers and committees and shall be ultimately responsible for all activities.
  - d. Shall cooperate with the Treasurer in the preparation of the yearly budget.
  - e. Shall be responsible for the enforcement of the Greek Council Constitution and By-Laws, especially the requirements on attendance.
  - f. Shall serve for a full year, from April to April.
2. Vice-Chair
  - a. Shall serve as the assistant to the Chair, and shall act as Chair in his/her absence.
  - b. Shall be responsible for the organization of the Rush period, including bid cards, housing slips, and the publication of the Rush booklet.

- c. Shall be responsible for the assignment of all Rush dates, for general 8:00-10:00 P.M. Rush events and for weekend Class F or cocktail parties.
  - d. Shall serve as a liaison to the University for any matters regarding Rush.
  - e. Shall serve for a full year, from April to April.
3. Treasurer
- a. Shall have charge of all Council funds, including the collection and disbursement of all money due to and owed by the same; the keeping of records of all financial transactions, and the reporting on financial status at the end of every month.
  - b. Shall be responsible with the Chair for the preparation of yearly budget to be submitted for the approval at the first duly called meeting of the academic year.
  - c. Shall be responsible for communicating with and providing required information to all organizations that fund the Council, including the provision of a budget to the UFB by the spring deadline.
  - d. Shall serve for a semester.
4. Public Relations Chair
- a. Shall be responsible for publicizing all activities of the Council and Greek organizations, including working with co-sponsor organizations.
  - b. Shall be responsible for presenting the Greek System to the Brown community in a positive manner. This includes responsibility for communication with all media.
  - c. Shall familiarize themselves with the regulations regarding advertisements at Brown and ensure that Greek Houses follow these standards.
  - d. May be called upon by the Vice-Chair to aid with the Rush book.
  - e. Shall serve for a semester.
5. Social Chair
- a. Shall be responsible for assigning dates of all non-Rush cocktail or Class F functions held by any Greek House and reporting those dates to the Student Activities Office.
  - b. Shall be responsible for collecting reports on every cocktail or Class F function held by any Greek House and serving as a liaison on such functions to the Student Activities Office.
  - c. Shall be responsible for the planning and organization of all Council sponsored social events.
  - d. Shall serve for a semester.
6. Community Service Chair
- a. Shall be responsible for planning community service events for the Greek community as a whole.
  - b. Shall be responsible helping all Greek Houses fulfill their community service requirement of two events per semester.
  - c. Shall serve for a semester.
7. Standards Chair
- a. Shall be responsible for presiding over all trials presented to the Greek Council and all inter-house conflicts that arise. In the event of a disagreement over standards between different Houses within the Greek

- Council, the Standards Chair remains neutral and confidential in handling the resolution of any and all issues.
- b. Shall serve as a neutral party who can receive property taken from any Greek House and return it to the same House.
  - c. Shall be responsible for organizing all activities during Greek Week, including the Greek Olympics.
  - d. Shall be responsible for amending the Constitution and By-Laws in conjunction with the chair.
  - e. Shall serve for a semester.
8. Alumni Relations Chair
- a. Shall serve as a liaison to the University Office of Alumni Relations and assist them with any projects involving Greek Alumni.
  - b. Shall be responsible for arranging any events or activities involving Alumni of the Greek Houses.
  - c. Shall be responsible for maintaining an updated database of the Alumni of all Greek Houses.
9. Secretary
- a. Shall record the minutes of all Council meetings and be responsible for sending this information to all house Presidents within two (2) days after each meeting.
  - b. Shall be responsible for all general distribution of information to the Houses.
  - c. Shall be responsible for keeping attendance of all Executive Board Officers and House Presidents at each meeting.
  - d. Shall be responsible for sending weekly reminders the day before each Greek Council meeting providing the location of said meeting.
  - e. Shall serve as a pillar of organization for the entire Greek Council.
  - f. Shall serve for a semester.
10. Web Chair
- a. Shall keep current the Greek Council webpage, including a schedule of Greek events.
  - b. Shall serve for a semester.

### *Presidents*

The Council shall consist of the President from each of the duly chartered Greek organizations at Brown University . In the event that a President cannot attend, a proxy should be sent in their place. If any President is serving as a member of the Executive Board, they should appoint a permanent proxy to represent their house in their stead.

### *Committees*

The council shall have three committees, consisting of three members each. The committees shall be under the Social, Public Relations and Community Service Chairs. The committees are open to all members of the Greek community and will be appointed

by the executive board with diversity of representation in mind. Each chair will determine the role of their committee members.

### *Community Director*

One of Wriston's two community directors shall make a good faith effort to attend every Greek Council meeting.

### **C. Elections**

1. Elections of the Executive Board shall take place at the second to last meeting of each semester, including the meeting prior to Spring Weekend.
2. Candidates shall have been active members for at least one semester of Greek Houses recognized by the council.
3. Candidates shall submit a written application and give a short speech to the Council.
4. Each Greek organization shall have one vote.
  - a. All organizations must be represented during election meetings.
  - b. A President may be request, in his/her absence, a proxy vote with approval of the Chair prior to the election meeting(s).
  - c. Officers of the council may not vote.
5. All Officers shall be elected by a majority vote.

### **D. Meetings**

The Greek Council shall meet regularly in the lounges of the individual Greek organizations. Meeting requirements shall be as follows:

1. Shall meet weekly during the academic year, except on holidays and during exam period.
2. A quorum shall consist of at least two-thirds of Council membership, exclusive of the Executive Board.
3. Each meeting must be announced at least 24 hours in advance, ideally at the previous week's meeting, to be included in the minutes.
4. Members of the public wishing to address the Council must notify the Chair or Vice-Chair prior to the meeting.
5. All meetings are open to the Greek community unless a closed session is called by the Council.

The Council shall structure its meetings to meet the needs of the group, but shall include at a minimum:

1. Minutes: The minutes shall be taken by the Secretary and e-mailed to all house Presidents after each meeting. The Secretary shall keep records of the minutes for the current and previous semesters.

2. Attendance: The Secretary will pass around an attendance sheet. Record of attendance of all Presidents and Executive Board Officers will be kept for Council records.
3. Officer and Committee Reports: Executive Board Officers will report any activity or business during the previous week, as well as upcoming plans.
4. Business/Announcements: The Council may hold open discussion or vote during this time.

All Executive Board Officers shall be required to attend each meeting. If any Officer misses more than two meetings in any semester, a replacement Officer will be elected in their stead at the next meeting after an announcement by the Council Chair. There will be no excused absences.

#### **E. By-laws**

The Greek Council shall have the power to establish such rules of procedure which it deems instrumental to carrying out its responsibilities and powers.

1. Said rules shall constitute the By-Laws of the Council.
2. Said rules shall be kept in writing by the Chair and Secretary, as well as placed on file at the Office of Residential Life and the Student Activities Office and put on the Greek Council website.

#### **F. General Powers**

1. Coordination. The Council shall have the power to coordinate activities between the Greek System in those areas which the Council deems fitting and proper.
2. Disciplinary. The Council shall have jurisdiction over disciplinary cases referred by the University administration or by a member organization. The Chair shall notify the proper University Offices of all disciplinary actions following approval of the Greek Council as described below.
3. Advisory. The Council shall have the power to advise each member organization on any matter relation to the Greek System as a whole, or in dealing with Offices of the University.
4. Chartering of Greek Organizations. The Council shall have the power to both charter and revoke charters of Greek organizations at Brown University , according to standards established in conjunction with the proper University Offices. New Greek organizations may be admitted to membership of the Council upon a two-thirds vote of the representatives then comprising the Council.
5. Representative. The Council shall have the power to represent the interests and opinions of all member organizations in all ways and manners to the University administration, faculty, and student body.
6. Delegation of Authority. The Council shall have the power to create and authorize those committees that it deems necessary to satisfy the interests and functions of the Greek System.

7. Finances. The Council shall have the power and obligation to collect and expend funds to carry out its goals.

### **G. Amendments to the Constitution**

1. All amendments to this Constitution must be submitted in writing to the Council members within the context of a duly called meeting.
2. All amendments must be approved by a two-thirds vote.

### **H. Authorization of the Constitution**

This constitution shall become effective upon the ratification of its terms by all of the recognized Greek organizations presently chartered at Brown University. Signatures of the ratifying organization representatives are attached.

## ***Bylaws***

These bylaws have been deemed necessary by the Greek Council for the successful fulfillment of its responsibilities and powers. Changes to these bylaws can be made by a two-thirds vote of the current representatives of the Council.

### **I. House responsibilities**

- All Greek organizations represented on Greek Council are required to fully support the planning of and to participate in all Greek Council sponsored events, including social and community service events. Any direct conflicts that would prevent full participation from an organization should immediately be brought to the attention of the Chair.
- Failure to adequately participate in events or communicate with the Chair shall result in penalty as deemed necessary by the Executive Board of the Council.
- All Presidents of Greek organizations are expected to regularly attend Greek Council meetings; in the case that the President cannot attend a representative must be sent.

### **II. Executive Board Officer Responsibilities**

- The Greek Council Executive Board shall function as a cooperative body. Executive Board Officers shall help organize and attend all Council sponsored events.
- Executive Board Officers are required to attend all meetings. Executive Board Officers are also expected to fulfill their duties as outlined in the Constitution.
- Executive board reserves the right to review multiple unexcused absences or unfulfilled responsibilities and to excuse members from their position. In this case, a new election will be held.

### III. Voting

- Representative Houses shall vote on all matters requiring a vote.
- A quorum shall consist of at least two-thirds of Council membership, exclusive of the executive board.
- A vote resulting in a tie shall be decided by the Chair.
- In extenuating circumstances when a meeting of the Council is not possible and a decision must be made, either the executive board or just the Chair, Vice-Chair and the presiding officer reserve the right to make an executive decision.

### IV. Social Functions

- Organizations shall announce social functions at the earliest possible Council meeting, but not before the beginning of the semester. This announcement will serve as fair warning to other organizations.
- In addition, the Social Chair should be notified via email or in person for the purposes of updating the social calendar.
- The Council should be notified of an event at least two Council meetings prior to the desired date of the event, and prior to registration with the University. Failure to notify Greek Council shall result in inability to register the event with the University.
- No two Greek organizations shall hold Class F parties on the same night. Invitation-only parties may be held on the same night.
- Specific cases may be brought before the executive board. The Executive Board reserves the right to allow exceptions to this rule.

### V. Rush

- Purpose: The purpose of the rushing program is twofold: to acquaint all students with the Fraternity/Sorority/Coed Society system at Brown and to enable all students to have sufficient contact with individual Houses so as to facilitate and promote a wise decision.
- Open Houses: Each House will hold open Houses at times specified on the Rush Calendar. Open Houses provide interested students with the chance to visit each House and meet with its respective members. All students are strongly encouraged to attend the open Houses. No House will hold an unscheduled open house. Open House events are dry events. All Open House events should be advertised to the University as a whole.
- General Rushing Rules: No alcoholic beverages may be consumed or offered to rushees during Open Houses. No live entertainment is permitted in a House during

specified open house hours, unless the House members or rushees in attendance provide it. No House may have attractions that are designed to compete with another House's Open House unless it is during an assigned Open House as well.

- **Bid Period:** Each house may extend written bids to rushees only during the Bid Period specified on the Rush Calendar. Bids are binding only on behalf of the House bestowing the invitation, and not on behalf of the rushee.
- **Returning Bids:** In order to accept an invitation of membership to a Fraternity/Sorority/Coed, rushees must return bid cards to Greek Council Officers in a neutral location during a designated time. Bid cards must be signed by rushees at the specified time in the presence of Greek Council Officers. Bid cards may be deemed invalid if not signed within the specified time period. Greek Council may declare a rushee ineligible to rush for violating a rush rule.

#### IV. Finance

- The Treasurer shall maintain control over Council finances in cooperation with the Chair. The Treasurer and Chair are the only Officers authorized to use the Council credit card.
- Dues shall be collected from each Greek organization at the beginning of each semester. Dues currently stand at five dollars (\$5) per active member.
- A one time bid-signing fee shall be paid by Greek pledges upon signing their card. This fee currently stands at ten dollars (\$10) per pledge.

### ***Minimum Standards***

Minimum Standards for the Existence of Residential Greek Organizations at Brown University

#### I. Statement of Purpose

These minimum standards are designed to be a guide for leadership, organization, membership, budgeting, program development, behavior on an individual and group level, physical plant condition and maintenance, and evaluation by the University. The University expects all its Greek Houses to meet or exceed these standards, and believes that doing so will ensure a long and productive presence of Greek Life at Brown.

## II. Leadership Standard

### A. Offices

The following Offices must be filled by each Greek organization: President, Vice President, Alumni/ae Liaison, Greek Outreach Program/Community Service Coordinator, Treasurer, House Manager, Social Chair, Rush Chair and Pledge Educator. This listing of Offices is only a guideline. Each Greek organization may divide the labors of these Offices in any way among any number of organization members. Each house must report to the Greek Council and the Office of Residential Life the names of each officer and their duties.

### B. Organizational Requirements/Responsibilities

1. Each organization must have a current Constitution and Bylaws.
2. Each house officer should compile a comprehensive set of goals and objectives, by office, for their house's internal use only, by the second week of their new term.
3. Documents that are specific to each house and necessary to the administrative function of the Office of Residential Life must be submitted but the dates determined to the Office of Residential Life. These documents include Pledge and Residential Members lists, Housing lists, Officer's Lists, Community Programming and Service Lists and other similar information.

### C. Orientation Programs for New Officers

1. An orientation program for each incoming officer must be conducted by the outgoing Officers. These programs, along with all documentation and correspondence that pertains to the office, must serve the purpose of familiarizing the new officer with all duties and responsibilities of his/her position.
2. The program must cover at a minimum, all responsibilities related to each position.

### D. House Advisor Meetings

The President or Executive Committee must meet with the House Advisor at least once per semester in person or by phone, provided that such meetings are convenient and necessary. An effective working relationship must exist between the house and its advisor by regular consultations between the President and the Advisor throughout each term.

### E. Alumni/ae Relations and Outreach Programs

1. The President or Executive Committee must consult with a representative from the alumni/ae organization of the House every semester to discuss house and alumni/ae objectives and progress towards their fulfillment.

2. An undergraduate officer must be assigned to serve as alumni/ae liaison to coordinate the organization's alumni/ae outreach program. This officer's responsibilities should include, but not be limited to, the following:
  - a. To meet at least twice per year with representatives of the alumni/ae organization to discuss alumni/ae outreach.
  - b. To obtain, at no cost to the organization, an up-to-date alumni/ae mailing list from the University if the organization plans to communicate regularly (e.g. newsletter) with the alumni/ae.
  - c. To maintain a calendar of events for alumni/ae activities.
  - d. To work with the Alumni Relations Chair on any general Greek alumni projects.
3. The alumni/ae liaison should maintain an up-to-date file or notebook containing the following:
  - a. The responsibilities of the alumni/ae organization
  - b. A calendar of meetings and deadlines that pertain to the organization.
  - c. Minutes from organization meetings, and all correspondence between the organization and the undergraduate chapter.

#### **F. Attendance at Greek Council Meetings**

Attendance at all Greek Council meetings, and sub-council meetings, by the President, or his/her representative in the event of a conflict, is mandatory.

#### **G. House Elections and Officer Tenure**

1. Organizations should be able to demonstrate a plan assuring the continuity of leadership as described in "Orientation Programs for New Officers" above.
2. Those persons holding the Offices of President, Vice President, Treasurer, Pledge Educator, and House Manager should live in the house, for the duration of their tenure. Organizations may impose other guidelines and requirements for their Officers.
3. Outgoing Officers are expected to consult with their house's Executive Committee after their tenure.